

# UNT | DALLAS™

UNIVERSITY OF NORTH TEXAS AT DALLAS

## Academic Catalog 2018-2019

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# Catalog Home

## The University of North Texas at Dallas

*2018-2019 Undergraduate and Graduate Catalog*

### Catalog Information

The University of North Texas at Dallas online catalog is a general information publication only. The catalog intends to reflect current academic policies, procedures, degree offerings, course descriptions, and other information pertinent to academic study at The University of North Texas at Dallas. It is not intended to nor does it contain all regulations that relate to students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and The University of North Texas at Dallas or The University of North Texas System.

The University of North Texas at Dallas reserves the right to change the provisions of this catalog at any time, including, but not limited to: withdraw courses at any time, to change fees or tuition, calendar, curriculum, course offerings, degree requirements, graduation procedures, and any other requirements affecting students as necessitated by legislative or regental action. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled.

The online version of The University of North Texas at Dallas Catalog is the official version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2018-19 catalog cycle. The official publication date of this catalog is August 2018.

Although this catalog was prepared on the basis of the best information available at the time, and the information is updated regularly, users are cautioned about the following:

- Editorial, clerical, and programming errors may have occurred in the publication of this website, and The University of North Texas at Dallas assumes no responsibility for such errors.
- There is a lag time between approved changes and their publication on this website.
- Students normally are entitled to graduate under the degree provisions of the catalog in effect at the time of their first completed semester of enrollment.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of The University of North Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever penalties the student may incur.

### About UNT Dallas

The University of North Texas at Dallas (UNT Dallas) is the only regionally accredited, public university in the City of Dallas. UNT Dallas is rapidly becoming a university of first choice as a result of the personal involvement of faculty, student support resources, affordability, location, and the relevancy of programs and degrees to career offerings in the region.

Record enrollment for Fall 2016 exceeded 3,000 students.

The university offers 22 undergraduate and 8 graduate programs and 1 professional degree in high-demand fields including criminal justice, teacher education, business, sociology, and counseling. There are four academic schools: School of Business; School of Education; School of Human Services; and, the School of Liberal Arts and Sciences.

UNT Dallas has a diverse student population (41 percent Hispanic, 35 percent African-American, and 17 percent white) including first-time freshmen, transfer students, veterans and graduate students. The experiential learning opportunities provided by UNT Dallas are perfectly suited for first generation and continuing education students seeking the degrees and experience needed to pursue high demand career opportunities in the Northeast Texas region and beyond.

The campus spans 264 acres in southern Dallas and is located on University Hills Boulevard, north of Interstate 20 (Exit 468) between Interstates 35 and 45. In October 2016, Dallas Area Rapid Transit (DART) opened the UNT Dallas DART rail station, effectively linking the university to all of DART's service area in Dallas.

UNT Dallas is a member of the University of North Texas System.

### **Accreditation**

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

### **Mission Statement**

#### **Empower. Transform. Strengthen.**

UNT Dallas empowers students, transforms lives, strengthens communities.

## **Vision**

Through education and community connectedness, UNT Dallas aspires to be the pathway to social mobility in its primary market.

## **Values**

Resilience, Unity, Excellence, Mentoring, Integrity, Effectiveness, Strategic, Diversity

## **Goals**

- **Rooted in community.** Become the leading university in Southern Dallas and nearby suburbs.
- **Grow.** Increase enrollment, retention and completion rates with experiential learning while developing critical thinking and marketable skills for every student.
- **Serve.** Relentless pursuit of student success.

### **UNT Dallas Milestones**

1997

- State Senator Royce West and Representative Helen Giddings introduced SCR 75 at Texas' 75th Legislative Session. The bill authorized the establishment of a commission to study the creation of an institution of higher learning to be located in southern Dallas County. The bill passed but was vetoed by the governor.
  - Not to be deterred, organizers formed the Southern Dallas County Higher Education Feasibility Task Force. That summer the Task Force made a formal request to the Texas Higher Education Coordinating Board to conduct the study.
  - By fall the coordinating board commissioner had appointed a special committee to coordinate the study.
- 1998
- In July the committee recommended that the study area be broadened to include Ellis County as well as southern Dallas County.
  - In September the University of North Texas was selected to be the new university's educational partner.
- 1999
- In January the coordinating board granted permission to the University of North Texas to open the UNT System Center at Dallas.
  - In June the Texas Legislature and governor approved a \$4.2 million appropriation to fund start-up costs and operations at the System Center. Support for the funding was led by Senator West and Representative Giddings.
- 2000
- Dr. Virginia Wheelless, UNT's Associate Chancellor for Planning, was appointed the System Center's interim executive director.
  - In the fall the institution began offering degree-related programs at temporary quarters in a Dallas business park.
- 2001
- On May 8, Governor Rick Perry signed into law Senate Bill 576, which formally created an independent University of North Texas at Dallas. Enrollment had surpassed the 1,000 students threshold, required before independent status could be triggered.
  - Dr. John Ellis Price was named UNTD's first chief executive officer.
- 2003
- The Communications Foundation of Texas awarded the UNT System a \$500,000 planning grant to fund a high quality, professional master plan for property UNTD owned. Consisting of 264 wooded acres, the site was ideally located just east of I-20 on what was then Houston School Road.
  - The Legislature authorized \$25.4 million for construction of UNTD's initial academic building.
- 2005
- The master plan for UNTD's new Dallas campus, which took 18 months to complete, was approved.
  - Ground was broken in October to begin construction of UNTD's initial academic building—a 75,000 square foot, three-story structure.
- 2006
- The initial academic building was completed and occupied.
- 2009
- In May Governor Perry signed Senate Bill 629, which released \$25 million in revenue bonds.
  - Construction got underway on a second, companion academic building.
  - Work began on Vision 2020: A Framework for Achieving Comprehensive University Status. The effort was spearheaded by Bain & Co.
  - Legislation establishing the UNT Dallas College of Law passed and was signed by Governor Perry.
- 2010

- The second academic building was completed and occupied.
- In the fall UNTD welcomed its first freshman class.
- A \$5 million appropriation to fund start-up costs for the law school was authorized in the 2010-2011 state budget.

2011

- The UNT Dallas Commission on Building the University of the 21st Century was formed.
- Houston School Road north of I-20 is renamed University Hills Boulevard.

2012

- The Commission issued its report, which made recommendations which focused on teaching, students, and affordability.

2013

- Senior U.S. District Judge Royal Ferguson, Jr., stepped down from his bench at the Northern District of Texas, Dallas Division, to become founding Dean of the UNT Dallas College of Law.
- UNTD presented degrees to its first graduating class.
- In June, UNTD received accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACS) retroactive to January 1, 2013.

2014

- The UNT Dallas College of Law admits first class.

2015

- Former Dallas Morning News Editor in Chief Bob Mong named President of UNT Dallas.

2016

- DART opens new UNT Dallas campus light rail station.
- Ground broken on UNT Dallas' first residence hall, a milestone signifying the university's continued growth.
- UNT Dallas announces record enrollment, exceeding 3,000 students for the first time.

2017

- UNT System acquires the historic City of Dallas Municipal Building (106 S. Harwood) to become the permanent home of UNT Dallas College of Law.
- UNT Dallas College of Law receives approval for provisional accreditation from the American Bar Association.
- UNT Dallas awarded \$2.58 million for TRIO Upward Bound Programs by U.S. Department of Education.
- UNT Dallas becomes a residential campus with the opening of University Hall, the campus' first residence hall.

### **Institutional Quality Enhancement**

UNT Dallas is committed to continuous improvement in all of its operations. At both the institutional and the organizational-unit level, the University establishes expected outcomes for performance, assesses the extent to which the outcomes are attained, and makes changes to affect performance improvements on the basis of a careful review of outcomes assessment data.

With regard to student academic achievement, UNT Dallas regularly and formally evaluates student success in acquiring the skills, knowledge bases, and behaviors that are identified by faculty as critically important in the degree programs offered by the institution. The University also evaluates the effectiveness of its many services that support student learning. UNT Dallas believes that ongoing assessment of student learning and prompt implementation of improvements in curricula, pedagogy, and related educational support programs and practices when indicated are central to the efficacy of its academic mission.

Students should anticipate participating in a wide array of evaluation and assessment procedures throughout their educational careers at UNT Dallas. Students are expected to enter into these procedures openly and honestly so that they and UNT Dallas together can ensure continuous improvement processes are effective in maximizing each student's educational experience.

### **Experiential Learning**

Experiential learning is incorporated into one of the goals of our university: Grow. Increase enrollment, retention and completion rates with experiential learning while developing critical thinking and marketable skills for every student. Experiential learning is the process of developing knowledge and skills from direct experience - learning through action.

Experiential learning at UNT Dallas is two-fold: it serves to help students transition more gracefully from college to the work place setting by gaining marketable skills, real world experience, and industry networks; it also serves to improve the quality of learning by understanding how text book learning applies to the real world by increasing the likelihood of using the knowledge, critical thinking skills and habits of mind acquired in their studies.

Students will have the opportunity to: (1) apply their educational competencies through experiential learning in the community, (2) deepen their understanding of course content and develop critical thinking through direct research or service based activities, and (3) access resources to enhance their professional development and skill set to become more marketable. Experiential learning is a process of learning by doing and reflecting on the experience. Experiential learning first immerses learners in an experience and then encourages reflection about the experience to develop new skills, new attitudes, or new ways of thinking.

Services offered to students includes but are not limited to: assistance in identifying their learning style, assistance in finding appropriate placement at approved sites, appropriate trainings and informational resources, provided correct paperwork and assessments for university data collection, and recognition opportunities for the service they commit to the community.

Services offered to faculty includes but are not limited to: assistance in providing experiential learning opportunities for their students, showcasing the great work you and your students are doing around experiential learning, assistance in the capturing and recording process, providing educational presentations about experiential learning, internship course development, and informational materials and resources of the university policies, and best practices for experiential learning.

Services provided to community partners includes but are not limited to: opportunities to recruit and speak to students, assessments to ensure quality efforts and satisfaction, success stories featured, and resources for improved policies and best practices.

For more information, call 972-338-1764 or email [Experiential.Learning@untdallas.edu](mailto:Experiential.Learning@untdallas.edu).

### **Non-Discrimination Policy**

The University of North Texas System is firmly committed to equal opportunity and does not permit - and takes actions to prevent - discrimination, harassment (including sexual violence), and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, family status, genetic information, citizenship or veteran status in its application and admission processes, educational programs and activities, facilities, and employment practices. The University of North Texas System immediately investigates and takes remedial action when appropriate. The University of North Texas System also takes actions to prevent retaliation against individuals who oppose a discriminatory practice, file a charge, or testify, assist or participate in an investigative proceeding or hearing.

### **Directory of Frequently Called Offices**

When seeking information about the University, please visit, call, or write the office most closely associated with the subject of your concern or inquiry. Letters intended for offices other than those contacted will be forwarded. Directory assistance for all university offices is available through the main switchboard at (877) 868-9857 or the main campus number: (972) 780-3600.

## Admissions Offices

<p><b>Office of Admissions (Undergraduate)</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-780-3642 877-UNT-DALS (868-3257) Fax: 972-780-3694 E-mail: <a href="mailto:admissions@untdallas.edu">admissions@untdallas.edu</a> Website: <a href="http://www.untdallas.edu/undergrad">www.untdallas.edu/undergrad</a></p> <p>Admission information, applications and status reports for new undergraduate students (U.S. citizens and permanent resident aliens).</p>	<p><b>Graduate Admissions</b></p> <p>Mailing address: UNT Dallas 7300 University Hills Boulevard Dallas, TX 75241-4605 972-780-3642 877-UNT-DALS (868-3257) Fax: 972-780-3694 E-mail: <a href="mailto:GradSchool@untdallas.edu">GradSchool@untdallas.edu</a> Web site: <a href="http://www.untdallas.edu/graduate">www.untdallas.edu/graduate</a></p> <p>Admission information, application and status for <b>new</b> and <b>former</b> graduate students (U.S. citizens and permanent residents). Information regarding graduate admission, general policies, regulations and degree requirements; GRE score recording.</p>
<p><b>Campus Visitor and Tour Information</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-338-1756 Tour Hours: 9:00 a.m. and 2:00 p.m. based on availability, Tuesday-Friday Email address: <a href="mailto:visit@untdallas.edu">visit@untdallas.edu</a> Web site: <a href="http://www.untdallas.edu/visit">www.untdallas.edu/visit</a></p>	<p><b>Student Financial Aid and Scholarships</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-780-3662 Fax: 972-780-3636 E-mail: <a href="mailto:financialaid@untdallas.edu">financialaid@untdallas.edu</a> Website: <a href="http://www.untdallas.edu/finaid">www.untdallas.edu/finaid</a></p>

## General Offices

<p><b>Academic Advising and Student Support</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-338-1645 Email address: <a href="mailto:Advising@untdallas.edu">Advising@untdallas.edu</a> Website: <a href="http://www.untdallas.edu/aas/advising">www.untdallas.edu/aas/advising</a></p> <p>Advising, placement, support and assessment for students enrolled in developmental education to meet</p>	<p><b>Career Services</b></p> <p>Mailing address: 7400 University Hills Boulevard Dallas, TX 75241 972-338-1782 Fax: 972-338-1789 E-mail: <a href="mailto:CareerServices@untdallas.edu">CareerServices@untdallas.edu</a> Web site: <a href="http://www.untdallas.edu/careers">www.untdallas.edu/careers</a></p>
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<p>Texas Success Initiative requirements. Provides general support for campus undergraduate retention efforts.</p>	<p>Services: Career and job search resources; job announcements; online job listings; transmission of online resumes to potential employers; career and job search advising; on-campus interviews with employer representatives and career fairs.</p>
<p><b>Counseling and Wellness Services</b></p> <p>Mailing address: 7400 University Hills Boulevard Dallas, TX 75241 972-338-1779 Email address: StudentAffairs@untdallas.edu Website: www.untdallas.edu/wellness</p> <p>Individual and group counseling for career, emotional and personal concerns; interest, aptitude and personality assessments.</p>	<p><b>Finance and Administration</b></p> <p>Mailing Address: 7300 University Hills Boulevard Dallas, TX 75241 972-338-1400 Website: www.untdallas.edu/ofa</p>
<p><b>Human Resources</b></p> <p>Mailing Address: 7300 University Hills Boulevard Dallas, TX 75241 972-338-1410 Website: www.untdallas.edu/hr</p>	<p><b>Office of Disability Services</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-338-1777 TTY access: 888-937-9291 Email address: Cynthia.Suarez@untdallas.edu Website: www.untdallas.edu/disability</p> <p>Assistance with provision of auxiliary academic aids for students who request reasonable accommodations under the Americans with Disabilities Act (ADA) and Rehabilitation Act of 1973.</p>
<p><b>Office of Marketing &amp; Communications</b></p> <p>Mailing Address: 7400 University Hills Boulevard Dallas, TX 75241 972-338-1097 Website: www.untdallas.edu/marcom</p>	<p><b>Office of the President</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241 972-780-3600 Email address: President@untdallas.edu Website: www.untdallas.edu/president</p>
<p><b>Office of the Provost</b></p> <p>Mailing address: 7400 University Hills Boulevard Dallas, TX 75241 972-338-1600 Fax: 972-338-1614 Email address: Provost@untdallas.edu Website: www.untdallas.edu/provost</p>	<p><b>Office of the Registrar</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-780-3664 Fax: 972-338-1939 Email address: registrar@untdallas.edu Web site: www.untdallas.edu/registrar</p> <p>Registration; transcripts; grade reports; academic status information; residency determination for continuing and</p>



	former students; military waivers; enrollment verification/certification; notary service; and graduation.
<p><b>Office of Strategic Analysis &amp; Reporting</b></p> <p>Mailing Address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-338-1785 Email Address: Sam.Shi@untdallas.edu Website: www.untdallas.edu/sar</p>	<p><b>Office of University Advancement</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-338-1100 Fax: 972-780-3636 Email address: advancement@untdallas.edu Website: www.untdallas.edu/ua</p>
<p><b>Student Affairs</b></p> <p>Mailing address: 7400 University Hills Boulevard Dallas, TX 75241 972-338-1775 Email address: StudentAffairs@untdallas.edu Website: www.untdallas.edu/osa</p> <p>General information; non-academic and personal assistance; student policy interpretation; social adjustment problems; student activities; and registered organizations information.</p>	<p><b>Student Financial Services</b></p> <p>Mailing address: 7300 University Hills Boulevard Dallas, TX 75241-4605 972-780-3658 Fax: 972-780-3636 Email address: StudentFinancialServices@untdallas.edu Website: www.untdallas.edu/sfs Payments: my.untdallas.edu</p> <p>Provide information and assistance regarding tuition and fee charges, waivers, installment payment of tuition and special fees; refunds; returned checks; identification cards.</p>
<p><b>Student Government Association</b></p> <p>Mailing address: 7400 University Hills Boulevard Dallas, TX 75241-4605 972-338-1781 Email address: SGA@untdallas.edu</p>	<p><b>University Police</b></p> <p>Mailing address: 7400 University Hills Boulevard Dallas, TX 75241 Police Department: 972-780-3009 Emergencies: 972-780-3000 (officer dispatch)   911 Website: www.untdallas.edu/police</p> <p>University Police officers are licensed by the State of Texas and enforce state and local laws as well as university rules and regulations. University police provide protection on a routine and emergency basis, administer the crime prevention program; campus escort service and emergency phone system, and provide motorist assistance.</p>
<p><b>UNT Dallas Campus Parking</b></p> <p>Mailing Address: 7400 University Hills Boulevard Dallas, TX 75241 972-780-3009 Website: www.untdallas.edu/parking</p>	<p><b>UNT Dallas Library</b></p> <p>Mailing Address: 7400 University Hills Boulevard Dallas, TX 75241 972-338-1616 Email address: untdlibrary@unt.edu Website: www.untdallas.edu/library</p>

<p><b>Veteran's Benefits</b></p> <p>Mailing address:  7300 University Hills Boulevard  Dallas, TX 75241-4605  972-780-3664  Email address: VA@untdallas.edu  Web site: www.untdallas.edu/registrar/va</p> <p>Information on VA education benefits, Tuition Assistance, and Hazlewood exemptions; filing and certification of benefits; processing changes in program, semester schedule, or student status.</p>		
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## Administration and Faculty

<ul style="list-style-type: none"> <li>• Governance</li> <li>• Administration</li> </ul>	<ul style="list-style-type: none"> <li>• UNT Dallas 2018-2019 Faculty</li> </ul>
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## Governance and Administration

### Governance

### UNT System Board of Regents

The Board of Regents is the governing body of the University of North Texas System, which includes the University of North Texas at Dallas, the University of North Texas Health Science Center at Fort Worth, and the University of North Texas. The Board is composed of nine members who are appointed by the Governor of Texas and confirmed by the Senate. The members are appointed for staggered terms of six years each.

Chair, **Brint Ryan** (2021), Dallas

Vice Chairman, **Laura Wright** (2021), Dallas

**Mary Denny** (2023), Aubrey

**Milton B. Lee, II** ((2023), San Antonio

**A. K. Mago** (2021), Dallas

**Carlos Munguia** (2023), University Park

**Rusty Reid** (2019), Fort Worth

**Gwyn Shea** (2019), Irving

**B. Glen Whitley** (2019), Hurst

The Governor of the State of Texas shall appoint a Student Regent annually to serve a one-year term. The Student Regent must be enrolled as an undergraduate or graduate student at an Institution at the time of appointment and throughout the Student Regent's term.

Student Regent, **Amanda Pajares** (2019)

## Administration

# UNT System Administration

**Lesla B. Roe, MS**, Chancellor of the University of North Texas System

**Barbara Abercrombie, PhD**, Chief Human Capital Officer

**Paul Corliss**, Chief Communications Officer

**Rama Dhuwaraha**, Chief Information Officer

**Nancy S. Footer, JD**, Vice Chancellor and General Counsel

**Tracy C. Grunig**, Chief Audit Executive UNT System

**Rosemary Haggett, PhD**, Vice Chancellor for Academic Affairs and Student Success

**Jack Morton, JD**, Vice Chancellor for Governmental Relations

**Cassandra Nash**, Interim Vice Chancellor for Facilities Planning and Construction and Chief Architect

**Gary Rahlfs**, Vice Chancellor for Finance

**Rey Rodrigues**, Associate Vice Chancellor for Government Relations and Chief Policy Operations Officer

# UNT Dallas Administration

The President is the chief executive officer of the institution and has general authority and responsibility for the administration of the University, subject to the policies and rules of the Board and under the direction of the Chancellor. Assisting the President with these administrative responsibilities is a solid core of experts in the educational arena as well as seasoned business professionals. The faculty and staff of UNT Dallas are committed to providing quality degree programs and services and take pride in the services it provides its students and the surrounding community.

**Bob Mong**, President

**Betty Stewart**, Provost and Executive Vice President of Academic Affairs

**Angie Castillo**, Executive Assistant to the President

**Jamaica Chapple**, AVP of Student Access and Success for Student Affairs and Dean of Students

**Paul Corliss**, Chief Communications Officer

**Stephanie Holley**, Vice President for Student Access and Success

**Jim Main**, Executive Vice President for Administration and CFO

**Dawn Remmers**, Assistant Provost

**Michael Williams**, Distinguished Leader-In-Residence

**Monica Williams**, Vice President for University Advancement and President of the UNT Dallas Foundation

# Academic Deans

**Glenda Balas, PhD**, Dean of Liberal Arts and Sciences

**Felecia Epps, JD**, Dean of the College of Law

**John Gasko, PhD**, Dean of Education

**Constance Lacy, PhD, LCSW, HS-BCP**, Dean of Human Services

**Karen Shumway, PhD**, Dean of Business

## UNT Dallas 2018-2019 Faculty

September 1, 2018 (list current at time of posting)

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W  
| X | Y | Z

**AGBODZAKEY, JAMES**, Associate Professor of Public Leadership. BA, University of Ghana; MS, Ohio University; PhD, Florida Atlantic University

**AL-SULTAN, SAIF**, Assistant Professor of Information Technology. BS, University of Technology - Baghdad, Iraq; PhD, De Montfort University, United Kingdom

**AMIN, IFTEKHAR**, Assistant Professor of Human Services. BS, University of Dhaka; MA, University of Dhaka; MA, University of Texas at Arlington; PhD, University of North Texas

**ARXER, STEVEN**, Associate Professor of Sociology. BS, Barry University; MA, University of Miami; PhD, University of Florida

**ARYA, VINOD**, Professor of Mathematics. MS, Meerut University; PhD, University of Roorkee

**BABCOCK, MATTHEW**, Assistant Professor of History. BA, Dartmouth College; MA, University of New Mexico; PhD, Southern Methodist University

**BAGGERLY, JENNIFER**, Professor of Counseling. BA, Trinity University; MA, Colorado Christian University; PhD, University of North Texas

**BALAS, GLENDA**, Dean of Liberal Arts and Life Sciences and Professor of Communication Studies and Interim Provost and Senior Vice President of Academic Excellence and Student Success. BA, Eastern New Mexico University; MBA, Eastern New Mexico University; PhD, The University of Iowa

**BARTULA, AARON**, Assistant Professor of Criminal Justice/Sociology. BS, The University of Texas at Austin; MS, Loyola University, PhD, The University of Texas at Dallas

**BORGES, WALTER**, Assistant Professor of Political Science. BA, Cornell University; PhD, University of Texas at Dallas

**BRIDGES, JONATHAN**, Assistant Professor of Law. BA, Friends University; MA, Ball State University; JD, University of Notre Dame School of Law

**BRYANT, LARRY CURTIS**, Assistant Professor of Teacher Education/Special Education. BS, St. Cloud State University; MS, St. Cloud State University; MS, University of Wisconsin at Madison; PhD, University of Wisconsin at Madison

**BURKETT, JERRY**, Assistant Dean of the School of Education. BS, Baylor University; MA, Dallas Baptist University; PhD, Dallas Baptist University

**CASA DE CALVO, ELIZABETH**, Lecturer of Psychology. BA, University of Texas at San Antonio; MA, Texas Tech University

**CASA DE CALVO, MARIO**, Associate Professor of Psychology. BA, University of Michigan; MA, Texas Tech University; PhD, Texas Tech University

**CHAMBERS, EVERETT**, Assistant Professor of Law and Assistant Dean of Pedagogy. BS, University of the West Indies (Kingston, Jamaica); JD, Texas Wesleyan University School of Law

**CONNER, FRANCES**, Lecturer of Business Marketing. BABA and MBA, Dallas Baptist University; DBA, University of Sarasota

**COURSEY, LAUREN**, Visiting Lecturer in Psychology. BA, University of North Texas; MS, University of Texas at Arlington; PhD, University of Texas at Arlington

**CROCKETT, MATT**, Assistant Professor of Law. BS, University of New Orleans, JD, California Western School of Law

**EIMERBRINK, PRIYA**, Lecturer of Psychology. BA, Purdue University; MS, University of Texas at Arlington; PhD, University of Texas at Arlington

**EPPS, FELECIA**, Dean of the College of Law. BA, Cornell College; JD Creighton University School of Law

**FJORDBAK, SHARON**, Lecturer in Business Law. BBA, Southern Methodist University, JD, Southern Methodist University Dedman School of Law

**FLORES, ISAURA**, Associate Professor of Business/Management and Assistant Dean School of Business. BS Instituto Tecnologico de Estudios Superiores de Monterrey; MBA, Instituto Tecnologico de Estudios Superiores de Monterrey; PhD, Instituto Tecnologico de Estudios Superiores de Monterrey

**FRANTZ, AUBREY**, Lecturer in Biology. BA, University of Kentucky; PhD, University of Kentucky

**FRIESEN, DANIEL**, Associate Professor of Business. BS, McNeese State University; MBA, McNeese State University; PhD, University of Texas at Arlington

**GARNER, WILLIAM**, Assistant Professor of Public Health. BA, Texas A&M University-Commerce; MPH, University of North Texas Health Science Center; PhD, University of North Texas Health Science Center

**GASKO, JOHN**, Dean of the School of Education. BS, New York Merchant Marine Academy; MA, St. Mary's University; PhD, University of Texas at Austin

**GOKTAN BILHAN, A. BANU**, Associate Professor of Business. BA, Middle East Technical University; MBA, Dokuz Eylul University; PhD, University of North Texas

**GOODSON, JOSHUA**, Visiting Lecturer in Mathematics. BS, Texas Lutheran University; MS, Texas State University; PhD, Texas State University

**GRAHAM, YOLANDA**, Lecturer in Elementary Math Education. BS, Oral Roberts University, MA, Oral Roberts University

**GRANT, HELENA**, Lecturer in Mathematics. BS, University of Science and Technology-Ghana; MS, Texas A&M Commerce

**GUEVARA, RUTH**, Senior Lecturer of Teacher Education. BS, Pan American University; MEd, Texas Woman's University; EdD, Texas Woman's University

**HACKARD, GRETCHEN**, Senior Lecturer of Criminal Justice. BBA, University of North Texas; MS, University of North Texas; JD, University of Houston

**HALLOUCHE, FARID**, Lecturer of Information Technology. MBA, Saginaw Valley State University; ED.S, Saginaw Valley University; PhD, Newcastle University

**HAMILTON, DONNA**, Assistant Professor of Biology. BS, Midwestern State University; MS, Midwestern State University; PhD, Texas Tech University

**HARRIS, PAMELA**, Assistant Professor of Visual Arts. BA, Illinois State University; MFA, Memphis College of Art

**HARRIS, ROBERT**, Lecturer in English. BA, University of North Texas; MLA (MLS) Southern Methodist University

**HART, EDWARD**, Assistant Professor of Law and Assistant Dean of the Law Library. BA, Valdosta State University; MA, Valdosta State University; JD, New England Law - Boston

**HOLDEN, RICHARD**, Professor of Criminal Justice. BS, Abilene Christian University; MS, Abilene Christian University; PhD, Sam Houston State University

**HOLMES, GARY**, Associate Professor of Business Marketing. BS, Missouri State University; MBA, Drury University; PhD, University of North Texas

**HOLMES, SARA**, Lecturer of Communication and Technology. BA, University of North Texas; MA, University of North Texas

**HOYT, MARY**, Lecturer of Mathematics. BS, University of New Haven; MS, University of New Haven

**HUBBARD, JOHN**, Lecturer of Business Management. MBA The University of Southern Mississippi; Ph.D. The University of Southern Mississippi

**INGRAM, WILLIAM**, Assistant Professor of Hospitality Management. BS, Texas Tech University, MS, Texas Tech University; PhD, University of Central Florida

**JACOBSON, LOREN**, Assistant Professor of Law. BA, Yale University, M.Phil, Cambridge University, JD, Columbia Law School

**JESMIN, SYEDA**, Associate Professor of Sociology. MSS, University of Dhaka; MA, University of Texas at Arlington; MPH, UNT Health Science Center; PhD, University of North Texas

**JOHNSON, GWENDOLYN**, Assistant Professor of Teacher Education/Mathematics. BS, Bowling Green State University; MBA, Bowling Green State University; PhD, University of South Florida

**KAHNG, BYUNGKIK**, Assistant Professor of Mathematics. BS, Seoul National University; MS, Stanford University; PhD, University of Illinois at Urbana-Champaign

**KHAN, NOUREEN**, Associate Professor of Mathematics. MS, University of Texas at Dallas; PhD, University of Texas at Dallas

**KING, CINDY**, Assistant Professor of English. BA, University of Toledo; MA, University of Southern Mississippi; PhD, Florida State University

**LACY, CONSTANCE**, Senior Lecturer of Human Services and Dean, School of Human Services. BSW, University of North Texas; MSSW, University of Texas at Arlington; PhD, University of Texas at Arlington

**LANSING, MICHAEL**, Lecturer in Hospitality Management. BA, MBA, Lamar University

**LARSON, THEODORE**, Lecturer in Computer Information Systems. BA, University of Maryland University College, MS, Troy University, MS University of Texas at Dallas, PhD, Northcentral University

**LIN, YU-FEN**, Assistant Professor of Counseling. BA, Dang-Chiang University; MDiv, Taiwan Theological College & Seminary; MS, Texas A&M-Commerce; PhD, Sam Houston State University

**LOVING, AJAMU**, Assistant Professor of Business Finance. BA, Morehouse College; PhD, Texas Tech University

**LUMAR, SHELIA**, Lecturer of Human Services. BS, Kansas State University; MS, University of Central Texas; MS, Tarleton State University; PhD, Texas Woman's University

**MASLANKA, MICHAEL**, Assistant Professor of Law. BS, Cornell University; JD, Tulane Law School

**MCCOURTNEY, AMY**, Lecturer of Clinical Mental Health. BA, MEd, and PhD, University of North Texas

**MCDOWELL, CURTIS**, Visiting Lecturer of Political Science. BS, Carnegie Mellon University; PhD, University of Texas at Dallas

**MITRA, SUBHRO**, Associate Professor of Business/Logistics and Supply Chain. BS, North Bengal University; MBA, Calcutta University; PhD, North Dakota State University

**MONGIELLO, STEPHANIE**, Assistant Professor Accounting/Forensic Accounting. BA, Rice University; MBA, Southern Methodist University; JD, Southern Methodist University Dedman School of Law

**MONROE, VAUN**, Lecturer of Communication and Technology. BA, The Evergreen State College; MFA, Temple University

**MOSS, GLENDA**, Professor of Education. BA, East Texas State University; MEd, University of Texas at Tyler; EdD, Stephen F. Austin State University

**MUNIZ, ELIZABETH**, Assistant Professor of Organizational Behavior/HR Management. BA, University of Central Florida; MS, University of Central Florida; PhD, University of Central Florida

**NARAYAN, RATNA**, Associate Professor of Teacher Education/Science Education. BSc, Bombay University; MSc, Bombay University; BEd, Bombay University; PhD, University of Georgia

**NOYES, MICHAEL**, Lecturer of Criminal Justice. BA, Allegheny College; MS, Indiana University of Pennsylvania; PhD, Indiana University of Pennsylvania

**OTTESON, GABRIEL**, Visiting Lecturer in Digital Production. BS, Northern Arizona University; MA, University of North Texas

**OWSLEY, BRIAN**, Assistant Professor of Law. BA, University of Notre Dame; JD, Columbia University of Law

**PATTON, JOY**, Senior Lecturer of Human Services. BA, University of Central Oklahoma; MA, Liberty University; MS, University of Texas at Arlington; PhD, University of Texas at Arlington

**PERKINS, THOMAS**, Assistant Professor of Law. BA, Howard University; JD, Loyola University School of Law

**PORTERFIELD, ERIC**, Assistant Professor of Law. BA, University of Texas at Austin; JD, Baylor University

**PRYOR, ELLEN**, Professor of Law and Associate Dean for Academic Affairs. BA, Rice University; JD, The University of Texas School of Law

**RAMBALLY, GERARD**, Professor of Information Sciences. BS, University of Saskatchewan; BEd, University of Saskatchewan; MMath, University of Waterloo; PhD, University of Oregon

**RATH, SURA**, Professor of English. BS, Ravenshaw College; MA, Utkal University; MA, Tulane University; PhD, Texas A&M University

**REYNOLDS, PAUL**, Assistant Professor of Criminal Justice. BA, Stetson University; MS, Cumberland University; PhD, Texas State University

**RODRIGUEZ, CYNTHIA**, Lecturer of Teacher Education/Reading. BS, University of North Texas; MEd Texas Woman's University; PhD, Texas Woman's University

**SANTOS-HATCHETT, SHERYL**, Professor of Education and Executive Director for Bilingual Academic Support Services. . BA, Queens College; MA, Queens College; PhD, Kansas State University

**SCOTT, CATHY**, Associate Professor of Business Accounting. BA, Nazareth College; MBA Amberton University; Ph.D. Capella University

**SHAPPECK, MARCO**, Associate Professor of Teacher Education/ESL. BA, University of Wisconsin-Eau Claire; MA, Northeastern Illinois University; MA, University of Illinois Urbana-Champaign; PhD, University of Illinois Urbana-Champaign

**SHAQLAIH, ALI**, Associate Professor of Mathematics. BS, Birzeit University; MS, An-Najah National University; MA, University of Oklahoma; MEd, University of Oklahoma; PhD, University of Oklahoma

**SHULTZ, MELISSA**, Assistant Professor of Law. BA, Grinnell College; JD, UT Austin School of Law

**SHUMWAY, KAREN**, Dean of the School of Business and Professor of Business. BA, Northwestern University, MBA, University of Chicago; PhD, University of Chicago, Illinois

**SIDDIQUE, JULIE**, Assistant Professor of Criminal Justice. BBA and BA, University of Texas at Austin; MPSA, Texas A&M University; MA, MPhil, and PhD, City University of New York John Jay College of Criminal Justice

**SOSA-SANCHEZ, PATRICIA**, Assistant Professor. BS, Texas Woman's University; MEd, Texas Woman's University; PhD, Texas Woman's University

**STANLEY, MARK**, Lecturer in History. BS, Texas A&M University-Texarkana; MA, University of North Texas; PhD, University of North Texas

**STRONG, RICHARD**, Lecturer of Radio Production and Management. BS, Northern Illinois University; MS, University of Colorado at Denver

**TAMER, CHRISTINE**, Assistant Professor of Law. BA, Baylor University, JD, The University of Texas School of Law

**TAN, ADRIAN**, Lecturer in Sociology. BA, Ohio University; MA (International Affairs), Ohio University; MA (Sociology) Ohio University; PhD, University of North Texas

**THOMPSON, PAMELA**, Assistant Professor of Business Accounting. BA University of Texas at Arlington; DBA North Central University

**TINAJERO, ROBERT**, Assistant Professor of English. BA, Austin College; MS, Perkins School of Theology; MFA, University of Houston; PhD, University of Texas at El Paso

**TREGER, MARK**, Lecturer of Business/Marketing, BA, Northwestern University; MBA, Northwestern University

**TYNES, JERROD**, Lecturer of Urban Agriculture. BS, Texas A&M University Commerce; MEd, University of North Texas

**UPSHAW, JANIECE**, Assistant Professor of Public Leadership. BA, Baylor University; MS, University of Texas at Arlington, PhD, University of Texas at Dallas

**VALENCIA, REYNALDO**, Associate Dean of Finance and Administration and Professor of Law. BA, Stanford University; MA, Stanford University, JD, Harvard Law School

**VARGA, KELLY**, Lecturer of Biology. BA, St. Xavier University; PhD, The University of Illinois at Chicago

**VAUGHN, MARA**, Lecturer of Spanish. BA, Texas Tech University, MA, Texas Tech University; PhD, Texas Tech University

**WASHINGTON, NEDRA**, Lecturer of Child Development and Family Studies. BBA, Northwood University; MBA, Texas Women's University; PhD, Texas Women's University

**WATTLEY, CHERYL BROWN**, Professor of Law. AB, Smith College; JD, Boston University School of Law



**WENDT, JEFFEREY**, Lecturer in Logistics and Supply Chain Management. BBS, Dallas Baptist University; MBA, University of Dallas; PhD, North Dakota State University

**WYNN, PATRICIA**, Lecturer in Finance. BA University of North Texas; MBA University of North Texas

**YATES, RALPH**, Lecturer in Criminal Justice. BS, Corpus Christi State University; MS, Texas A&M -Corpus Christi

**YOUSUFUDDIN, MUHAMMED**, Lecturer of Chemistry. BS, University of South Carolina; PhD, University of Southern California

**ZANZALARI, DANIELLE**, Assistant Professor of Business Economics. BS, Seton Hall University; MA, Clemson University; PhD, Clemson University

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## Academic Calendar

*The Academic Calendar for UNT Dallas is subject to change. The most current calendars may be found at [untdallas.edu/registrar](http://untdallas.edu/registrar).*

### Fall 2018

*Note: All offices are closed on Saturdays & Sundays.*

*All transactions should occur online and all correspondence will be sent to your official UNT Dallas email address.*

<b>Registration begins</b>	Monday, April 2
<b>Last Day for Regular Registration</b>	Sunday, August 26
<b>Late Registration Deadline</b> If you register, or add, during late registration, payment is due the same day you register. Students will be charged a \$50 late fee.	Wednesday, August 29
<b>Fall 2018 - 1st 8-Week Session (including final exams)</b>	
<b>Classes Begin</b>	Monday, August 27
<b>Last Day to Add</b>	Monday, August 27
<b>Census Day</b>	Tuesday, September 4
<b>Last Day to Request Pass/No Pass Status</b>	Thursday, September 13
<b>Last Day to Withdraw from a Course with Grade of W</b>	Wednesday, September 26
<b>Last Day for Complete Withdrawal of All Courses</b>	Thursday, September 27

<b>Classes End</b>	Saturday, October 20
<b>Fall 2018 - 2nd 8 Week Term (including final exams)</b>	
<b>Classes Begin</b>	Monday, October 22
<b>Last Day to Add</b>	Monday, October 22
<b>Census Day</b>	Monday, October 29
<b>Last Day to Request Pass/No Pass Status</b>	Thursday, November 8
<b>Last Day to Withdraw from a Course with Grade of W</b>	Tuesday, November 20
<b>Last Day for Complete Withdrawal of All Courses</b>	Wednesday, November 21
<b>Classes End</b>	Saturday, December 15
<b>Fall 2018 - Full Term</b>	
<b>Classes Begin</b>	Monday, August 27
<b>Last Day to Add</b>	Thursday, August 30
<b>Census Day</b>	Wednesday, September 12
Last Day to Drop a Class without a W	Wednesday, September 12
Last Day to Request Pass/No Pass Course Status	Friday, October 5
<b>Withdrawal Deadlines</b>	
Last day to withdraw from a course with a grade of W (Written Consent of Instructor Required)	Friday, November 9
Last day for withdrawal of ALL courses with grades of W	Wednesday, November 21
<b>Midterm Exams</b>	Monday, October 8 - Saturday, October 13
Midterm Grades Due/Viewable Online-Midterm grades are submitted online	Saturday, October 20
<b>Last Day of Classes</b>	Thursday, December 6
<b>Reading Day (Study day prior to final exams)</b>	Friday, December 7
<b>Final Exams</b>	Monday, December 10 - Saturday, December 15

<b>Graduation/Commencement</b>	Rehearsal: Wednesday, December 12; Graduation: Friday, December 14
<b>Application Deadline</b>	Tuesday, September 4
<b>Last day to change your primary name to be listed on your diploma</b>	Friday, November 16
<b>Degree Conferral Date</b>	Monday, December 31
<b>University Holidays/No Classes/Offices Closed</b>	
<b>Labor Day</b>	Monday, September 3
<b>Thanksgiving Holiday</b>	Thursday, November 22 - Sunday, November 25
<b>Winter Break</b>	Monday, December 24 - Tuesday, January 1

## Payment Deadlines

UNT Dallas provides the following alternatives for the payment of tuition and fees:

Regular Registration Payment Deadline (Full and 1st 8 Week)	Monday, August 27
Regular Registration Payment Deadline (2nd 8 Week)	Monday, October 22
Late Registration Payment Deadline (Full)	Tuesday, August 28

Full payment of tuition and fees are required upon registration or by the payment deadlines listed below.

Payment for any additional fees resulting from Schedule Revision or Add/Drops is due by Census Day for the term.

## Installment Payment Plan

A guide outlining step-by-step instructions on setting up an installment payment plan with test examples is located here. In addition, students can access further payment plan information on the Student Financial Services website.

*\*NOTE: A \$20 fee is added when the installment plan is processed and is due with the initial payment.*

## Refund Schedule

Refunds for dropping or withdrawing from UNT Dallas will be generated once classes begin.

The amount depends on whether or not you remain enrolled in other courses. The refund policy is based on Texas state law and can be found under Section 54.006 of the Education code of the Texas Statutes.

## Dropping a Course(s)

If you drop a course(s) but remain in at least one other course, you will receive a 100% refund until the following date:

Full-Term Session	Wednesday, September 12
8 week I session	Thursday, August 30
8 week II session	Thursday, October 25

## Complete Withdrawal

If you drop or withdraw from all your courses for the semester, the following refund schedule applies to you:

### Full-Term Session

100% refund through	Sunday, August 26
80% refund through	Friday, August 31
70% refund through	Friday, September 7
50% refund through	Monday, September 17
25% refund through	Monday, September 24

### 8 Week I Session

100% refund through	Sunday, August 26
80% refund through	Wednesday, August 29
50% refund through	Tuesday, September 4

### 8 week II Session

100% refund through	Sunday, October 21
80% refund through	Wednesday, October 24
50% refund through	Monday, October 29

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## Spring 2019

*Note: All offices are closed on Saturdays & Sundays.*

*All transactions should occur online and all correspondence will be sent to your official UNT Dallas email address.*

<b>Registration begins</b>	Monday, October 15
<b>Last Day for Regular Registration</b>	Sunday, January 13
<b>Late Registration Deadline</b> <i>If you register, or add, during late registration, payment is due the same day you register. Students will be charged a \$50 late fee.</i>	Tuesday, January 15
<b>Spring 2019 - 1<sup>st</sup> 8-Week Term</b> (including final exams)	
<b>Classes Begin</b>	Monday, January 14
<b>Last Day to Add</b>	Monday, January 14
<b>Census Day</b>	Tuesday, January 22
<b>Last Day to Withdraw from a Course</b>	Wednesday, February 13
<b>Last Day for Complete Withdrawal of All Courses</b>	Thursday, February 14
<b>Classes End</b>	Saturday, March 9
<b>Spring 2019 - 2<sup>nd</sup> 8 Week Term</b> (including final exams)	
<b>Classes Begin</b>	Monday, March 18
<b>Last Day to Add</b>	Monday, March 18
<b>Census Day</b>	Monday, March 25
<b>Last Day to Withdraw from a Course</b>	Tuesday, April 16
<b>Last Day for Complete Withdrawal of All Courses</b>	Wednesday, April 17
<b>Classes End</b>	Saturday, May 11
<b>Spring 2019 - Full Term</b>	
<b>Classes Begin</b>	Monday, January 14
<b>Last Day to Add</b>	Thursday, January 17
<b>Census Day</b>	Wednesday, January 30
<b>Last Day to Drop a Class without a W</b>	Wednesday, January 30
<b>Withdrawal Deadlines</b>	

Last day to withdraw from a course with a grade of W <i>(Written Consent of Instructor Required)</i>	Friday, April 5
Last day for withdrawal of <b>ALL</b> courses with grades of W...	Friday, April 19
<b>Midterm Exams</b> (for 1000 and 2000 level courses only)	Monday, March 4 - Saturday, March 9
Midterm Grades Due/Viewable Online- Midterm grades are submitted online	Saturday, March 16
<b>Last Day of Classes</b>	Thursday, May 2
<b>Reading Day</b> <i>(Study day prior to final exams)</i>	Friday, May 3
<b>Final Exams</b>	Monday, May 6 - Saturday, May 11
<b>Graduation/Commencement</b>	Rehearsal Wednesday, May 15 - Graduation Friday, May 17
Application Deadline	Sunday, March 31
Last day to change your primary name to be listed on your diploma	Friday, June 7
Degree Conferral Date	Friday, May 31
<b>University Holidays/No Classes/Offices Closed</b>	
Martin Luther King Day	Monday, January 21
Spring Break (Offices Closed Monday, March 11 only)	Monday, March 11 - Sunday, March 17

### Payment Deadlines

UNT Dallas provides the following alternatives for the payment of tuition and fees:

Regular Registration Payment Deadline (Full and 1 <sup>st</sup> 8 Week)	Monday, January 14
Regular Registration Payment Deadline (2 <sup>nd</sup> 8 Week)	Monday, March 18
Late Registration Payment Deadline (Full)	Tuesday, January 15

Full payment of tuition and fees are required upon registration or by the payment deadlines listed below.

*Payment for any additional fees resulting from Schedule Revision or Add/Drops is due by Census Day for the term.*

### Installment Payment Plan

A guide outlining step-by-step instructions on setting up an installment payment plan with test examples is located here. In addition, students can access further payment plan information on the Student Financial Services website.

\*NOTE: A \$20 fee is added when the installment plan is processed and is due with the initial payment.

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# Summer 2019

Note: All offices are closed on Saturdays & Sundays.

All transactions should occur online and all correspondence will be sent to your official UNT Dallas email address.

<b>Summer 2019 Term Begins</b>	Monday, May 20 <sup>th</sup>
<b>Registration Begins</b>	Monday, April 1 <sup>st</sup>

## Session Calendars

<u>3-Week Session</u>	<u>8-Week Session</u>	<u>10-Week Session</u>
<i>First Day of Class: May 20<sup>th</sup></i> <b>Payment Deadline: 5 p.m. - May 20<sup>th</sup></b> Census Day: May 21 <sup>st</sup> Last Day to Withdraw: May 31 <sup>st</sup> HOLIDAY (no classes) May 27 <sup>th</sup> Session Ends: June 8 <sup>th</sup>	<i>First Day of Class: May 20<sup>th</sup></i> <b>Payment Deadline: 5 p.m. - May 20<sup>th</sup></b> Census Day: May 28 <sup>th</sup> Last Day to Withdraw: June 20 <sup>th</sup> HOLIDAY (no classes) May 27 <sup>th</sup> HOLIDAY (no classes) July 4 <sup>th</sup> Session Ends: July 13 <sup>th</sup>	<i>First Day of Class: June 10<sup>th</sup></i> <b>Payment Due: 5 p.m. - June 10<sup>th</sup></b> Census Day: June 25 <sup>th</sup> HOLIDAY (no classes) July 4 <sup>th</sup> Last Day to Withdraw: July 23 <sup>rd</sup> Session Ends: August 17 <sup>th</sup>
<u>5-Week Session #1</u>		<u>5 Week Session #2</u>
<i>First Day of Class: June 10<sup>th</sup></i> <b>Payment Due: 5 p.m. - June 10<sup>th</sup></b> Census Day: June 13 <sup>th</sup> Last Day to Withdraw: July 5 <sup>th</sup> HOLIDAY (no classes) July 4 <sup>th</sup> Session Ends: July 13 <sup>th</sup>		<i>First Day of Class: July 15<sup>th</sup></i> <b>Payment Due: 5 p.m. - July 15<sup>th</sup></b> Census Day: July 18 <sup>th</sup> Last Day to Withdraw: August 7 <sup>th</sup> Session Ends: August 17 <sup>th</sup>

<b>Summer 2019 Term Ends</b>	Saturday, August 17 <sup>th</sup>
<b>Summer 2019 Degree Conferral Date</b>	Saturday, August 31 <sup>st</sup>
<b>University Holidays/No Classes</b>	
Memorial Day Fourth of July	Monday, May 27 <sup>th</sup> Thursday, July 4 <sup>th</sup>

## Dropping a course(s)

If you drop a course(s) but remain in another course, you will receive a 100% refund. See below:

<b>3-Week Session:</b> May 21st	<b>8-Week Session:</b> May 23rd	<b>10-Week Session:</b> June 25th
<b>5-Week Session #1:</b> June 11th		<b>5-Week Session #2:</b> July 16th

### Complete Withdrawal

<u>3-Week Session</u>	<u>8-Week Session</u>	<u>10-Week Session</u>
<p>If you drop/withdraw from all your courses for the session:</p> <p>100% refund through: May 19<sup>th</sup>  80% refund through: May 20<sup>th</sup>  50% refund through: May 21<sup>st</sup>  0% refund begins: May 22<sup>nd</sup></p>	<p>If you drop/withdraw from all your courses for the session:</p> <p>100% refund through: May 19<sup>th</sup>  80% refund through: May 22<sup>nd</sup>  50% refund through: May 30<sup>th</sup>  0% refund begins: May 31<sup>st</sup></p>	<p>If you drop/withdraw from all your courses for the session:</p> <p>100% refund through: June 9<sup>th</sup>  80% refund through: June 14<sup>th</sup>  70% refund through: June 21<sup>st</sup>  50% refund through: June 28<sup>th</sup>  25% refund through: July 5<sup>th</sup>  0% refund begins: July 6<sup>th</sup></p>
<p><u>5-Week Session #1</u></p> <p>If you drop/withdraw from all your courses for the session:</p> <p>100% refund through: June 9<sup>th</sup>  80% refund through: June 10<sup>th</sup>  50% refund through: June 11<sup>th</sup>  0% refund begins: June 12<sup>th</sup></p>		<p><u>5-Week Session #2</u></p> <p>If you drop/withdraw from all your courses for the session:</p> <p>100% refund through: July 14<sup>th</sup>  80% refund through: July 15<sup>th</sup>  50% refund through: July 16<sup>th</sup>  0% refund begins: July 17<sup>th</sup></p>

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## Undergraduate Admissions

Undergraduate Admissions  
7300 University Hills Blvd  
Dallas, Texas 75241-4605

T (972) 780-3642 | TTY (888) 937-9291 | Toll Free (877) UNT.DALS | Fax (972) 780-3694

[admissions@untdallas.edu](mailto:admissions@untdallas.edu) | [www.untdallas.edu](http://www.untdallas.edu)

UNT Dallas is a selective university and does not guarantee admission of all applicants. It is recommended that students apply well in advance of stated application deadlines. Additionally, it is important to note that UNT Dallas cannot guarantee admission of all applicants.

UNT Dallas requires all prospective Freshmen, Transfer, and Visiting (Transient) students to submit an ApplyTexas Application for Admission. The application can only be completed and submitted electronically by visiting [www.applytexas.org](http://www.applytexas.org). Submission of an essay (or personal statement) and letters or recommendations are not required but highly recommended. *Note: Returning (Former) students: If you were previously enrolled at UNT Dallas, please contact the Office of the Registrar at [registrar@untdallas.edu](mailto:registrar@untdallas.edu) or (972) 780-3664.*

The University of North Texas System and UNT Dallas are firmly committed to equal opportunity and do not permit - and take actions to prevent - discrimination, harassment (including sexual violence) and retaliation on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, family status,



genetic information, citizenship or veteran status in its application and admission processes, educational programs and activities, facilities and employment practices. The University of North Texas System immediately investigates and takes remedial action when appropriate. The University of North Texas System also takes actions to prevent retaliation against individuals who oppose a discriminatory practice; file a charge; or testify, assist or participate in an investigative proceeding or hearing. Direct questions or concerns to the Dean of Students in the Office of Student Affairs at 972-338-1775.

Admission requirements may change. For the latest information on Freshmen, Transfer, and Visiting students visit [www.untDallas.edu/undergrad](http://www.untDallas.edu/undergrad).

### Application Dates and Deadlines

All necessary credentials, such as application, application fee/fee waiver, official transcripts, and required entrance test scores, must be on file in the Office of Undergraduate Admissions by final deadline to be evaluated and processed for admission and enrollment at UNT Dallas for the specific semester applying for.

Entry Term	Application Date/Deadlines	
Fall 2018	Priority Application Date	March 1, 2018
	Final Application Date	August 6, 2018
Spring 2019	Priority Application Date	December 1, 2018
	Final Application Date	January 4, 2019
Summer 2019 (3 week & 8 week sessions)	Final Application Date	May 10, 2019
Summer 2019 (5 week 1 & 10 week sessions)	Final Application Date	June 1, 2019
Summer 2019 (5 week 2 session)	Final Application Date	July 5, 2019
Fall 2019	Priority Application Date	Freshman: March 15, 2019 Transfer: June 1, 2019  *Priority deadlines differ for scholarships
	Final Application Date	August 5, 2018
Spring 2020	Priority Application Date	December 1, 2019
	Final Application Date	January 3, 2020

Applicants are considered for undergraduate admission to the university from an accredited high school, community college or university, or equivalent. Academic preparedness to succeed will be determined by review of academic performance, standardized test scores, and additional factors considered during a holistic review.

### Admission Application Fee

All applicants new to UNT Dallas must pay a non-refundable admission application fee of \$40 (for U.S. citizens and permanent resident aliens) The fee must be paid in U.S. dollars. The fee may be paid by check, money order, or by

credit card online prior to submitting the ApplyTexas application. If paying the application creates a financial hardship, the following fee waiver options are available:

**Freshmen**

- ACT waiver
- SAT waiver
- Attend an "Individual Experience" Campus Tour
- Attend UNT Dallas "True Blue" or "Jag 360" preview event

**Transfer**

- Attend a Transfer Information Session (First Friday and Transfer Monday)
- Attend UNT Dallas "True Blue" or "Jag 360" preview event

**First Time in College (FTIC)**

An FTIC is a freshmen applicant who will or has graduated from high school but has not attended a college or university since high school graduation. Students who have participated in a high school dual credit program, concurrent enrollment program or early college high school program while in high school are considered an FTIC student.

All FTIC applicants must submit the following:

- Freshmen application for admission via [www.applytexas.org](http://www.applytexas.org).
- Non-refundable application fee or fee waiver. Applications will be considered incomplete and no admission decision will be rendered if application fee or fee waiver documentation is not received.
- High school transcript indicating grade point average (GPA), class rank (if applicable) through at least junior year denoting graduation plan and endorsement (if applicable). Final official transcript will be required for all admitted students after high school graduation.  
 Note: Students who graduated from a home school or completed a General Education Development Diploma (GED) must submit a notarized home school transcript or official GED results.
- College transcript denoting credits earned prior to high school graduation. Not required to submit prior to an admission decision but strongly recommended.
- College entrance exam score, SAT (5999) or ACT (6366), sent directly from the testing agency, printed on the official high school transcript, or received from a school official (i.e. guidance counselors, AVID teacher, or Registrar).

Students are strongly encouraged but not required to submit:

- Personal statement
- Letters of recommendation

UNT Dallas strongly recommends students fulfill the curriculum requirements for the distinguished level of achievement under the foundation high school program or a curriculum equivalent in content and rigor, including:

English	English I, English II, English III, and English IV	4
Mathematics	Algebra I, Geometry, Algebra II, and additional advanced math course option	4
Sciences	Biology, Chemistry, Physics, and additional advanced science course option	4

Social Sciences	World History, U.S. Government, U.S. History, and Economics	3
Foreign Language	Level I - II proficiency of the same language	2

### **General Education Development (GED) Students**

A student who has earned a GED may be considered for acceptance to UNT Dallas. Official copy of the GED certificate/scores is required. Students 22 and younger are required to meet the freshman requirements for admissions with the GED accepted in lieu of the high school transcript.

### **Home Schooled Students**

A student who has been home-schooled is expected to meet all the admission requirements for a regular high school graduate with a notarized high school transcript.

### **Graduates of Non-Accredited High Schools**

The admissions requirements for graduates of non-accredited high schools are the same as for students who have attended a traditional, accredited public or private school. Required documents include application for admissions, transcript with all coursework completed, college entrance exam score, and application fee or fee waiver. Applicants whose academic record indicates a probability of success may be admitted.

### **Assured First Time in College Admission Requirements**

#### **Top 10%**

Students who graduate in the top 10 percent of their high school class and successfully completes the requirements below, will gain automatic admissions to UNT Dallas.

- a. Fulfill the curriculum requirements for the Recommended or Distinguished (Summer 2017 and prior) or Distinguished Achievement or HB5 Foundations with Endorsements (Fall 2017 and later) or a curriculum equivalent in content and rigor; and
- b. Satisfies ACT College Readiness Benchmarks (18 English, 22 Reading, 22 Mathematics, and 23 Science) or earn a 1550 out of 2400 on the old SAT.

#### **Class Rank and College Entrance Exam Score**

Students who graduate from an accredited high school and fulfill the curriculum requirements for the Recommended or Distinguished (Summer 2017 and prior) or Distinguished Achievement or HB5 Foundations with Endorsements (Fall 2017 and later) or a curriculum equivalent in content and rigor can gain assured admissions determined by rank in class and minimum college entrance exam scores.

Class Rank	SAT Score (Critical Reading + Math)	Redesigned SAT Score (Critical Reading + Math)	ACT Score (Composite)
Top 10% (90-100)	No minimum but submission required	No minimum but submission required	No minimum but submission required
75-89	950	1030	20
50-74	1050	1130	23
25-49	1180	1250	26

### Collegiate Grade Point Average and College Entrance Exam Score

Students who graduate from an accredited high school and fulfill the curriculum requirements for the Recommended or Distinguished (Summer 2017 and prior) or Distinguished Achievement or HB5 Foundations with Endorsements (Fall 2017 and later) or a curriculum equivalent in content and rigor can gain assured admissions determined by collegiate grade point average and minimum college entrance exam scores.

Collegiate GPA	SAT Score (Critical Reading + Math)	Redesigned SAT Score (Critical Reading + Math)	ACT Score (Composite)
4.0-3.50	850	930	17
3.49-3.00	930	1010	19
2.99-2.50	1050	1130	22

### Holistic Review

Applicants who do not meet assured admission requirements are evaluated holistically by UNT Dallas Admission Committee to determine academic preparedness to succeed. Holistic review includes, but is not limited to:

- Review of academic course selection (including college preparatory courses such as Honors, Advanced Placement (AP), Dual Credit (DC), and International Baccalaureate (IB),
- Extracurricular activities,
- Leadership experiences,
- Community service,
- Special talents and awards,
- Employment history,
- Essay/personal statement,
- Letters of recommendation.

Students offered admission after review by the Admission Committee have proven to be prepared for the academic rigor at UNT Dallas. A student may be fully admitted or conditionally admitted. If a student receives conditional

admission, the student must achieve a 2.0 GPA or higher at the conclusion of the first semester of enrollment and successfully complete the UGST 1100 Learning Foundation course.

### **Texas Uniform Admissions Policy (SB 3826)**

Per the Texas Education Code, Sections 51.801-51.809, and changes made to several sections by House Bill 3826, in addition to a Texas general academic teaching institution's admissions requirements, a first-time freshman, regardless of when the student graduated from high school, must also have either:

1. Successfully completed the curriculum requirements for the recommended or advanced high school program or its equivalent; or
2. Satisfied ACT College Readiness Benchmarks {18 English, 22 Reading, 22 Mathematics, and 23 Science} or earned on the SAT assessment a score of at least 1550 out of 2400 or the equivalent

### **Freshman Admissions Status and Pathways**

**Full Admission-** Student meets the automatic admission standards or holistically reviewed by the UNT Dallas Admission Committee. Registration or enrollment conditions apply.

**Conditional Admission** - Student reviewed holistically by UNT Dallas Admission Committee and was admitted with conditions for registration and enrollment. Student must enroll in the UGST 1100 Learning Foundation course and maintain a 2.0 cumulative GPA at the end of the first semester of enrollment.

**Appeal** - A student reviewed holistically and denied has the option to appeal the decision by submitting an official request for review in writing to UNT Dallas Office of Undergraduate Admissions (7300 University Hills Blvd. Dallas, Texas 75241 or [admissions@untdallas.edu](mailto:admissions@untdallas.edu)). Student should include full name, UNT Dallas student identification number, two letters or recommendation, and personal statement detailing reason for appeal. Student may also include additional documentation to support information provided in the personal statement.

Note: The Admission Committee may rescind an offer of admission if information presented is inconsistent or fraudulent.

### **Dual Credit**

UNT Dallas allows high school students the opportunity to earn dual course credit for immediate award of both high school credit and college credit. Students meeting dual credit admissions requirements and deadlines may be accepted for dual credit offered through UNT Dallas. The student must meet the below eligibility requirements:

- a. Meet requirements for admission to UNT Dallas. Student applications will be reviewed individually and admitted according to the holistic admission standards. Student must have a 3.0 cumulative high school grade point average on a 4.0 scale and meet at least one (1) of the following criteria:
  - 770 or above PSAT (New) score (Critical Reading and Math only)
  - 922 or above combined SAT score (Critical Reading + Math only on test taken prior to March 2016)
  - 1000 or above combined SAT score (Evidence-based Reading + Math only on test taken during or after March 2016)
  - 18 or above PLAN score.
  - 18 or above ACT score (Composite)
- b. Meet or exempt from two of the three TSI areas determined by UNT Dallas. Student must meet TSI requirements in the areas that are applicable to the course or have a minimum score of Level 2 on the STAAR Algebra II end-of-course (EOC), and/or a minimum score of Level 2 on the STAAR English III end-of-course (EOC) relevant to the courses to be attempted. Additional approved TSI exemptions will be honored; including but not limited to ACT or SAT scores.

- c. Achievement of the required basic skills prerequisites as defined for each course.
- d. Must be in the tenth, eleventh or twelfth grade. Exceptions may be made for ninth graders if approved by the specific school official and UNT Dallas dual credit representative or if student is enrolled in a state approved and designated Early College High School (ECHS) program.
- e. Proof of or exemption from receiving the state mandated Bacterial Meningitis vaccination.
- f. Student shall not be enrolled in more than two dual credit courses (up to 8 hours of UNT Dallas course work) per fall, spring, or summer semester. An exception to this requirement may be granted if approved by the specific school official and UNT Dallas dual credit representative.

To receive credit from UNT Dallas dual credit courses students must complete an application, be accepted as a dual credit high school student, and pay tuition and fees to UNT Dallas by designated date.

UNT Dallas will conduct enrollment for dual credit courses each fall, spring, and summer semesters. Students failing to complete the admission process or standards by the published deadlines will be ineligible to participate in the program.

**Transfer Admission**

A transfer student is defined as any student who has previously attended a regionally accredited community college, junior college, or university and received some type of college credit. UNT Dallas only evaluates credit from regionally accredited academic institutions.

- Transfer application for admission via [www.applytexas.org](http://www.applytexas.org).
- Non-refundable application fee or fee waiver. Applications will be considered incomplete and no admission decision will be rendered if application fee or fee waiver documentation is not received.
- Official transcripts from all previously attended institutions.
- If 29 or fewer transferable hours, must meet freshman admissions requirements as well.

Students are strongly encouraged but not required to submit:

- Personal statement
- Letters of recommendation

**Assured Transfer Admission Requirements**

Transferable Credit	Requirements (4.0 Scale)
0-29	<ul style="list-style-type: none"> <li>• Minimum 2.5 GPA</li> <li>• Eligible to return to previous institution</li> <li>• Meet First Time in College requirements for admissions</li> </ul>
30-44	<ul style="list-style-type: none"> <li>• Minimum 2.25 GPA</li> <li>• Eligible to return to previous institution</li> </ul>
45 or more	<ul style="list-style-type: none"> <li>• Minimum 2.0 GPA</li> <li>• Eligible to return to previous institution</li> </ul>

**UNT Dallas Admission Transfer Committee Review**

Applicants who do not meet assured admission requirements are evaluated holistically by UNT Dallas Admission Committee to determine academic preparedness to succeed. Holistic review includes, but is not limited to:

- Extracurricular activities,
- Leadership experiences,
- Community service,
- Special talents and awards,
- Employment history,
- Essay/personal statement,
- Letters of recommendation.

### **Transfer Credit**

If UNT Dallas does not accept lower-division course credit earned by a student at another Texas public institution of higher education, UNT Dallas shall give written notice to the student that the transfer of the course credit is denied. Upon request, UNT Dallas may also provide written notice of the reasons for denying credit for a particular course or set of courses of the other institution.

College-level courses completed with a grade of D or above at another accredited institution will normally be accepted for transfer. Specific transfer grade guidelines for some academic programs may exist. Courses completed with codes indicating no grade or credit will not be transferred. Transferability of courses will not be affected by a student's academic standing (i.e. probation, suspension).

Developmental or remedial courses will not be accepted for transfer and the credit hours will not be reflected on the student's record. Only the most recent repeated course and grade will be transferred and posted to the student's academic record. School Deans reserve the right to determine applicability of credit towards degrees including credit earned from a non-accredited institution.

Transfer credit is subject to audit during a student's academic career at UNT Dallas. Total hours accepted may be increased or decreased to reflect correction of prior evaluation or consideration of additional transfer work to ensure compliance with UNT Dallas academic policies.

In accordance with the rules mandated by the Texas Legislature, a student who successfully completes a 42- to 48-semester-credit-hour common core curriculum at a state-assisted institution of higher education in Texas may transfer as "core complete" to UNT Dallas. The student will receive academic credit for each of the courses transferred. The student will need to work with an academic advisor to determine if additional requirements will be necessary to satisfy the 42-hour UNT Dallas core.

Transfer credit may only be received for course work completed at an accredited institution of higher education. Transfer credit from any accredited institutions will be converted to semester hours and a 4.0 grading system for evaluation purposes as appropriate. The student's academic dean determines applicability of the credit to a degree program. Students seeking the Bachelor of Applied Arts and Sciences (BAAS) should refer to the special provisions of the respective BAAS degree programs.

Students who have begun residence work at UNT Dallas and who have attained Junior standing may, only with the prior written approval of their academic dean, enroll in and transfer hours from approved two-year colleges.

### **Texas Common Course Numbering System (TCCNS)**

TCCNS has been designed for the purpose of aiding students in the transfer of general academic courses between colleges and universities throughout Texas. UNT Dallas participates in the TCCNS to facilitate the transfer of credits. Information provided is subject to change without notice and does not constitute a contract between UNT

Dallas and a student or applicant for admission. Prospective transfer students should contact the advising office for course work guidelines prior to enrollment. For more information visit [www.tccns.org](http://www.tccns.org).

Students are encouraged to plan all course selections at the community college as far in advance as possible. Proper planning and use of the UNT Dallas Course Equivalency Guide and the UNT Dallas degree audit information will maximize the transfer of credit to UNT Dallas.

### **Catalog Choice**

Any student transferring directly from a Texas public community college to UNT Dallas shall have the same choice of catalog designating degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college.

### **Affiliate Transient Applicants**

Undergraduate students currently enrolled at either UNT Dallas or UNT will have the opportunity to enroll in courses at both institutions through the Affiliate Concurrent Enrollment Program. Students will enroll as a transient non-degree seeking student, at the partner (affiliate) institution to take supporting courses for a specific degree program offered at home institution.

Undergraduate students taking courses through the Affiliate Program must apply as a transient student to the affiliate institution via ApplyTexas; for the first term only. The application fee will be waived. Undergraduate students may not take more than 75% of the hours for the degree program at the affiliate institution. Students must meet the following eligibility requirements:

- Be enrolled at either UNT or UNT Dallas the previous long (Fall or Spring) semester proceeding the anticipated entry semester at the host institution
- Be in good academic standing at the home institution
- Be in good financial standing at the home institution

The Affiliate Enrollment Program transient application will open the first day after census date of each semester.

### **Transient (Visiting Applicants)**

Undergraduate students who have been enrolled at another college or university previously may attend UNT Dallas as a visiting student for a fall, spring or summer term, provided their intent is to return to their previous college or university. An official transcript from the school attended prior to the intended entry semester must be submitted with the application for admission and the application fee prior to the application deadline. The transcript must reflect that the student is not on academic probation or suspension from the last institution attended to be admitted as a visiting student.

If a visiting student later decides to continue at UNT Dallas, the visiting status ends and all admission requirements for a beginning transfer student (see "Transfer Students" above) must be met prior to the second enrollment at UNT Dallas. All students previously admitted as a visiting transient must first contact the Office of Undergraduate Admissions for clearance to re-enroll. If a student originally applies as a regular transfer student and is academically rejected for admission, the student cannot change application status to visiting.

Because of federal laws and immigration requirements, international students are not eligible to enroll at UNT Dallas as visiting students. The transient application will open the first day after census date of each semester.

### **International Admissions**

**UNT Dallas does not accept applications from students seeking admissions who do not hold U.S. citizenship or qualify for a waiver under the guidelines of Texas HB 1403 or SB 1528.**



However, international transcripts from eligible applicants will be considered for admission purposes. If student has attended an international school the student must obtain an international transcript evaluation from International Academic Credential Evaluators, Inc.

Organization:	International Academic Credential Evaluators, Inc.(IACE) Post Office Box 24656 Denton, Texas 76202-2645
Telephone:	940.383.7498
Email:	staff@iacei.net
Website(s):	www.iacei.net www.untdallas.iacei.credentialconnection.com
Type of evaluation:	Detailed evaluation (aka course by course) with GPA
Processing time:	10- 12 business days. For an additional fee, evaluation can be expedited.

### **Other Admission Pathways**

#### **Adult Admissions Program**

Freshman applicants who have been out of high school for at least five years and who have earned fewer than 30 semester hours at a college or university may be eligible for admission to UNT Dallas under the Adult Admission Program. Individuals eligible for this program may be accepted without the required SAT or ACT test scores only if evidence provided to the admissions office staff suggests the potential of academic success for the individual.

Applicants under the Adult Admission Program must submit:

- Application for admission, which can be completed online at [www.applytexas.org](http://www.applytexas.org);
- Non-refundable \$40 application fee or fee waiver; High school transcript or GED;
- Official transcripts of any previous college/university work;
- Personal statement detailing your academic preparedness for university-level study, your intended major and career goals, and any other
- information you feel is pertinent to the individual review of your application;
- Adult Admission Program Request Form; and
- Proof of graduation from a recommended or distinguished high school curriculum or Texas Uniform Admission Certification.

A personal interview with the prospective student may also be required at the discretion of the reviewer. The purpose of the interview is to allow the committee to gain additional information relevant to the admission decision.

Students who are admitted under the provisions of the Adult Admission Program are subject to all other academic and programmatic requirements of the university.

#### **Academic Fresh Start**

Section 51.931 of the Texas Education Code allows Texas residents who were enrolled in a post-secondary institution 10 or more years prior to the start of the semester for which he/she seeks admission to UNT Dallas admission without consideration of prior academic coursework, credit, or grades taken while enrolled 10 or more years ago.

To take advantage of this option, you must request it prior to your first enrollment at UNT Dallas. You must report and submit all of your college transcripts with your application for admission. You must also complete and submit a Fresh

Start request form. Hours excluded under the Fresh Start option may still be used to claim exemption from the Texas Success Initiative (formerly TASP).

### **Programs with Specific Admission Requirements**

The Office of Undergraduate Admissions coordinates all university-wide admissions policies and procedures for undergraduate programs. Some programs require that students meet additional requirements in order to be admitted to a particular academic program. Those programs with admission requirements in addition to those for the general university are listed below. For additional information regarding specific requirements, students should consult the applicable section of this publication.

School of Education: Bachelor of Science in Interdisciplinary Studies (with Elementary Education Certification)

### **Advanced Placement and Credit by Examination**

UNT Dallas awards undergraduate college credit on the basis of local and national examinations, subject to general limitations. This also includes military service credit and classroom instruction offered through the non-academic institutions approved by the American Council on Education. Such credit is not included in determining grade point averages and has the following additional restrictions:

- May not be used to reduce the general degree requirement of completing a minimum of 30 semester hours in residence at UNT Dallas;
- May not be used to reduce the general degree requirement of completing at least 24 semester hours of advanced work at UNT Dallas;
- May not be used to reduce the general degree requirement of completing at least 12 advanced hours in the major at UNT Dallas;
- May not be earned in any course the student has previously completed at any university; and
- May not be earned in any course prerequisite to another course in the same subject for which the student has previously earned credit.

UNT Dallas recognizes exam credit in transfer from other accredited institutions within the limits outlined above. Scores from exam credits accepted in transfer are not re-evaluated by UNT Dallas.

Credit by examination cannot be substituted for any grade, including an F earned for a course in high school, at UNT Dallas or at another college or university. The credit earned through examination will not be included in the grade point average at UNT Dallas, but will be included in accepted semester credit hours and on the UNT Dallas transcript. Credit and advanced placement may be granted only in accordance with policy and procedures in operation at UNT Dallas. Departments that honor the CLEP Subject Examinations, the College Board Advanced Placement Examinations or other instruments for granting advanced placement set departmental standards for their use. UNT Dallas policy on awarding non traditional credit is subject to change without notice.

#### **AP Information**

#### **CLEP Information**

#### **IB Information**

### **SAT Subject Test**

UNT Dallas does not grant college credit on the basis of The College Board SAT Subject Test scores.

### **Admission or Re-Enrollment as Related to Personal Conduct and Admission Falsification**

It is the responsibility of the Director of Undergraduate Admissions to refer to the Dean of Students any application for admission or re-enrollment that indicates possible ineligibility of *any* applicant on grounds involving personal conduct or admission falsification. The potential of the applicant to benefit from university attendance, as well as the welfare and safety of the student body and of the university, will be carefully considered before permission to enroll will be granted.

For more information about any topic in the Undergraduate Admission section, contact the Office of Undergraduate Admissions at [admissions@untdallas.edu](mailto:admissions@untdallas.edu) or (972) 780-3642.

## Graduate Admissions

# Graduate Degrees Offered at UNT Dallas

Master of Business Administration  
Master of Education in Educational Leadership  
Master of Education in School Counseling  
Master of Science in Clinical Mental Health Counseling  
Master of Education in Curriculum and Instruction  
Master of Science in Criminal Justice  
Master of Science in Public Leadership

Details on graduate degree requirements are listed in the academic section of this catalog.

## Application for Admission

The University of North Texas at Dallas is a selective university and does not guarantee admission of all applicants. It is recommended that students apply well in advance of the stated application deadlines. *Many departments have earlier deadlines that vary by program.* (See the departmental web sites for these program-specific dates.)

*Applications must be submitted online at [www.applytexas.org](http://www.applytexas.org). Application is made through the Office of Graduate Admissions. Most master's degree programs require supplemental application materials. Contact the academic unit for additional information.*

Contact the UNT Dallas Office of Graduate Admissions for more information at 972-780-3642, 877-UNT-DALS, or by email at [GradSchool@untdallas.edu](mailto:GradSchool@untdallas.edu).

## Admission Application Fee

U.S. citizens and permanent resident aliens applying to graduate studies at University of North Texas at Dallas must pay a \$50 non-refundable admission application fee. The fee must be paid in U.S. dollars.

Admission applications will not be processed until the application fee is received. Admission decisions will be made after all academic credentials are received and evaluated.

## International Admissions

UNT Dallas does not accept applications from students seeking admissions who do not hold U.S. citizenship, permanent residency, or qualify for a waiver under the guidelines of Texas HB 1403 or SB 1528.

U.S. citizens and permanent residents who have earned academic credentials from foreign colleges and universities are required to submit official transcripts and diplomas/degree certificates in the original language and English translations. If the documents are not provided in English, an official translation of all transcripts/individual semester mark sheets is required; UNT Dallas will not accept a public notary certification. If official English translations are not supplied by the applicant's institution(s), the applicant must provide a translation done by an American Translators Association-certified translator. A list of ATA-certified translators is available online at [www.atanet.org/onlinedirectories](http://www.atanet.org/onlinedirectories).

In addition, applicants must obtain an international transcript evaluation. This evaluation should include an explanation that the institution is recognized by the ministry of education in the home country and the credits awarded are considered comparable to those of a U.S. bachelor's degree.

The evaluation must include course-by-course grades, a grade point average (GPA) calculation on the U.S. scale, and indicate the diploma or degree conferred and its U.S. equivalency. The evaluation must be original, and forwarded to UNT Dallas directly from the credential evaluation company. You may choose any agency that is accredited by the Association of International Credential Evaluators, Inc. (<http://aice-eval.org/endorsed-members/>) or by the National Association of Credential Evaluation Services (<http://www.naces.org/members.html>).

## Graduate Application Processing Deadlines

Entry Term	Application Date/Deadline	
Fall 2018	Priority Application Date	July 16, 2018
	Final Application Date	August 10, 2018
Spring 2019	Priority Application Date	December 14, 2018
	Final Application Date	January 9, 2019
Summer 2019 (3 week and 8 week terms)	Final Application Date	May 1, 2019
Summer 2019 (5 week 1 & 10 week terms)	Final Application Date	June 1, 2019
Summer 2019 (5 week 2 term)	Final Application Date	July 6, 2019
Fall 2019	Priority Application Date	July 15, 2019
	Final Application Date	August 9, 2019
Spring 2020	Priority Application Date	December 13, 2019
	Final Application Date	January 3, 2020

Students who submit applications after these dates, if accepted, will have to register during the late registration period and pay a late registration fee. Admission deadlines are subject to change.

# Requirements for Admission to UNT Dallas Graduate Studies

Applications for graduate study are made through the UNT Dallas Office of Graduate Admissions, regardless of degree program.

All applicants must meet the following requirements, whether or not admission to a specific degree program is sought:

1. The applicant must hold a bachelor's degree or its equivalent from a regionally accredited institution.
2. The GPA is calculated by dividing the total number of grade points earned by the total number of semester hours attempted (A equals four grade points, B equals three, C equals two, D equals one, F equals zero).
  - a. **Non-Degree Certification-Only Students.** The applicant must have at least a 3.00 GPA on the last 60 undergraduate semester hours of work (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree or a 2.80 GPA on all undergraduate work used to complete the bachelor's degree to receive unconditional admission to the university. Applicants who have already completed a master's degree must have at least a 3.40 GPA on the master's or meet the undergraduate GPA standards listed above to be admitted unconditionally.

Applicants with a GPA below 3.00 on the last 60 semester hours (or the whole semester closest to the last 60 hours) and with an overall undergraduate GPA below 2.80, or below 3.40 on a completed master's degree, are reviewed for provisional admission to graduate study.

Non-degree and certification-only students who meet the minimum GPA requirements for admission to graduate studies are not required to submit standardized admission test scores.

- b. **Degree-Seeking Students.** The applicant must have at least a 3.00 GPA on the last 60 undergraduate semester hours of work (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree or a 2.80 GPA on all undergraduate work prior to the bachelor's degree to be considered for unconditional admission for master's study. Applicants who have already completed a master's degree must have at least a 3.40 master's degree GPA or meet the undergraduate GPA standards listed above to be admitted unconditionally for a second master's degree.

Students seeking admission to certain graduate degree programs are required to meet a standardized admission test score requirement. Some programs may require specialized sections of a standardized exam (e.g., the GRE writing test). Some programs require other materials (e.g., a writing sample, an interview, etc.). For the applicable standardized admission test and **any additional admission requirements**, contact the academic program.

- c. Requirements for admission to specific degree programs may differ from the minimum requirements for graduate admission. Specific requirements for admission to a degree program may be found in the program's information in this catalog or on the program's web site. **Admission to graduate studies does not imply admission to a degree program at UNT Dallas.**

Applicants with a GPA below 3.0 on the last 60 undergraduate semester hours (or the whole semester closest to the last 60 hours) prior to receiving the bachelor's degree, or an overall undergraduate GPA below 2.8, or below 3.4 on a completed master's degree, may apply to the

Graduate School and be considered by individual review by the department for provisional admission.

3. Students seeking admission to certain graduate degree programs are required to meet a standardized admission test score requirement. Some programs may require specialized sections of a standardized exam (e.g., the GRE writing test). Some programs require other materials (e.g., a writing sample, an interview, etc.). For standardized admission test and additional admission requirements, contact the academic program.
4. The applicant may be required to take entrance examinations, either oral, written or both, before admission to the degree program is granted.
5. To be considered for admission, the applicant should file the following official credentials with UNT Dallas Office of Graduate Admissions:
  - complete official transcripts from all colleges or universities attended,
  - an application for admission to graduate studies ([www.ApplyTexas.org](http://www.ApplyTexas.org)),
  - official scores from the testing service on the required entrance test (see below for mailing address), and
  - the application fee.

*The mailing address for the University of North Texas at Dallas is 7300 University Hills Boulevard, Dallas TX 75241-4605.*

6. An applicant who has attempted graduate work at another institution within the six-year period immediately prior to first enrollment as a graduate student at UNT Dallas, but who has not received a graduate degree, will be required to make up any grade point deficiency below a B average either at the institution at which graduate work was attempted or at UNT Dallas. (See "Time Limitations" in the Master's Degree Requirements section for details concerning validity of previous graduate work.)
7. Applicants for admission are furnished written notification of their admission status by the UNT Dallas Office of Graduate Admissions. Statements by other university officers concerning the applicant's admissibility are not valid until confirmed in writing by the Office of Graduate Admissions.
8. Students who hold a bachelor's degree from a regionally accredited institution and who wish to pursue further study at the undergraduate level or to obtain a **second bachelor's degree** must apply for admission to the university through UNT Dallas Office of Graduate Admissions.

In addition to meeting the general requirements, applicants for admission to any specific degree program also must meet the following requirements.

1. The applicant for graduate study ordinarily must have completed no fewer than 24 semester hours of undergraduate work in the intended major field, 12 of which must be advanced. In certain fields this requirement has been modified. (Refer to program requirements.)
2. An applicant desiring to pursue graduate work in any field and whose undergraduate record does not show completion of the courses prerequisite to this major will be required to make up such deficiencies in a manner prescribed by the student's major department.
3. Students wishing to change from one major field to another must make application in the Office of Graduate Admissions and must meet all specific program admission requirements for the new major. Students seeking admission to certain graduate degree programs are required to meet a standardized admission test score requirement. Only official score reports from the testing service are acceptable. For specific advanced test requirements in certain fields, consult subsequent sections of this catalog that describe individual programs.

For master's degree seeking students, a standardized admission test score must be submitted or the alternative criteria satisfied no later than the first term/semester of enrollment in a graduate degree program. Some departments require the submission of scores prior to admission and beginning course work. Check the appropriate program information in this catalog for further information.

Until the admission test requirement is met or the alternative criteria satisfied, the graduate student may be granted provisional admission only. If the test requirement is not met by the end of the first term/semester of enrollment, provisional admission will be canceled and the student will be limited to taking undergraduate courses for undergraduate credit only for one term/semester after their provisional term/semester. The student will not be allowed to register for any courses in subsequent terms/semesters until the admission test

requirement is satisfied. The student can be reinstated to graduate study and to full admission status to the graduate degree program when the test requirement for admission to the degree program has been met.

The following procedures govern provisionally admitted students who have not taken the appropriate standardized test.

- Students provisionally admitted to a degree program in the fall, spring, or summer term/semester without the standardized test scores must submit acceptable test scores prior to the completion of their first term/semester of enrollment. Registration for subsequent terms/semesters will not be permitted if standardized test scores are not received from the appropriate testing service prior to early registration or the alternative criteria are not satisfied.
- In no case may students who have not met the standardized admission test requirement or alternative criteria (a) be admitted to candidacy for any degree, (b) file application to receive such degree, (c) be permitted to enroll in such courses as thesis, dissertation, problem in lieu of thesis, internship, practicum, etc., (d) change their major to another degree program, or (e) submit an application for a concurrent program. Students may experience a loss of financial eligibility if they fail to satisfy their provisional admission and elect to register for undergraduate course work for a semester.

Continuing students are those who have been officially enrolled at UNT Dallas at least once during the 12 consecutive months **prior** to the term/semester of planned enrollment and/or have not received a degree during the same period. Students who receive a degree and reapply to the university are considered new graduate students.

Continuing students do not need to reapply to UNT Dallas to enroll in graduate studies if they meet all of the following conditions:

- have not received a degree from UNT Dallas since last enrollment
- will re-enroll in the same major as when last enrolled, and
- do not have any current holds on their record (i.e., admission test or academic).

Students meeting *all* of these conditions are eligible for registration. Instructions are available in the schedule of classes at [www.untDallas.edu/registrar](http://www.untDallas.edu/registrar).

Students who are unsure about whether they meet all of the above conditions for re-enrollment should contact the UNT Dallas Office of Graduate Admissions prior to the registration period for further information.

Students who have previously been admitted to graduate studies at UNT Dallas but who have not enrolled at UNT Dallas at least once during the 12 consecutive months prior to the term/semester of planned enrollment must follow these re-enrollment procedures:

- file an admission application at [www.ApplyTexas.org](http://www.ApplyTexas.org),
- pay the application fee (if applicable), and
- submit transcripts from all colleges attended (if any) since leaving UNT Dallas, showing eligibility to re-enroll at each institution.

Former students who have not enrolled elsewhere since leaving UNT Dallas and who are in good academic standing are required to submit an admission application and application fee (if applicable). Programs are not required to readmit students who left the university on probation or suspension and reapply.

Seniors within one year of graduation may request permission from the Director of Graduate Admissions and/or the Academic Program Coordinator to apply for admission to graduate studies to take courses to be applied toward the master's degree, provided that at the time of application they appear to be eligible for admission to graduate studies and that the specific courses are approved by the school in advance of registration. A student in this status may not enroll for a load exceeding the maximum permitted for graduate students.

**Note:** students admitted to graduate study prior to completion of the bachelor's degree and who are receiving financial aid should check with the financial aid office to prevent disruption of aid.

- **Residency credit after earning first degree:** If the first degree was earned from UNT Dallas, a minimum of 30 semester hours beyond the first degree must be taken at UNT Dallas. If the first degree was from another accredited institution, 36 semester hours beyond the first degree (including the current UNT Dallas core curriculum requirements of history and political science) must be taken at UNT Dallas. *The University policy requires that a minimum of 30 credits be completed in residency at UNT Dallas.*
- **Requirements for degree:** If the second degree sought is a different type (i.e., BA versus BS), then the student must also complete all requirements for that degree (BBA, BS, BA) including all prerequisites, co-requisites, and major requirements.
- **Requirements for the major:** Students must successfully complete at least 24 semester hours for the second degree major, which includes at least 12 credit hours of advanced work (3000/4000 level) in the major that must be earned at UNT Dallas. Courses from the previous bachelor's degree may be used to satisfy requirements of the second degree. Coursework completed withing the previous degree may be accepted as satisfying major requirements for the second degree; however, the total semester hours required must be at least 30 semester hours in addition to the hours required of the first degree. **Note:** Former UNT Dallas students who have completed 6 or more residence units will be held to only 24 upper division units in the major and in residence. Extension and credit by examination units do not meet the residence requirement.
- Earn a minimum overall grade point average (GPA) of 2.000.  
The university recognizes that some students may wish to be admitted to graduate studies at UNT Dallas for the purpose of taking courses not necessarily leading to an advanced degree (i.e., prerequisites for admission to a degree program). Admission to UNT Dallas will be granted subject to the following provisions.
  1. The applicant must meet all of the *general* admission requirements described previously.
  2. The student in this status is required to receive *graduate* credit in all graduate (5000-level) courses taken, and must maintain an average of B on all such courses attempted. Non-degree students are entitled to enroll in any graduate-level class that is not restricted.
  3. A student admitted to non-degree or certification-only status has no assurance that work completed under this status will be applicable toward degree requirements should he or she subsequently be admitted to a degree program at UNT Dallas. **A maximum of 12 semester hours earned prior to admission to a degree program may be counted toward degree requirements. Successful completion of graduate courses by non-degree or certification-only students does not obligate the university to grant admission to a degree program at a later date.** When all general and specific requirements for admission to a degree program have been met, a student may request that a change of major application be forwarded to the degree program area for evaluation.
  4. A student who wishes to change from non-degree or certification-only status to degree-seeking status should review the admission requirements for students who change majors in the UNT Dallas Undergraduate and Graduate Catalog.
  5. Enrollment for graduate credit must be approved in advance of registration by the respective Program Coordinator and is limited to 12 hours.

For students who wish to change from one major to another major at UNT Dallas, a change of major form must be filed in UNT Dallas Office of Graduate Admissions. The request will only be considered if the student is in good standing and has fulfilled the standardized admission test requirement for the program. Students not in good standing or without standardized admission test results may only request a change of major with support of the new major department. The applicant will go through the same admission process as any new student applying for admission to a UNT Dallas graduate program. The student's file will be sent for consideration to the graduate academic program coordinator in the proposed major.

For students who wish to pursue a graduate-level degree at UNT Dallas but who do not meet the grade point average (GPA) entrance requirements, the following regulations apply.

1. The student can complete 3000- or 4000-level courses for undergraduate credit beyond the bachelor's degree to demonstrate the ability to undertake graduate-level work. The total hours required and specific courses are chosen in consultation with the graduate academic program coordinator of the intended major department and



approved by the Office of Graduate Admissions. A grade of A or B is required in each course. Courses taken at another institution will only be included in exceptional cases with the approval of the intended major department and the Director of Graduate Admissions. Courses taken to qualify for admission cannot be used to fulfill graduate degree requirements.

2. Completion of a prescribed leveling program does not imply admission to a degree program or eligibility for certification programs at UNT Dallas. It is the responsibility of the student to determine, in consultation with the program, if the leveling program will help the student reach the goal of program admission. **To maximize the benefit to the student, this determination should be made prior to enrolling.**
3. The student must satisfy the standardized admission test requirement specified by the intended major department **prior** to being admitted to a graduate degree program and beginning graduate-level work. For students who were admitted to a Texas public university under the Academic Fresh Start law, earned a baccalaureate degree, and desire to apply for admission to a postgraduate or professional program, the Office of Graduate Admissions will consider only the grade point average of the applicant that was completed after enrollment under this law, along with the other standard admissions criteria detailed in this catalog.

## University Core Curriculum

### Statement of Purpose

Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

### Core Objectives

- **Critical Thinking Skills (CT)** - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information
- **Communication Skills (COM)** - to include effective development, interpretation and expression of ideas through written, oral and visual communication
- **Empirical and Quantitative Skills (EQS)** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions
- **Teamwork (TW)** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal
- **Personal Responsibility (PR)** - to include the ability to connect choices, actions and consequences to ethical decision-making
- **Social Responsibility (SR)** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

2018 - 2019 Core Curriculum Inventory\*

*\*(Subject to change)  
Amended August 6, 2018*

Foundational Component Area	Total SCH	Course Abbreviation	TCCNS	Course Title	Core Objective
Communication	6	COMM 1307	COMM 1307	Intro to Mass Comm	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> </ul>
		COMM 2300	SPCH 1315	Public Speaking	

		ENGL 1313	ENGL 1301	CA Col Writing I	<ul style="list-style-type: none"> <li>• Teamwork</li> <li>• Personal Resp.</li> </ul>
		ENGL 1323	ENGL 1302	CA Col Writing II	
		TECM 2700	ENGL 2311	Technical Writing	
<b>Mathematics</b>	3	MATH 1100	MATH 1314	College Algebra	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> <li>• EQS</li> </ul>
		MATH 1190	MATH 1325	Business Calculus	
		MATH 1580	MATH 1332	Survey Math Appl	
		MATH 1581	MATH 1332	Survey Math Appl w/Alg	
		MATH 1600	MATH 1316	Trigonometry	
		MATH 1650	MATH 2412	Pre-Calculus	
		MATH 1680	MATH 1342	Elem Prob & Statistics	
		MATH 1681	MATH 1342	Elem Prob & Statistics w/Alg	
<b>Life and Physical Sciences</b>	6	BIOL 1082	N/A	Biology for Educators	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> <li>• EQS</li> <li>• Teamwork</li> </ul>
		BIOL 1132	BIOL 2406	Environmental Science	
		BIOL 1300	BIOL 1308	Biology for Non Majors	
		BIOL 1710	BIOL 1306	Biol Science Majors I	
		BIOL 1720	BIOL 1307	Biol Science Majors II	
		CHEM 1360	N/A	Context of Chem	
		CHEM 1410	CHEM 1311	General Chem Sci I	
		CHEM 1420	CHEM 1312	General Chem Sci II	
		GEOG 1710	GEOL 1401	Earth Science	
		PHYS 1210	PHYS 1415	Conceptual Physics	
	3	ENGL 2220	ENGL 2333	Survey World Lit from 1700 to Present	<ul style="list-style-type: none"> <li>• Critical Thinking</li> </ul>

<b>Language, Philosophy and Culture</b>		ENGL 2321	ENGL 2321	Brit Lit Survey	<ul style="list-style-type: none"> <li>• Communication</li> <li>• Social Resp.</li> <li>• Personal Resp.</li> </ul>
		ENGL 2326	ENGL 2326	American Lit Survey	
		ENGL 2341	ENGL 2341	Forms of Literature	
		ENGL 2342	ENGL 2342	Diversity in Lit	
		HIST 1050	HIST 2321	World History to 16th Century	
		HIST 1060	HIST 2322	World History from 16th Century	
		LING 2050	N/A	Language of Now	
<b>Creative Arts</b>	3	ART 1300	ARTS 1301	Art Appreciation Non-Majors	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> <li>• Teamwork</li> <li>• Social Resp.</li> </ul>
		ART 1303	ARTS 1303	Survey Art History I	
		ART 1304	ARTS 1304	Survey Art History II	
		COMM 2350	COMM 2366	Art of Film	
		<b>MUSI 1310</b>	<b>MUSI 1310</b>	<b>American Music</b>	
<b>American History</b>	6	HIST 2301	HIST 2301	Texas History Survey-Core	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> <li>• Social Resp.</li> <li>• Personal Resp.</li> </ul>
		HIST 2610	HIST 1301	U.S. to 1865	
		HIST 2620	HIST 1302	U.S. From 1865	
		HIST 4700	HIST 2301	Texas	
<b>Government/ Political Science</b>	6	PSCI 1040	GOVT 2301	Am Gov: Laws & Institutions	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> <li>• Social Resp.</li> <li>• Personal Resp.</li> </ul>
		PSCI 1050	GOVT 2301	Am Gov: Process & Policies	
		PSCI 1060	N/A	Am Gov: Topics	
		PSCI 1370	N/A	Am Gov: Urban Pol	

		PSCI 2306	GOVT 2306	Govt & Politics in Texas	
<b>Social and Behavioral Sciences</b>	3	AGER 2250	N/A	Aging in Film & Lit	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> <li>• EQS</li> <li>• Social Resp.</li> </ul>
		CDFS 1013	N/A	Human Development	
		DFST 1013	TECA 1303	Human Development	
		ECON 1100	ECON 2302	Prin of Microeconomics	
		<b>HSML 1300</b>	<b>SOCW 2361</b>	<b>Intro to Helping Profession</b>	
		PSYC 1100	PSYC 2301	Introduction to Psychology	
		SOCI 1510	SOCI 1301	Introduction to Sociology	
<b>Component Area Option</b>	6	AEAH 1750	N/A	Visual Art Integration	<ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Communication</li> <li>• CAO must choose 1 more Core Objective</li> </ul>
		BIOL 1730	BIOL 1106	Biol Sci Majors I Lab	
		BIOL 1740	BIOL 1107	Biol Sci Majors II Lab	
		BUSI 1340	N/A	Managing Business Ent.	
		CHEM 1430	CHEM 1111	Lab Seq Gen Chem	
		CHEM 1440	CHEM 1112	Lab Seq Gen Chem	
		CJUS 2100	CRIJ 1301	US Crime/Justice	
		CJUS 2600	N/A	Diversity Iss in CJ	
		COMM 1010	SPCH 1311	Intro to Comm	
		DFST 2033	TECA 1303	Parenting Diverse	
		EDSP 2310	N/A	Ind w/Disabilities	
		<b>HSML 1300</b>	<b>SOCW 2361</b>	<b>Intro to the Helping Pro</b>	
		MUED 1130	N/A	Foundations in Music	

		<b>MUSI 1310</b>	<b>MUSI 1310</b>	<b>Survey of American Music</b>
		SOCI 2070	Survey of American Music	Intro Race Ethic
		SPAN 1010	SPAN 1411	Elem Spanish I
		SPAN 1020	SPAN 1412	Elem Spanish II
		SPAN 2313	SPAN 2313	Span Heritage Speaker
		THEA 1130	N/A	Intro to Creative Drama

NOTE: Courses that are *BOLD and ITALICIZED* were approved this academic year.

## College of Law

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University of North Texas at Dallas College of Law General Catalog\*

## Catalog goes into effect at the beginning of the Fall 2018 semester.

*Program requirements are subject to necessary corrections.*

*\*Subject to change*

This catalog is an official bulletin of the UNT Dallas College of Law. It includes policies, regulations, procedures, and information in effect at the time of release.

The provisions of this catalog are intended to provide general information and do not constitute a contract, express or implied, between UNT Dallas College of Law and a student, an applicant for admission, or other individual. Although the catalog contains policies, regulations, procedures, and fees in effect at the time of publishing, information provided in this catalog is subject to change. The College of Law reserves the right to change any provision of this catalog at any time and without notice. Changes will become effective whenever determined by the appropriate College of Law official and may apply to both prospective students and those currently enrolled. Every effort will be made to keep students advised of any such changes. Information on such changes will be available in the Office of the Registrar. It is

the responsibility of each student to be aware of College of Law rules, regulations, policies, and current graduation requirements for particular degree programs.

The online version of The University of North Texas at Dallas College of Law Catalog is the official version. The online catalog will be updated periodically and will contain all major policy changes that occur during the 2018-2019 catalog cycle. Although this catalog was prepared on the basis of the best information available at the time, and the information is updated regularly, users are cautioned about the following:

- Editorial, clerical, and programming errors may have occurred in the publication of this website, and The University of North Texas at Dallas College of Law assumes no responsibility for such errors.
- There is a lag time between approved changes and their publication on this website.

Students are held individually responsible for complying with all requirements of the rules and regulations of the University and the Board of Regents of The University of North Texas System. Failure to read and comply with policies, regulations, and procedures will not exempt a student from whatever penalties the student may incur.

Students are urged to read this catalog carefully. This catalog does not include all of the College of Law rules, regulations, and policies for which a student is responsible. Students also should consult other publications, such as the Student Handbook, the Honor Code, the Code of Student Conduct, and other specific policies or contracts. This catalog becomes effective on the first day of the fall term/semester, 2018.

The Policies of the UNT Dallas College of Law supersede any inconsistent information published in this catalog or any other College of Law publication. These are available on the College of Law's website as well as on the UNT Dallas website.

If you have questions about catalog content or how to use the catalog, please contact the Office of the Registrar at the University of North Texas at Dallas College of Law.

## **Accreditation**

### **American Bar Association**

UNT Dallas College of Law is provisionally approved by the American Bar Association's Council of the Section of Legal Education and Admissions to the Bar. Provisional accreditation is effective June 3, 2017. Graduates of a provisionally approved law school are considered by the ABA to be graduates of an ABA-approved law school and are eligible to sit for most state bar exams, including in the State of Texas.

### **The Accreditation Process**

The national accrediting body for U.S. legal education is the Council of the American Bar Association's Section of Legal Education and Admissions to the Bar. The standards and process for accreditation are set out in the ABA Standards and Rules of Procedure for Approval of Law Schools. These standards and procedures, as administered by the Council, are aimed at ensuring the quality and professionalism of law schools.

The ABA requires a new law school to successfully complete its first academic year operating a full-time program of legal education before applying for provisional accreditation. The College of Law began its first academic year in fall 2014 and filed its application for provisional accreditation in fall 2015. Graduates of a provisionally approved law school are considered by the ABA to be graduates of an ABA-approved law school and are eligible to sit for most state bar exams, including in the State of Texas.

Once a school gains provisional approval, it remains on provisional status for at least three years during which time it is monitored closely by the Council. Under the ABA Standards, a provisionally approved law school may apply for full approval no earlier than two years after receiving provisional approval and must obtain full approval within five years after receiving provisional approval.

Having received provisional approval, the College of Law will work hard to establish that it is in full compliance with the ABA Rules and Standards in order to become fully approved by the ABA. Of course, we cannot guarantee that the College of Law will achieve full approval by a particular date.

## **Our Commitment**

The UNT Dallas College of Law will seek full approval according to the timeline and requirements of the ABA. Under the ABA Standards, a provisionally approved law school cannot apply for full approval for two years after it receives provisional approval and must obtain full approval prior to expiration of the five-year provisional approval status. This means the UNT Dallas College of Law may apply for full approval as early as June 2017 and as late as June 2021. The Dean and administration of the UNT Dallas College of Law are committed to devoting the necessary resources, and in other respects, taking all appropriate steps to provide a program of legal education that will qualify for full approval by the ABA. The College of Law does not make any representation to any applicant that it will be fully approved by the ABA before the graduation of any matriculating student.

Questions concerning ABA accreditation may be directed to the Section of Legal Education and Admissions to the Bar, American Bar Association, 321 N. Clark Street, Chicago, IL 60654 or call (312) 988-6738.

## **Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)**

The UNT Dallas College of Law initially was a professional school of the UNT System. In July 2013, UNT Dallas received separate regional accreditation from the SACSCOC. In 2015, UNT Dallas College of Law and UNT Dallas gained SACSCOC approval to modify the scope of UNT Dallas to include the College of Law. September 1, 2015 is the effective date of the merger between UNT Dallas and the UNT Dallas College of Law. After the merger, UNT Dallas College of Law falls within the scope of the SACSCOC accreditation of UNT Dallas. Hence, UNT Dallas is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, and doctoral degrees. Contact SACSCOC at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of The University of North Texas at Dallas.

## **Diversity and Equal Opportunity**

The UNT Dallas College of Law seeks to create an atmosphere of openness and tolerance and to maintain work and education environments that offer equal opportunity. Individuals within the College of Law community are unified by the purposes of learning and professional development and by values of respect for human worth and dignity. The College of Law encourages and supports open discussion, rational resolution of conflict, and discussion and examination of values and ethics.

Discrimination and harassment based on individual differences such as race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation in its educational programs, activities, admission, or employment practices is inconsistent with the College of Law's mission and educational goals. Harassment is defined as an unwelcome action directed at a person or group of persons because of race, color, religion, sex, age, national origin, disability, veteran status, or sexual orientation that adversely affects a term, condition, or privilege of the work or educational environment. Individuals who work, study, live, and teach within this community are expected to refrain

from behavior that threatens the freedom, safety, and respect deserved by every community member and to comply with federal and state equal opportunity laws and regulations. Such compliance is required by College of Law policy, and is a baseline from which our community works to assure fairness and equity to all who pursue their educational and professional goals here.

For further detail, please consult UNT Dallas Policy 5.002.

## **History and Location**

The UNT Dallas College of Law is a public law school authorized by the State Legislature of Texas through legislation passed in 2009. The College of Law enrolled its first class in fall 2014. Initially, the College of Law was a professional school within the UNT System. On September 1, 2015, the College of Law became a professional school within UNT Dallas. The College of Law offers the Juris Doctor (J.D.) degree. The student body includes a full-time section of approximately 60-90 students, and a part-time (evening program) section of approximately 40-60 students.

The College of Law is located in downtown Dallas at 1901 Main Street, in the UNT System Building. The building completed a \$29 million renovation in 2013, primarily aimed at housing the UNT Dallas College of Law. The College of Law occupies more than 52,000 square feet of dedicated space and shares an additional 70,600 square feet with others; the law school uses the shared classrooms and other shared facilities during the day.

## **Mission**

The mission of the UNT Dallas College of Law is to promote justice and advance human potential through the enterprise of legal education. Supporting this mission are six goals: (1) to broaden access to an affordable legal education; (2) to graduate students who have the full range of practice-related competencies necessary to be effective lawyers worthy of client and public trust; (3) to provide the best possible educational environment for learning the law and developing professional identity; (4) to advance the career and professional goals of our students; (5) to improve access to justice for underserved legal needs; (6) and to be a valuable partner in civic engagement with the City of Dallas and the North Texas region.

### **UNT Dallas College of Law**

**A. Felecia Epps**, Professor and Dean

**Peter Alexander**, Visiting Professor and Associate Dean for Academic Affairs

**Reynaldo Anaya Valencia**, Professor and Associate Dean for Finance and Administration

**Everett Chambers**, Assistant Professor and Assistant Dean of Pedagogy

**Courtney Harris**, Assistant Dean, Office of Career and Professional Development

**Edward T. Hart**, Assistant Professor and Assistant Dean for Law Library

**Valerie D. James**, Assistant Dean of Admissions and Scholarships

**Karen M. Jarrell**, Assistant Dean for Academic Services and Law Registrar

**Kevin W. Robinowich**, Assistant Dean of Student Affairs

**Cheryl B. Wattlely**, Professor and Director of Experiential Education



# Faculty Roster

**ALEXANDER, PETER**, Visiting Professor and Associate Dean for Academic Affairs. BS, Southern Illinois University Carbondale; JD, Northeastern University School of Law

**BRIDGES, JONATHAN**, Assistant Professor of Law. BA, Friends University; MA, Bell State University; JD, University of Notre Dame School of Law

**CHAMBERS, EVERETT**, Assistant Professor of Law. BS, University of the West Indies; JD, Texas Wesleyan School of Law

**CROCKETT, MATT**, Assistant Professor of Law. BS, University of New Orleans, JD, California Western School of Law

**DOWNES, ANGELA**, Professor of Practice and Assistant Director of Experiential Education

**EPPS, A. FELECIA**, Dean and Professor. BA, Cornell College; JD, Creighton University School of Law

**FRASE, LAURA**, Assistant Professor. BA, Rhodes College; JD, St. Mary's University School of Law; MA, Southern Methodist University

**HART, EDWARD**, Assistant Professor and Assistant Dean for Law Library. BA, Valdosta State University; MS, Simmons College; JD, New England School of Law

**HOWARD, DIANA**, Professor of Practice. BA, Rice University; MA, Southern Methodist University; JD, The University of Texas School of Law

**JACOBSON, LOREN**, Assistant Professor of Law. BA, Yale University, M.Phil, Cambridge University, JD, Columbia Law School

**MASLANKA, MICHAEL**, Assistant Professor of Law. BS, Cornell University; JD, Tulane Law School

**OWSLEY, BRIAN**, Assistant Professor of Law. BA, University of Notre Dame; JD, Columbia University of Law

**PERKINS, THOMAS**, Assistant Professor of Law. BA, Harvard University; JD Loyola University School of Law

**PORTERFIELD, ERIC**, Assistant Professor of Law. BA, The University of Texas; JD, Baylor University Law School

**PRYOR, ELLEN**, Professor of Law. BA. Rice University; JD, The University of Texas School of Law

**SHAH, PREYAL**, Professor of Practice and Director of Academic Success and Bar Readiness

**SHULTZ, MELISSA**, Assistant Professor of Law and Director of Legal Writing. BA, Grinnell College; JD, The University of Texas School of Law

**TAMER, CHRISTINE**, Assistant Professor of Law. BA, Baylor University, JD, The University of Texas School of Law

**VALENCIA, REYNALDO**, Professor of Law and Associate Dean for Finance and Administration. BA, Stanford University; JD, Harvard University Law School

**WATTLEY, CHERYL BROWN**, Professor of Law. AB, Smith College; JD, Boston University School of Law

**WESTENSKOW, MEIJKEN**, Professor of Practice and Assistant Director of Academic Success and Bar Readiness. BA, Brigham Young University; JD, Goergetown University Law Center

**WONDRACEK, JENNIFER**, Professor of Practice and Director of Legal Educational Technology. BS and BA, College of Charleston; MLS, University of Wisconsin-Milwaukee; JD, University of North Carolina School of Law

## Contact Information

### Admissions

**Mailing address:**  
1901 Main Street  
Dallas, TX 75201  
214-752-5981

### Community Lawyering Center- Downtown at CityWalk

**Mailing address:**  
511 North Akard Street  
Dallas, TX 75201  
214-855-7892

### Community Outreach

**Mailing Address:**  
1901 Main Street  
Dallas, TX 75201  
214-243-  
1773

### Law Library

**Mailing Address:**  
1901 Main Street  
Dallas, TX 75201  
214-243-  
1775

### Registrar

**Mailing address:**  
1901 Main Street  
Dallas, TX 75201  
214-752-5973

### Student Life and Student Affairs

**Mailing Address:**  
1901 Main Street  
Dallas, TX 75201  
214-243-1788

### Career and Professional Development

**Mailing address:**  
1901 Main Street  
Dallas, TX 75201  
214-243-1785

### Community Lawyering Center- Frazier

**Mailing Address:**  
4716 Elsie Faye Heggins Street  
Dallas, TX 75210  
469-351-0024

### Financial Aid

**Mailing address:**  
1901 Main Street  
Dallas, TX 75201  
214-752-5711

### Main Office

**Mailing address:**  
1901 Main Street  
Dallas, TX 75201  
214-752-5959

### Student Financial Services

**Mailing address:**  
1901 Main Street  
Dallas, TX 75201  
214-752-5973

The Law Library occupies the full sixth floor of the law school, covering more than 20,000 square feet. Completely redesigned and renovated, the facility emphasizes collaborative work and study rooms, effective access to and use of digital and print information, and individual study and research rooms.

The Law Library's services include workshops, one-on-one research guidance, online teaching modules, multiple research guides, and teaching sessions for courses in the first year and beyond.

Bound volumes in the core federal collection include the United States Code, United States at Large, Code of Federal Regulations, and United States Reports.

Bound volumes in the core Texas collection include Vernon's Texas Statutes and Code Annotated, Texas Cases, Texas Administrative Code, Texas Jurisprudence 2d, the Texas Practice Series, and other significant secondary sources on Texas law.

The library also has online subscriptions for students and faculty to WestlawNext, Lexis Advance, Bloomberg Law, Hein Online, Bloomberg BNA, Fastcase, and LLMC, as well as other electronic sources.

## General Information

The College of Law admits students only as first-year law students, beginning with the first semester of law school in the fall semester. The Law School will accept applications beginning on or around September 1st of each year. The deadline to accept applications will be April 15th. Students will be admitted on a rolling basis.

The College of Law seeks students with the desire and ability to become excellent legal professionals. The College of Law also seeks to enroll a diverse student body with a variety of perspectives, experiences, and viewpoints that will enhance the education of all its students.

## Requirements and Application Process

All applicants are required to take the Law School Admission Test (LSAT) and register with the Credential Assembly Service (CAS). A four-year degree from a regionally, accredited undergraduate school is required of every applicant prior to matriculation at the College of Law. The application deadline is April 30th, but applicants are strongly encouraged to submit all required documents by January 15th. Admission offers are made on a rolling basis.

The Admissions Committee acts only on complete applications containing all required components. Applicants typically receive a decision within 6 to 8 weeks from the date the application is complete.

Completed applications must contain the following:

Completed and signed online application. (Note: There is no application fee.)

Personal statement. The personal statement should provide the Admissions Committee with insight into the applicant's abilities, motivation, and experiences, and why he or she wishes to obtain a law degree at the UNT Dallas College of Law. The personal statement should be double-spaced, no more than three pages, with a font size no smaller than 12 point.

Resume. The resume should provide detail about any significant vocational, extracurricular, or community activities; graduate work or degree; honors and awards; any service in the Armed Forces; job descriptions and major areas of responsibility, along with location (city and state) and dates of employment; publications; and other information that the applicant believes the Admissions Committee should consider in evaluating the applicant. The resume should not exceed three typewritten pages and 12 point font size.

Addendums. Any addendums necessary in response to answers on the application.

CAS Report. A complete CAS report includes:

- LSAT score. All applicants are required to take the Law School Admissions Test and submit a reportable score that is not more than three years old, based on the entry date of admission to the UNT Dallas College of Law. The highest LSAT is considered for admission.
- Transcripts. A copy of transcripts from all post-secondary institutions (including graduate credits, professional credits, transferred credits, and internationally earned credits).
- Letters of Recommendation. A minimum of two letters of recommendation (in addition to the evaluations noted above). No more than 3 letters will be accepted. Letters must be submitted using the LSAC Letter of Recommendation Service.
- Admissions interview. The College of Law welcomes applicants to request an optional interview with a member of the Admissions Committee or a designee. An admissions interview is required for any applicant who has previously attended another law school.

## **Review of Applicants**

Offers to applicants in the admission pool will be made with the goal in mind of enrolling a class that is both academically qualified and broadly diverse. Through its holistic review, the Admissions Committee will assess an applicant's demonstrated ability to complete our legal program. The personal statement, resume, addendums, letters of recommendation, LSAT score, UGPA, and optional interview provide the Admissions Committee with information to make such an informed assessment. The College of Law values inclusion and is committed to enrolling a diverse student body.

A core goal of the UNT Dallas College of Law is keeping tuition and student debt low for all students, to an extent consistent with meeting its educational goals. The organized bar and legal educators agree that the cost of legal education poses concerns for the profession and for legal education. High costs and debt loads reduce access to legal education, are often spread unevenly in relation to financial need, and shrink the horizon of opportunity.

## **Tuition and Fees for Academic Year 2018-2019**

Tuition and fees for UNT College of Law in 2018-2019 are listed below for full-time and part-time (evening program) students. Rates for each vary by resident and non-resident students.

### **Full-Time Resident Students Matriculating in 2018**

- Annual tuition (fall and spring semesters): \$18,213.20.
- Full-time resident students can expect required class hours of 15 per semester; expected tuition thus will be \$18,213.20.
- Tuition will be fixed at same rate for Years 2 and 3.
- Includes incidental fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

### **Part-Time (Evening Program) Resident Students Matriculating in 2018**

- Annual tuition (fall and spring semesters): \$14,925.96.

- Part-time students can expect required class hours of 12 per semester: expected tuition thus will be \$14,925.96.
- Tuition will be fixed at same rate for Years 2, 3 and 4.
- Includes incidental fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

## **Full-Time Non-Resident Students Matriculating in 2018**

- Annual tuition (fall and spring semesters): \$31,475.00.
- Full-time non-resident students can expect required class hours of 15 per semester; expected tuition thus will be \$31,475.00.
- Tuition will be fixed at same rate for Years 2 and 3.
- Includes incidental fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

## **Part-Time (Evening Program) Non-Resident Students Matriculating in 2018**

- Annual tuition (fall and spring semesters): \$25,535.40
- Part-time non-resident students can expect required class hours of 12 per semester; expected tuition thus will be \$25,535.40
- Tuition will be fixed at same rate for Years 2, 3 and 4.
- Includes incidental fees of: \$718.00 in the fall semester and \$659.00 in the spring semester.

## **Incidental Fees Include:**

- Fundamentals of Being a Lawyer Course fee (Fall only)
- Library Fee
- Medical Services Fee
- Bar Prep Fee

### **Fundamentals of Being a Lawyer Course Fee Includes:**

- Meyers -Briggs Testing/Report Materials  
(For Entering 1Ls First Semester Only)

### **Library/Technology Fee Includes:**

- Subscriptions to:
  - Lynda (Online Learning Platform)
  - West Academic (Online Study Aide)
  - Canvas (Learning Management System)
  - ExamSoft (Exam Management System)
- Technology Equipment (Student Use)
- iClicker (First Semester Purchase)

### **Student Service Fees Include:**

- Mandatory Fees are assessed for university-related services available to currently enrolled students.
- Student Service Fees are charged at \$10.00 per credit hour, with a maximum charge of \$150/semester.

- Student service fees are assessed in proportion to the number of semester credit hours for which a student registers.
- Student service fees cover the cost of student services that directly involve or benefit students, including but not limited to:
  - Cultural Entertainment Events
  - Health and Medical Services
  - Recreational Activities
  - Student Government

## Cost of Attendance

For any given student, his or her total cost of attending law school includes the tuition and fees that the student pays, plus the student's expenses (living and education-related expenses). All law schools provide a statement of "Cost of Attendance (COA). This statement is the school's estimate of the total cost of attendance (tuition, fees, and living expenses) for the period of enrollment. Schools provide a statement of COA for two reasons. First, even if a student is not receiving any financial assistance such as loans, a student can make use of the COA in estimating and budgeting costs for law school. Second, governmental and private loans are based on, among other things, the COA. The current statement of the COA for the College of Law appears on the College of Law website.

### Scholarships

## Institutional Scholarships - Entering Students

UNT Dallas College of Law automatically considers all admitted applicants for a one-time, non-renewable entering student scholarship applied to tuition and fees for a student's first year of enrollment. No awards are made for summer enrollment. Scholarship amounts are based on available funds in a given admissions cycle. Admitted applicants will be notified by the Office of Admissions if selected to receive an entering student scholarship along with instructions on how to accept the award. For additional questions, contact the Office of Admissions at 214.752.5981. The following criteria will be considered:

- An applicant's academic record, including previous undergraduate and graduate institutions
- The socioeconomic background of the applicant while the applicant was an undergraduate student, including any change in that background
- Whether an applicant would be the first generation of the applicant's family to attend or graduate from a law school, and
- The applicant's involvement in community activities and public service.

## Institutional Scholarships - Continuing Students

Institutional Scholarships are offered and administered by UNT Dallas College of Law. Scholarship opportunities may be posted during the fall or spring semesters, or during both semesters.

## External Scholarships

External Scholarships are offered and administered outside the UNT Dallas College of Law. We publish external scholarship opportunities as scholarship providers contact the law school. Many other external scholarship opportunities may be found through other resources and online searches.

# No Conditional Scholarships

In accordance with PJ3A standard 509(b)(3) disclosure requirements, UNT Dallas College of Law does not offer conditional scholarships. "Conditional Scholarship" means any financial aid award, the retention of which is dependent upon the student maintaining a minimum grade point average or class standing, other than that ordinarily required to remain in good academic standing.

# Tuition and Fee Payment

Credit card payments (MasterCard, Visa, American Express and Discover) and check payments may be made through self-service at the *myLaw* student portal. Tuition and fee payments also may be made by personal check, money order, or cashier's check. The student identification number must be recorded on all check and money order payments made in person.

Bills are not mailed for registration. Account balances and schedule information may be obtained through self-service at the *myLaw* student portal.

# Cash Payments

Cash payments are not accepted. Please do not mail cash payments.

# Installment Payment Plan

The Texas Legislature has the authority to modify or eliminate installment payment of tuition at each regular or called legislative session.

The UNT Dallas College of Law provides for the payment of tuition and fees during the fall and spring terms/semesters through the following alternatives:

- Full payment of tuition and fees upon registration or by the payment deadline for early registration;  
or
- Selection of the installment plan. By selecting the installment plan, the student understands that the installment plan is a contractual agreement and he or she agrees to make the installment payments by the due dates indicated.

Tuition and fees must be paid in full for each registration period or by the payment deadline for early registration. Tuition payment by installment is not offered during the summer.

# Non-Refundable Fees for Tuition by Installment

- Handling fee: \$20
  - A \$20 non-refundable handling fee will be charged to the student's account each semester the installment plan is selected.

A student who fails to make 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 make payment prior to the end of the semester/session may be denied credit for the work done that semester/session.

See the academic calendar for each semester for installment payment deadlines.

# Student Financial Obligation Agreement

Each semester, prior to registering for classes, students are required to accept the Student Financial Obligation Agreement. For additional information, each student should check his or her online student portal.

## Tuition and Fees Refund Policy

### Fee Adjustments for Courses Dropped and Added

A student may drop courses during the first 12 class days of a fall or spring semester (first four class days of a summer session). However, between the 6th and 12th class days, students may only drop classes with permission of the Associate Dean. A student may add courses during the first 7 class days of a fall or spring semester. Full refunds will be given for courses dropped during these periods, provided the student remains enrolled in at least one class. Refunds will not be issued for withdrawn classes after the 12th class day (Census Day). Any credit balance on a student account as a result of dropping courses will not be refunded until after the Census Day. As of the first day of the semester, students may not use the drop/add process to drop all of their courses, but instead must go to the College of Law Associate Dean for Academic Affairs to initiate withdrawal or leave of absence.

### Withdrawal from the College of Law

Once the College of Law has accepted payment for tuition and fees, a student is considered officially enrolled unless otherwise restricted from enrolling.

Stopping payment on a check for tuition and fees or allowing the check to be returned unpaid by the bank for any reason does not constitute official withdrawal. The withdrawal process is done in the office of the College of Law Associate Dean for Academic Affairs. A withdrawal form will be issued in the office of Associate Dean for Academic Affairs, explaining the process to withdraw from the College of Law. Failure to follow procedures for withdrawing from the College of Law may result in financial penalties and delays with future enrollment. Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. This means that students who withdraw before paying all installments may, in the event of withdrawal, still owe the College of Law.

Calculation of tuition and fee refunds due to withdrawal are based on all charges the College of Law has assessed the student. Any credit balance on a student account as a result of officially withdrawing from the College of Law may be held for 30 days after the official withdrawal date. The reason for the delay is so that all charges may be totaled from various departments and applied to the refund.

### Tuition and Fee Adjustments

Tuition and fee adjustments shall be made to students officially withdrawing from the University for charges listed below according to the following refund schedule:

#### Fall and Spring Semester

**Time Period**

**Refund**



By 5 p.m. on the last business day before the first day of class	100 percent
During the first five class days of the semester	80 percent
During the second five class days of the semester	70 percent
During the third five class days of the semester	50 percent
During the fourth five class days of the semester	25 percent
After the 20th class day of the semester	None

#### **Summer Session of more than five weeks but less than 10 weeks**

<b>Time Period</b>	<b>Refund</b>
By 5 p.m. on the last business day before the first day of class	100 percent
During the first three class days of the summer session	80 percent
During the second three days of the summer session	50 percent
After the seventh day of class for the summer session	None

## **Satisfactory Academic Progress**

In institutions of higher education, students must maintain "satisfactory academic progress" (SAP) to remain eligible for financial aid from federal, state, institutional, and some private sources. In addition, the UNT Dallas College of Law expects students to make satisfactory academic progress toward the J.D. degree. The requirements of SAP supplement and do not supercede other academic policies, such as policies relating to probation and dismissal.

## **Timing and Requirements**

Students will be evaluated with respect to SAP at the end of each semester. To maintain satisfactory academic progress at the College of Law, students must meet the following requirements. These requirements apply to all full-time and part-time students, whether or not the student is receiving financial aid:

- Minimum Cumulative GPA students must maintain a minimum cumulative GPA of 2.0 or higher.
- Complete greater than two-thirds of cumulative attempted credits. Students must successfully complete greater than 66 percent of their cumulative attempted credits.
- Maximum time for completion of program. Students must complete their law degree requirements within 150 percent of the normal time to completion.

## **Failure to Meet SAP; Appeal Process**

A student who fails to meet satisfactory academic progress is placed on financial aid suspension. A student on financial aid suspension is not eligible to receive financial aid unless the student successfully appeals the financial aid suspension.

A student may appeal his or her financial aid suspension on any of the following grounds: personal illness or injury; death of a relative; or other circumstances that affected the student's ability to meet the requirements of satisfactory academic progress. To appeal the financial aid suspension, a student should obtain and complete the appeal form and materials, and submit them before June 1 (for summer term) or before August 1 (for fall term). The appeal form will be available on the website.

An appeal might be denied, granted, or granted upon the condition that the student will follow a specified academic plan. If the appeal is granted or granted with an academic plan condition, the student will receive a probationary term.

## **Academic Calendars**

The Registrar's Office is committed to providing information for a seamless law school experience. Vital information such as the academic calendar, the registration and enrollment policies and information, and the class schedule come directly from the Registrar's office.

## **Academic Standing**

For students matriculating in 2014 or 2015: If a student who is on academic probation does not reach a cumulative GPA of 2.000 by the end of the next regular semester, the student will be academically dismissed.

For students matriculating in 2016 or after: If a student who is on academic probation does not reach a cumulative GPA of 2.300 by the end of the next regular semester, the student will be academically dismissed. (This does not apply to students who are academically dismissed under the provision for Academic Dismissal After First Semester.)

## **Dismissal after First Semester**

After the first semester of the first-year of studies at the College of Law, any student (whether full-time or part-time) whose grade point average is less than 1.700 will be academically dismissed. This dismissal is final. There is no appeal of the dismissal, and the dismissal is not subject to any petition for an additional semester on probation.

## **Academic Oversight**

At the end of each semester, any student who is not on academic probation yet who has a cumulative grade point average in the bottom third of the class will be on Academic Oversight. A student on Academic Oversight is in good academic standing. The purpose of Academic Oversight is to serve as a mechanism to help ensure that students maximize their chances of improving academic success through appropriate resources.

A student on Academic Oversight must meet with an Academic Success Advisor for academic counseling and participate in the academic success plan resulting from the meeting. The plan may include, for instance, additional meetings with the Academic Success Advisor, one-on-one work with Academic Success faculty or staff, or activities aimed at enhancing skills and knowledge. If the student fails to comply with this academic counseling requirement, the student will not be allowed to register for the next term without the written approval of the Assistant Dean for Student Affairs.

## **Academic Probation**

At the end of any semester in which the student is not in good academic standing as set out under the subsection on Academic Standing, the student will be placed on academic probation. (This does not apply to students who are academically dismissed under the provision for Academic Dismissal After First Semester.) Any student who is on academic probation will meet with the Assistant Dean of Student Affairs or his or her designee. (Another member or members of the faculty, administration, or staff might also attend the meeting as appropriate.) The purpose of the meeting will be to develop an academic success plan to maximize the student's chances of avoiding academic dismissal and improving academic success beyond that level.

## Academic Dismissal

If a student who is on academic probation does not reach good academic standing by the end of the next regular semester, the student will be academically dismissed. (This does not apply to students who are academically dismissed under the provision for Academic Dismissal After First Semester). A student who is academically dismissed is not eligible to be enrolled in the College of Law. If a student is enrolled in one or more courses when dismissed, the Registrar will withdraw the student from the course(s).

A student who has received notice of academic dismissal may submit, to the Academic Standards Committee, a Petition for Eligibility to Continue on Probation. Such a petition must be filed within thirty (30) calendar days after the student has received notice of academic dismissal.

Students should not assume or expect that the petition will be granted. This is not for punitive reasons, but because it is not fair or appropriate to allow students to continue a course of study in which they are not likely to be successful. A petition may be granted only if the student establishes the following: (1) that the student's inability to remain academically eligible resulted from exceptional circumstances; (2) that the circumstances resulting in the student's academic suspension have been remedied and will not prevent the student from attaining academic good standing; (3) that the student is capable of attaining good academic standing; and (4) that the student complied with the requirements of the academic success plan developed after probation. The Committee may set conditions for the student's continued enrollment on probation, including reduction in course work and specific academic success programming.

A student's petition must include supporting documentation, including but not limited to the student's law school academic transcript for all semesters attended and any Academic Success Plan documents the student can obtain. The Academic standards Committee will likely review some or all of the petitioner's Academic Success Plan documents, including in particular any documents showing whether the student complied with any Academic Success Plan. The petition should include the number of hours worked during each semester in attendance at the UNT Dallas College of Law. This listing of documents and information in support of a student's petition is not exclusive. The student bears the burden to supply the Academic Standards Committee with documents and information sufficient to demonstrate the student meets the criteria to continue or resume his or her studies at the UNT Dallas College of law. Upon receiving the petition, the Committee may request additional information.

A successful petition may result in one of the following:

- The student continues his or her studies on academic probation for an additional semester or for a period of time determined by the Committee. In such a case, the student will be required to retake all required courses in which the student received a grade of F.
- The student retakes all courses, including courses in which the student did not receive a grade of F.

In addition, the Academic Standards Committee may set conditions for the student's continued enrollment, including reduction in course work and specific academic success programming.

The Committee may make its decision without personal appearance from the applicant. The decision of the Committee is final and there is no appeal of its decision.

## Re-Admission to the College of Law

If a student has been academically dismissed from the College of Law and seeks readmission to the College of Law, the student may not seek admission through the regular Admissions process. Rather, such a student may return to studies at the College of Law only by filing, with the Academic Standards Committee, a Petition for Re-Admission. Students should not assume or expect that the petition will be granted. This is not for punitive reasons, but because it is not fair or appropriate to allow students to take a course of study in which they are not likely to be successful. A petition may be granted only if the student establishes the following: (1) that the student's academic dismissal resulted from exceptional circumstances; (2) that the circumstances resulting in the student's academic dismissal have been remedied and will not prevent the student from maintaining academic good standing; (3) that the student is capable of maintaining good academic standing; and (4) that the student complied with the requirements of the academic success plan during the time they were in law school.

A student's petition must include supporting documentation, including but not limited to the student's law school academic transcript for all semesters attended and any Academic Success Plan documents the student can obtain. The Academic Standards Committee will likely review some or all of the petitioner's Academic Success Plan documents, including in particular any documents showing whether the student complied with any Academic Success Plan. The petition should include the number of hours worked during each semester in attendance at the UNT Dallas College of Law. This listing of documents and information in support of a student's petition is not exclusive. The student bears the burden to supply the Academic Standards Committee with documents and information sufficient to demonstrate the student will succeed at the UNT Dallas College of Law. Upon receiving the petition, the Committee may request additional information. If the petition is granted, the Committee may set conditions for the student's enrollment, including limits on course hours and specific academic success programming.

The Committee may make its decision without personal appearance from the applicant. Before re-admission, however, the Committee must determine that the applicant has satisfied the then-current admission requirements for applicants who previously attended law school in addition to the requirements identified above. The Committee's decision to readmit a student must be unanimous. The decision of the Committee is final and there is no appeal of its decision.

### **Attendance**

Under College of Law policy and consistent with ABA Standards, the College of Law requires regular and punctual class attendance. Attendance will be taken in all classes.

## **Minimum Attendance Threshold**

Under College of law policy, in all courses, students must attend at least 80% of class sessions. However, in counting absences for purposes of this minimum attendance rule, absences based upon observance of a religious holy day or on a call for active military service will not be counted.

If a student accumulates greater than the allowed number of absences, the student will be withdrawn from the course.

"Attendance" refers to attending the entire class session. A faculty member may treat a tardy, or an early departure, or leaving and returning to class, as equivalent to an absence or a fractional part of an absence, provided that notice of the practice is provided to students during the first week of class.

## **Excused Absences**

If an absence qualifies as an "excused absence" and the reason for the absence prevents timely completion of assignments or work, the instructor will provide a reasonable time after the absence for the student to complete the work or assignment or an alternative assignment. Note: An excused absence will still count towards the minimum attendance rule, unless the absence fits in Category 1 or 2 and is addressed in accordance with UNT Dallas College of Law Policy on student attendance.

The categories of excused absences are the following:

1. To observe a religious holy day, including travel for that purpose;
2. To respond to a call for active military service;
3. To participate in an official COL function (including competitions such as mock trial or negotiation competitions, and court appearances required for clinic); or
4. Illness or other extenuating circumstances, such as death in the family requiring travel or absence.
5. A student's absence for pregnancy or childbirth as long as the student's doctor deems the absences medically necessary. (For more detail on pregnancy or childbirth, see section below).

Please note that work-related travel is not the basis for an excused absence.

To obtain an excused absence, a student must complete the Excused Absence Request Form and email it to the professor. Students also will need to provide appropriate documentation of the basis for the absence. Because students ordinarily will know in advance about the need for absences in the first three categories, they should submit an excused absence form in advance of such absences. In cases of illness or extenuating circumstances, when it is not possible to submit an excused absence form in advance, students still need to complete an excused absence form and email it to the professor as soon as practical.

## **Pregnancy and Childbirth**

An absence is excused when it is due to pregnancy or related conditions, including recovery from childbirth, for as long as the student's doctor deems the absences to be medically necessary. When the student returns to school, she will be reinstated to the status she held when the leave began, which includes giving her the opportunity to make up any work missed. The College of Law may offer the student alternatives to making up missed work, such as retaking a semester, or allowing the student additional time in a program to continue at the same pace and finish at a later date, especially after longer periods of leave. The student should be allowed to choose from the alternatives presented by the professor as to how to make up the work.

The policies and practices of individual professors may not discriminate against pregnant students. For example, a professor may not refuse to allow a student to submit work after a deadline that she missed because of absences due to pregnancy or childbirth. Additionally, if the professor's grading is based in part on class attendance or participation, the student should be allowed to earn the credits she missed so that she can be reinstated to the status she had before the leave.

## **Exception**

Students may seek an exception to or waiver of the minimum attendance threshold by submitting a request in writing to the Associate Dean of Academic Affairs. The Associate Dean may allow a waiver only after consultation with the course instructor and only for compelling and unusual circumstances.

## **Taking Classes outside the Enrolled Division**

After completion of the required course work in the first two full academic semesters, students enrolled in the part-time division may register for "daytime" classes (that is, courses offered before 5 p.m.) after priority registration ends or if the Associate Dean for Academic Affairs approves the student's registration in the course. Likewise, after completion of the required course work in the first two full academic semesters, students enrolled in the full-time division may register for an "evening" course after priority registration ends or if the Associate Dean for Academic Affairs approves the student's registration in the course.

Notwithstanding this section, students must still take all lockstep required courses with their entering division.

# Transferring Between the Full-Time and Part-Time Division

When students enroll at the College of Law, they enter in either the full-time day division or the part-time evening division. This is the student's "entering division." After completion of the required course work in the first two academic semesters, students may apply to transfer from the part-time division to the full-time division or vice versa. In order to transfer, the student must complete the Divisional Transfer Form, with all necessary signatures, no less than two weeks prior to the end of the preceding term.

A student may transfer for three reasons:

1. Elective: The student chooses to transfer divisions. A student may only use the Elective Transfer option once in his or her law school career.
2. Major Life Event: A recent major life event has affected the student's ability to continue in the student's entering division. This must be supported by the Descriptive Statement attached to the Divisional Transfer Form.
3. Administrative: If a student does not adhere to the requirements of the student's division, the student may be transferred by administrative decision of the Associate Dean for Academic Affairs, with or without the student's consent.

A student who transfers divisions must take all lockstep required courses in the same order as the student's originally enrolled division, following the policy on prerequisites. The student must take each lockstep required course within one semester of when the student would have taken the course had he or she not transferred divisions. Lockstep required courses include the following courses:

- Contracts
- Torts
- Civil Procedure I & II
- Criminal Law
- Property (or Property I and II)
- Legal Writing and Research (or Legal Writing I and II and Legal Research)
- Legal Methods
- Professionalism and Practice of Law
- Practice Foundations I: Interviewing and Counseling
- Practice Foundations II: Negotiation and Conflict Management
- Constitutional Law
- Capstone

## Disability Accommodation

The UNT Dallas College of Law (COL) provides accommodation to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

## Eligibility

Students are eligible for accommodation and/or auxiliary aids and services if they have a documented disability and the functional limitations of the disability require such accommodation and/or auxiliary aids and services.

1. Newly accepted and currently enrolled students are responsible for initiating a disability-related request for accommodation or auxiliary aids and services with the Assistant Dean of Students prior to the time when the accommodation or auxiliary aids or service will be needed.
2. Prospective students may request reasonable accommodation (for testing, campus tours, or orientation) at any time during the application process by submitting an oral or written request to the Assistant Dean of Students using the Disability Accommodation Request form.

## **Requesting Disability Accommodation and/or Auxiliary Aids and Services**

1. Students must submit a request for accommodation and/or auxiliary aids and services to the Assistant Dean of Students using the Disability Accommodation Request form. In addition, students must provide relevant and complete written documentation of a disability for which accommodation is requested, including:
  2. A diagnostic statement from an appropriate professional identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
  3. A description of the current functional impact of the disability.
  4. Treatments, medications, assistive devices, or services currently prescribed.
  5. The relevant credentials of the diagnosing professional(s) such as medical specialty and professional licensure.

Guidelines and forms for completing documentation are available on the College of Law website.

1. Documentation Guidelines
2. Disability Accommodation Request form
3. Physical Disability Documentation form
4. ADD/ADHD Documentation form
5. Psychological Disability Documentation form
6. Documentation Requirements for Other Learning Disabilities

## **Determination**

A determination of whether accommodations or auxiliary aids or services are appropriate will follow after an individual assessment of a student's written documentation and a personal meeting with the student. Among the factors to be considered in determining appropriate accommodations or auxiliary aids and services are:

1. The nature of the student's disability.
2. Accommodations, auxiliary aids, or services that have worked for the student in the past.
3. Whether the requested accommodation, auxiliary aids, or services will allow the student to effectively access and participate in the course or academic program.
4. Whether the requested accommodation, auxiliary aids, or services will alter the essential requirements of the course or program.

The College of Law is not required to alter or modify a course or academic program to the extent that it changes the fundamental nature of that course or program. Decisions regarding accommodations or auxiliary aids and services may require consultation with College of Law faculty or administrators to consider the fundamental nature of a course or academic program.

## **Notification**

The student will be notified in writing of the status of the request and the proposed date for a final determination.

# **Accommodations or Auxiliary Aids and Services Requiring Cooperation of Faculty**

Certain accommodations or use of auxiliary aids and services may require cooperation from a faculty member who teaches a class in which a student is enrolled.

As early as possible in a semester, a student who has been approved for accommodation or use of auxiliary aids and services should seek a confidential meeting with the faculty member to show the faculty member the written approval of the accommodation, aids, or services, and to make arrangements for implementation of the approved accommodation, auxiliary aid, or services.

The faculty member may not disclose the student's disability to any other student or faculty member without the consent of the student. Faculty members may not deny an approved accommodation without consulting the Assistant Dean of Students to consider alternate means to accommodate a student's disability.

For more detail on Disability Accommodation, see UNT Dallas Policy 7.004.

## **Class Ranking**

Students at the UNT Dallas College of Law do not receive an individual class rank. At the end of each regular semester and academic year, the Registrar calculates class ranking, which will be used for two purposes.

First, at the end of each academic year, the Registrar will publish the cumulative GPA that marks the following percentile bands: top 10 percent, top 25 percent, top 33 percent, and top 50 percent. Each of these levels will be calculated separately for: (1) students classified as first-year students; (2) students classified as second-year students; and (3) students classified as third-year students.

Second, ranking may be used as necessary for academic honors such as membership in scholarly societies, or other prizes or activities that require a certain placement within a class.

Under the Family Educational Rights and Privacy Act (FERPA), the College of Law may not disclose an individual student's location within the GPA percentile bands without the student's written permission.

## **Classification of Students**

All students are enrolled in either the full-time division or part-time division, and the number of hours for which a student is permitted to register is governed by the policies on Maximum Course Load and Minimum Course Load based on enrolled division. In addition to and distinct from enrollment division, for financial aid purposes, students are classified as full-time, half-time, or less than half-time.

For financial aid purposes, the following classifications apply:

A student is classified as a full-time student if he or she is enrolled in 13 or more credit hours in a fall or spring semester, or if he or she is enrolled in eight or more credit hours in a summer session.

A student is classified as a half-time student if he or she is enrolled in 12 or fewer credit hours in a fall or spring semester, or if he or she is enrolled in four to seven credit hours in a summer session.

A student is classified as less than half-time and is not eligible for financial aid if he or she is enrolled in fewer than eight hours in a fall or spring semester, or if he or she is enrolled in fewer than four hours in a summer session.



A student is classified as a first-year student if he or she has earned 30 or fewer semester credit hours. A student is classified as a second-year student if he or she has earned between 31 and 60 credit hours. A student is classified as a third-year student if he or she has earned 61 or more semester credit hours.

## **Course Load**

### **Maximum Course Load**

## Full-time Division

A student enrolled in the full-time division may not register for more than sixteen credit hours in a fall or spring semester or for more than nine credit hours in a summer session without permission of the Assistant Dean of Student Affairs. In accordance with ABA Standards, all students are prohibited from registering for coursework that exceeds 20 percent of the total credit hours required for graduation.

## Part-time Division

A student enrolled in the part-time division may not register for more than twelve credit hours in a fall or spring semester or for more than seven credit hours in a summer session without permission of the Assistant Dean for Student Affairs. Permission will not be granted for a student enrolled in the part time division to register for more than thirteen credit hours in a fall or spring semester or for more than eight credit hours in a summer session.

## Correction of Excessive Course Loads

A student who enrolls for more than the permissible number of hours will be withdrawn from a course or courses until his or her registration complies with the maximum load requirements. The choice of courses from which the student will be withdrawn is in the sole discretion of the Assistant Dean of Student Affairs. If the overload is not discovered until after grades have been given for the courses, the Assistant Dean of Student Affairs may withdraw the student from a sufficient number of courses in that semester or session to bring the course load into compliance.

### **Minimum Course Load**

## Full-time Division

A student enrolled in the full-time division may not register for fewer than thirteen credit hours in a fall or spring semester, generally. A student enrolled in the full time division who wishes to enroll in between eight and twelve credit hours must obtain permission of the Associate Dean of Academic Affairs or his or her designee, but does not need to file a petition for the Reduction of Minimum Hours.

## Part-time Division

A student enrolled in the part-time division may not register for fewer than eight credit hours in a fall or spring semester, generally.

## Petition for the Reduction of Minimum Hours

A student wishing to enroll in fewer than eight credit hours in a fall or spring semester must submit a Petition for the Reduction of Minimum Hours to the Associate Dean of Academic Affairs or his or her designee. A petition will only be granted if there is a showing of extenuating circumstances. A student may only submit such a petition twice during the student's tenure at UNT Dallas College of Law.

## **Distance Learning**

No student may be permitted to count more than 15 credit hours from distance learning courses toward the J D degree, whether through courses taken at UNT Dallas College of Law or credits transferred from another institution. No student will be permitted to enroll in a distance learning course, or receive transfer credit from a distance learning course, until the student has accumulated at least 28 credit hours toward the JD degree. No student will be permitted to enroll in more than 6 credit hours of distance learning courses in a single term.

## **Credit for Non-Law Courses Taken Through the UNT System**

With advance approval, students may enroll in up to two graduate courses in the UNT Dallas Graduate School or UNT Toulouse Graduate School for up to six credits toward law school graduation. Approval will be granted only if the student, through the exercise of due diligence, cannot take a course containing substantially the same subject matter at the College of Law. Alternatively, with advance approval, students may enroll in up to two undergraduate courses at UNT Dallas or UNT for up to six credits toward law school graduation. Approval will be granted only if the courses are (a) part of foreign language sequence for which credit is granted toward an undergraduate degree; or (b) computer science courses which meet the technological competency requirement. A maximum of six hours of credit toward the JD degree will be awarded for any non-law school courses taken through the UNT System. Although grades received in non-law school courses will not be computed in a student's grade point average, the student must earn a "B" or higher in each course to receive credit. Students on academic probation are not eligible to take non-law school courses through the UNT System. Non-law school courses taken through the UNT System will count toward the maximum number of transfer credits allowed.

## **Transfer Credit for Visits to an ABA-Approved Law School**

Students enrolled in the College of Law may seek the transfer of credit taken at an ABA-approved law school. The maximum credit that the College of Law may allow to be transferred is 30 hours of Semester Credit Hours. Any student who is considering taking coursework from an ABA-approved school and who anticipates seeking to transfer credit for that coursework must first receive pre-approval of the course or courses from the Associate Dean for Academic Affairs of the College of Law. In determining whether credit may be transferred for the coursework, two decisions will be made. One is whether the course(s) will receive transfer credit. The second is whether the course(s) will receive transfer credit as an elective course, or as a required course within College of Law's curriculum. It is possible for a course to be approved for elective credit and yet not be approved as satisfying a particular required course.

In seeking pre-approval, students should provide, to the Associate Dean for Academic Affairs, a syllabus or detailed course description for each course for which they wish to receive credit. The syllabus or course description must contain sufficient information for the College of Law to determine content, grading basis, instructor, instructional minutes, method of instruction, and other details that the College of Law deems necessary to transfer credit for its program of study. The number of semester course hours that the College of Law will count for the course is generally based on the instructional minutes in the course.

Credit may be given for a course only if the student's grade in the course meets or exceeds the minimum grade point average needed to graduate from UNT Dallas College of Law. Credit, when given, will be recorded as pass, and will not be included in the computation of the student's College of Law grade point average. If a course for which transfer credit is sought was graded on a pass/fail basis, transfer credit may be given if that course is ordinarily taught as a pass-fail course at the school where the course was taken.

The Associate Dean for Academic Affairs will decide whether a course or courses transfer for credit, and if so whether for elective or required credit. On a regular basis, the Associate Dean shall notify the Academic standards Committee of decisions made relating to transfer credit. The Associate Dean may consult with the Academic standards Committee in relation to transfer credit decisions.

## **Credit from Study Abroad Programs**

UNT Dallas College of Law students may participate in study abroad programs that are approved by the American Bar Association. Any student who is considering taking coursework from a study abroad program and who anticipates seeking to transfer credit for that coursework must first receive pre approval of the course or courses from the Associate Dean for Academic Affairs. In determining whether credit may be transferred for a course in a study abroad program, two decisions will be made. One is whether the course will receive transfer credit. The second is whether the course will receive transfer credit as an elective course, or as a required course within College of Law's curriculum. It is possible for a course to be approved for elective credit and yet not be approved as satisfying a particular required course. For example, a course on the "Estate System" might be approved for elective credit, yet is not likely to be counted as satisfying the required course for Wills, Trusts, and Estates at the College of Law.

In seeking pre-approval, students should provide, to the Associate Dean for Academic Affairs, a syllabus or detailed course description. The syllabus or course description must contain sufficient information for the College of Law to determine content, grading basis, instructor, instructional minutes, method of instruction, and other details that the College of Law deems necessary to transfer credit for its program of study. The number of semester course hours that the College of Law will count for the course is generally based on the instructional minutes in the course.

The College of Law will accept no more than a total of 8 hours of credit from a study abroad program. Credit may be given for a course taken in a study abroad course only if the student's grade in the course meets or exceeds the minimum grade point average needed to graduate from UNT Dallas College of Law. The grade for the course in a study abroad program will be recorded as pass/fail on the UNT Dallas College of Law transcript, and will not be counted in the calculation of the student's grade point average at the College of Law.

The Associate Dean for Academic Affairs will decide whether a course or courses transfer for credit, and if so whether for elective or required credit. On a regular basis, the Associate Dean shall notify the Academic Standards Committee of decisions made relating to transfer credit. The Associate Dean may consult with the Academic Standards Committee in relation to transfer credit decisions.

## **Transfer Students**

It is the policy of the College of Law at this time to not accept students transferring from another law school, whether ABA approved or not.

## **Credit Hours**

The "semester credit hour" is the unit of credit at the College of Law. All credit-bearing courses or activities at the College of Law must meet the credit hour requirements set out in this policy.

Contact hour requirement. A traditionally delivered semester course should contain 15 weeks of instruction, plus a week for final examinations. For instance, a three-SCH course should contain 15 weeks of instruction (45 contact hours) plus a week for final examinations, so that such a course contains 45 to 48 contact hours depending on whether there is a final exam. A course that includes fewer contact hours or is delivered in a shortened time period must receive formal, written approval in advance from the Associate Dean for Academic Affairs.

Amount of work. A semester credit hour is an amount of work that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for 15 weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required in subsection (1) for other credit-bearing academic activities as established by the College of Law, including simulation, fl81d placement, clinical, co-curricular, and other academic work leading to the award of credit hours.

For purposes of this definition, fifty minutes is sufficient to constitute one hour of classroom or direct faculty instruction, and an "hour" for out-of-class student work is sixty minutes. The College of Law may award credit hours for coursework that extends over any period of time, if the coursework entails no less than the minimum total amounts of classroom or direct faculty instruction and of-of-class student work specified in subsections (1) and (2), above. For purposes of (1) and (2), the time may include time on final examination and midterm examinations, as well as other work.

The following are examples of work that satisfies this requirement:

Exam course: 42.5 hours per credit of time spent in class, preparing for class (reading or completing class assignments or assessments), and preparing for and taking exams.

Paper course: 42.5 hours per credit of time spent in class, preparing for class (reading or completing class assignments or assessments), and researching and writing the required paper(s).

Field placement or clinic: 42.5 hours per credit of time spent in class, performing fl81d placement or clinic work, preparing for class or completing class assignments (including any reflective papers), and preparing for and taking an exam, if applicable.

In order to comply with this policy, the Registrar: (1) will schedule Summer courses over an 8 week period of time in addition to the Final Exam period and all school holidays; and (2) in Fall and Spring semesters, will schedule enough course weeks such that the semester encompasses 15 of each day of the week, in addition to the exam period and all scheduled school holidays.

The College of Law will regularly monitor adherence to this policy, through methods such as ongoing curriculum review and assessment, the course approval process, and the ongoing management of the College of Law's academic program.

## **Dean's List and Graduation Honors**

After each semester, the Registrar prepares the Dean's List, which is based on GPA for the semester. The Dean's List includes students who receive a 3.3 GPA or above for the semester. Graduating students receive "Latin honors" as follows:

- |     |                 |
|-----|-----------------|
| 3.4 | Cum laude       |
| 3.7 | Magna cum laude |
| 3.9 | Summa cum laude |

# Examinations

Other than as stated in this policy, a student may not take a final examination or a midterm examination at a time other than the regularly scheduled time. Failure to take an examination on the regularly scheduled day, or on the day set for an exam that is rescheduled under this policy, will result in an "F" for the examination.

Rescheduling requests submitted before the start of the examination period.

A student may request to change an examination date to the next available date subsequent to the scheduled date under the following circumstances:

1. The student has an illness that is sufficiently severe to prevent the student from taking the exam at the scheduled time. Medical documentation is required for any application of this provision.
2. The student experiences an unpreventable circumstance, such as severe illness or death in the immediate family that would cause the taking of the exam at the scheduled time to be a major personal hardship for the student. Medical or other appropriate documentation is required for any application of this provision. Work schedules, vacation plans, or travel arrangements do not qualify as a basis for rescheduling.

If a student seeks to reschedule an examination under any of these provisions, the student must submit his or her request to the Assistant Dean of Student Affairs (Dean Robinowich) by completing and submitting to an Exam Rescheduling Request Form. The request can be submitted in hard copy or via email. If the reason for the scheduling request is conflicting exams, the request must be submitted at least two weeks before the start of the exam period. If the reason for the request is illness or hardship, the request must be submitted as soon as practicable after the student becomes aware of the problem. If the Assistant Dean of student Affairs approves the request, he will notify the Office of the Registrar, which will work with the student on available alternatives.

If the request to take an exam at other than the scheduled time presents problems relating to delivering the same exam to the student as the other students will take, the Assistant Dean of Student Affairs will consult with the instructor who, in his or her discretion, may require the student to take a special final examination or submit a special paper. If this occurs, the instructor may, in his or her discretion, grade the examination or paper either on a credit/no credit basis or on the same numerical basis as the other exams or papers.

Rescheduling requests submitted after the start of the examination period.

A student may request to change an examination date during the examination period to the scheduled date under the following circumstances:

1. The student was ill on the examination day or on the day immediately preceding the examination, and presents medical documentation confirming the illness.
2. The student experienced an emergency (examples would be the death or severe illness of a close relative, or a car accident) on the examination day or immediately prior to the day, and presents satisfactory evidence of the emergency.

The student must submit his or her request to the Assistant Dean of Student Affairs by completing and submitting an Exam Rescheduling Request Form. The request should not be submitted to the professor or instructor in the course. If the Assistant Dean of Student Affairs approves the request, he will notify the Office of the Registrar, which will work with the student on available alternatives.

If the request to take an exam at other than the scheduled time presents problems relating to delivering the same exam to the student as the other students will take, the Assistant Dean of student Affairs will consult with the instructor who, in his or her discretion, may require the student to take a special final examination or submit a special paper. If this occurs, the instructor may, in his or her discretion, grade the examination or paper either on a credit/no credit basis or on the same numerical basis as the other exams or papers.

**FERPA**

The College of Law complies with the Family Education Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99), which protects the privacy of student education records.

## **Consent to Disclose Education Records**

Except in limited circumstances, the College of Law will not release personally identifiable information from a student's education record without a signed and dated, written consent from the student. A student's consent to disclose an education record to a third party must specifically identify the education record for which consent is granted, the purpose for the disclosure, and the identity of the person or entity to which the education record is to be disclosed.

## **Directory Information**

Directory Information means information contained in the education record of a student that would generally not be considered harmful or an invasion of

privacy if disclosed. The following types of student information are considered "directory" for the purposes of this policy:

Name

Address

Email address assigned by the College of Law

EUID assigned by the College of Law

Date and place of birth

Participation in officially recognized activities

Dates of attendance

Enrollment status

Degrees, awards and honors received

Expected graduation date

Most recent previous school attended

Photograph

Currently enrolled students wishing to withhold any or all directory information may do so by submitting a written request to the Office of the Registrar prior to the 12th class day in the fall and spring terms or equivalent dates during the summer sessions. A request to withhold directory information may be submitted after the stated deadline for a term or session, but information may be released between the deadline and receipt of the request. Directory information of a student who has requested withholding of directory information will remain excluded until the student submits a subsequent written request to release directory information.

## **Disclosure of Education Records as Permitted without a Student's Consent**

FERPA permits the disclosure of education records without a student's consent under limited circumstances. For a full description of the circumstances under which education records may be released without student consent, please consult Policies of the UNT Dallas College of Law 7.303.

## Student Right to Inspect and Review Records

With limited exception, a student has the right to inspect and review his or her own education records, to receive explanation and interpretation of the records, and to obtain copies of the records when needed to allow the student to effectively exercise the right of inspection and review. Students seeking to inspect or review their education records should contact the following Responsible Administrator:

<b>Record</b>	<b>Responsible Official</b>
Permanent	Registrar
Academic transcript	Registrar
Disciplinary record	Assistant Dean of Student Affairs
Academic disciplinary record	Assistant Dean of Student Affairs
Financial aid	Financial Aid Advisor
Financial accounts	Manager of Student Accounting
Placement	Director of Career and Professional Development

If a student submits a request for records to an administrator other than the one who maintains the record being sought, the administrator will advise the student of the correct administrator to whom the request should be addressed.

The College of Law will comply with all student requests to review and inspect records within 45 days of the date that the request is submitted to the appropriate records custodian. Students requesting access to their education records may be asked to verify their identity with a government issued photo identification, prior to inspection. Students seeking access either electronically or by telephone will be asked to verify their identity by providing information of specific individual relevance- not including a social security number.

## Student Right to Request Amendment of Education Records

College of Law students have the right to correct their own education records when the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Students may request amendment of their education record by submitting a request to the appropriate records custodian. The College of Law will issue a decision within a reasonable period of time after receiving the student's request.

Students may challenge a College of Law decision regarding the amendment of an education record by filing a request for a hearing with the Dean of Students. The request must identify the contested record and specify the reason that the record is believed to be inaccurate, misleading, or a violation of the privacy rights of the student. After the hearing, if the College of Law determines that the education record is not inaccurate, misleading, or a violation of the student's privacy rights, the student may place a statement in his or her education record commenting on the contested content and the basis for disagreement with the College of Law's decision.

The College of Law will amend any education record that is determined to be inaccurate, misleading, or a violation of the student's privacy rights. The right to amend or correct an education record does not apply to routine grade appeals.

## Graduation Requirements for Award of the J.D. Degree

To graduate with a J.D. degree from the UNT Dallas College of Law, the following requirements must be met:

1. Credit hour requirement. Students entering in 2014, 2015 or 2016 must complete no less than 88 semester credit hours. Students entering in 2017 and beyond must complete no less than 90 hours.
2. Residency requirement. Students must complete at least 53 hours in residence.
3. Completion of required courses. The required courses are listed in the current Academic Catalog.
4. Completion of the writing requirement, the skills requirement, the research requirement, the experiential requirement, and the practice-related technology requirement.
5. Maintain satisfactory academic progress.
6. Complete all requirements in no less than 24 months and in no more than 6 years after matriculating at the College of Law or at a law school from which the student has received transfer credit. The ABA Standards address the pace at which a student may complete his or her legal studies. Standard 304(c) requires that the course of study for a J.D. degree be completed "no earlier than 24 months and no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit." The College of Law has adopted a maximum period of 6 years (72 months). In exceptional circumstances, the College of Law may extend this requirement but to no more than the maximum allowed by ABA Standard 304(c).

## Grades and GPA Computation

The grading scale at the UNT Dallas College of Law consists of the following letter grades, along with the numerical equivalent used for calculating grade point average (GPA).

A+	4.30
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D	1.00
F	0.00



The lowest passing grade is a D.

In addition, the COL uses the following grades:

<b>HP</b>	High pass
<b>P</b>	Passing grade in a class graded on a pass/fail basis
<b>W</b>	Drop or withdrawal without penalty
<b>WF</b>	Drop or withdrawal with a failing grade
<b>I</b>	Incomplete
<b>IP</b>	In Progress. For multi-term courses or a series of courses in which the final grade will not be given until the completion of the multiple terms or series; the final grade when assigned at the end of the series will be applied to all courses within the series.
<b>Credit/No Credit</b>	A grade of "no credit" will not be calculated within the grade point average; however, if a student receives a grade of no credit, he or she does not earn the credit for that course and, if the course is required, the student must repeat the course. The faculty may authorize a course to be graded on the basis of credit/no credit when, in the faculty's judgment, this method of grading is appropriate given the nature and purpose of the course.

Grade point average is calculated by dividing the total number of grade points by the total number of semester hours attempted. The grade point average is rounded to the third decimal. The number of semester hours attempted includes all courses with grades from A through F, and WF.

In general, letter grades will correspond to the following levels of achievement: A=Exemplary; B=Good; C=Fair; D=Poor; F=Failure. Because the grading scale includes "plus" and "minus" for A, B, and C, the use of plus or minus corresponds to a level of achievement deemed plus or minus the level just noted.

The College of Law has several non-credit bearing requirements; specifically the Community Engagement Requirement; the Mentorship Requirement; and the Practice-Related Technology Requirement. The faculty member or members responsible for overseeing these requirements will indicate whether or not a student has completed a requirement in a given semester, in a given year, or in its entirety, as applicable. The Office of the Registrar, through its processes and degree audit, will maintain tracking of student progress towards completing these requirements. If a student has not completed work or activities for the requirement at the end of a semester in which such work or activities must be completed, a hold will be placed on the student's registration for the next semester.

## Incomplete

A student may receive a grade of Incomplete for a course only during the last one-fourth of a term or semester and only if the student (1) is passing the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the faculty member to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the faculty member, student, and Associate Dean for

Academic Affairs. A grade of I will default to F if the student does not complete the specified requirements within the stated time.

## **Pass-Fail Grading**

The College of Law may designate certain courses as pass-fail. Any such courses will carry a pass-fail designation at the time of registration for the semester or other term. A credit-bearing course carrying a pass-fail designation will count for purposes of required hours or other requirements, but it will not be included in the calculation of GPA.

The College of Law has several non-credit-bearing requirements; specifically, the Community Engagement Requirement; the Mentorship Requirement; and the Practice-Related Technology Requirement. The faculty member or members responsible for overseeing these requirements will indicate whether a student has completed a requirement in a given semester, in a given year, or in its entirety, as applicable. The Office of the Registrar, through its processes and degree audit, will maintain ongoing tracking of student progress towards completing these requirements. If a student has not completed work or activities for the requirement at the end of a semester in which such work or activities must be completed, a hold will be placed on the student's registration for the next semester.

## **Grade Changes and Appeals**

Under UNT Dallas policy on grade appeals, students are encouraged to "resolve grade disputes through informal discussions with their faculty members and through a formal process only when necessary: As to formal process, only final grades may be appealed. The bases for appeal of a final grade are clerical or administrative error in calculating or assigning grade; grade not calculated in accordance with the grading criteria set out in the syllabus; or grade based on arbitrary or unlawful reason, including retaliation, harassment, or observance of religious holy days. Faculty members may not consider any request to re-evaluate the work. Under the policy, when a student wishes to appeal a final grade in a course, the student should first arrange a formal meeting with the instructor to discuss the student's concern." For more detail, see UNT Dallas Policy 7.007.

## **Segment Credit**

To receive credit for completing a segment, a student must receive a passing grade on the assignment that provides the segment credit, whether or not the student receives a passing grade in the course providing the segment credit. Thus, it is possible for a student to receive a passing grade in a course but not receive credit for the segment(s) provided by the class. Alternatively, it is possible for a student to receive a failing grade in a course but receive credit for the segments provided by the course on which the student received a passing grade. The criteria for a passing grade on a segment assignment will be determined by the faculty member providing the grade for the segment assignment.

## **Exemptions from Course Requirements**

In general, a student must receive a D or higher on all listed prerequisites prior to enrolling in a course. If a student wishes to enroll in a course in the same semester as one or more of the listed prerequisites for that course, the student must submit the Prerequisite Exemption Form. The final determination regarding the student's request will be made by the instructor of the course requiring the prerequisite(s). Under no circumstances will permission be granted for a student to enroll in a course in a semester prior to the semester in which the student enrolls in the listed prerequisite(s).

## **Course Repeat Policy**

#### RETAKING FAILED REQUIRED COURSES

A student who fails a course required for the J.D. degree must retake the course. Both the original failing grade and the new grade will count toward the student's cumulative GPA.

#### RETAKING FAILED ELECTIVE COURSES

A student who fails an elective course may retake the course, but only the original failing grade will count toward the student's cumulative GPA. If the student passes the course, the student will be awarded the associated credit hours, but the new grade will not count toward the student's semester or cumulative GPA.

#### RETAKING COURSES WITH A PASSING GRADE

A student may not retake any course in which the student has already received a passing grade.

#### **Records, Registration and Enrollment Information**

## **Registration Times**

Registration times for each semester and session are set and published by the College of Law Registrar. A student who fails to register during the normal registration time for a semester will lose any priority in registration.

## **Adding Courses**

Students may add classes during the first 4 days of the semester for fall and spring courses. For summer courses, the 3rd day of class is the last day of the period to add courses.

## **Auditing**

Students currently enrolled at the UNT Dallas College of Law may audit a College of Law course if:

1. the student has completed his or her first year (if a full-time student) or second year (if a part-time student)
2. the professor approves; and
3. if space is available as certified by the Registrar.

Auditing by a person other than a currently enrolled student is permissible only if the person has graduated from a J.D. program, and only if:

1. the professor and Associate Dean for Academic Affairs grant permission, and
2. space is available as certified by the Registrar.

The College of Law will publish the audit fee applicable for those not currently enrolled in the College of Law.

Students currently enrolled in the College of Law receive priority over other law graduates as to any space available in the class to be audited.

## **Dropping and Withdrawing from Courses**

No student who enters in the full-time division may drop required first-year courses or required third-semester courses. No student who enters in the part-time division may drop required first-year courses or required third or fourth semester courses. Other than the required courses just noted, students may drop a course before the "census date" without academic penalty or notation on the transcript. The census date is the 12th class day of a fall or spring semester, or the equivalent day of a summer session.

A student may drop a course after the census date only with approval from the Assistant Dean of Student Affairs. If a course is dropped after the census date but before the end of the first six weeks of the fall or spring semester (or the equivalent date in summer sessions), the student receives a grade of W. If a course is dropped after the end of the first six weeks of the fall or spring semester (or the equivalent date in summer sessions), the student receives a grade of WF if the student was maintaining a passing grade in the course at the time of the drop; the student receives a grade of W if the student was not maintaining a passing grade at the time of the drop. No student may seek to withdraw from a class after the date designated by the Registrar during the tenth week of class in the fall or spring semester (or the equivalent period in summer sessions).

The Registrar's office will publish, for each semester of the academic year and summer sessions, the census dates and drop dates.

## **Voluntary Withdrawal**

UNT Dallas Policy 7.006 covers voluntary withdrawal. Withdrawal is a formal process. If a student decides to withdraw during a semester or during a summer session, he or she must complete the formal withdrawal process in order to withdraw in academic good standing. Students considering withdrawal should consult with the Registrar to ascertain the specific steps. If a student is considering withdrawal and believes that he or she might return, the student should consider the option of a leave of absence.

## **Return after Voluntary Withdrawal**

If a student withdraws in the first semester of law school and seeks to return, he or she must go through the admissions process with the applicants for admission. If a student withdraws after the first semester and seeks to return, the Associate Dean for Academic Affairs may approve the request to return. Factors bearing on whether the request will be granted include the reasons for withdrawal and the student's level of academic success before the withdrawal.

## **Leave of Absence**

Upon a proper request, a student may be allowed to take a leave of absence for reasons of finances, health, or other personal reasons. Students considering a leave of absence should consult with the Associate Dean for Academics. To receive a leave of absence, the student must complete a leave of absence request and the Associate Dean for Academic Affairs must approve it. The Associate Dean will advise the student about the conditions and timing by which return might be available. When a student is on a leave of absence and is considering returning to the College of Law, the student should contact the Registrar at least three (3) months before the registration period for the term in which the student plans to return.

## **Working While Enrolled**

In order to ensure that all students have the opportunity to succeed in law school, students who enroll in the full-time division and who are working more than 20 hours per week in any semester or term must first meet with the Assistant Dean of Student Affairs at the start of any semester in which the student is working more than 20 hours per week.

## **Involuntary Medical Withdrawal**

The College of Law is committed to providing a learning environment that is conducive for students to develop to their fullest potential. On rare occasions, the College of Law may be required to activate a systematic response, including involuntary medical withdrawal, to students who may be in crisis or whose mental, emotional, or psychological health

condition may directly threaten the safety of the learning environment. Through the creation of a collaborative interdisciplinary team, the College of Law and UNT Dallas will provide a caring, confidential program of identification, intervention, and response in order to provide students with the greatest chance for success and the College of Law community with the greatest level of protection. See UNT Dallas Policy 7.008

## **Prohibition of Sexual Assault and Retaliation**

The College of Law is committed to maintaining a work and educational environment that is free from sexual assault and retaliation. Conduct that is inconsistent with this commitment will not be tolerated at any location, program, or other activity associated with the College of Law or UNT Dallas. To this end, the UNT Dallas policy prohibiting sexual assault and retaliation applies to all students, faculty, staff, applicants for admission or employment, individuals and organizations conducting business on behalf of or for UNT Dallas or the College of Law, and visitors and participants at any location, program, or activity associated with the College of Law or UNT Dallas. In addition, the College of Law may act under this policy when prohibited conduct that occurs off campus adversely affects or has a reasonable likelihood of adversely affecting the academic or work environment.

The full policy can be found at UNT Dallas Policy 5.038.

## **Student Complaints and Appeals**

At the College of Law, the faculty, administration, and staff seek to provide a supportive and professional environment, with the goal of excellence in teaching and learning. The school welcomes student feedback about the educational program, services, and policies. The school also wants to ensure that students know about and have access to procedures for expressing or registering concerns, appeals, or complaints. Depending on the nature of a student's concern or complaint, UNT Dallas or College of Law policies may provide a specific process for addressing that concern. When the concern or complaint does not fall within an existing procedure, students may use the process set out below. The Law School will not retaliate in any manner against a student who files a complaint or appeal under any process, nor will it permit any faculty member, administrator, or student to do so.

Concerns or complaints about the College of Law that are outside the scope of any existing College of Law policy or procedure

Many times, a concern can be resolved by speaking with the faculty member, administrator, or staff person involved. If informal resolution is unsuccessful or not feasible, the student should consult any policy that applies in the area. For instance, policies on financial aid, Code of Conduct, Honor Code, grades, and other areas contain details about appeals. At times, a student might seek deviation from, exception to, or appeal from the application of a policy on a matter. Further, a student might have a concern or complaint relating to a matter that is not covered under a current policy.

Students should use the following process: Prepare a petition or complaint in writing; include date, student's name, telephone number, and email address; provide as much detail as possible about the concern; and submit the complaint to the Associate Dean for Academics (if the matter is academic) or to the Assistant Dean of Student Affairs (if the matter is non-academic). The Associate or Assistant Dean or his or her designee will investigate the complaint in a timely manner, take appropriate action, and notify the student about the proposed resolution of the matter. If the student is not satisfied with the proposed resolution, the student may appeal the decision to the Dean of the College of Law; any such appeal must be filed in writing within five business days of the notification of the proposed resolution.

Complaints or concerns regarding discrimination or harassment of any type (including sexual harassment made against a College of Law or UNT Dallas student, faculty member, staff member, or other member of the College of Law or wider UNTD community).

Please refer to UNT Dallas Policies 5.001 and 5.001a.

Contact: UNT Dallas College of Law Assistant Dean of Student Affairs, or, in the case of sexual harassment, Title IX Coordinator Office, UNT Dallas.

Report concerns or complaints relating to sexual assault or retaliation: Please refer to UNT Dallas Policy 5.038

Complaints or concerns relating to requests for disability accommodation

Please refer to UNT Dallas Policy 7.004.

Contact: College of Law Assistant Dean of student Affairs.

Grade appeal

Please refer to UNT Dallas Policy 7.007

Contact: Individuals described in the appeal process set out in 7.007.

Complaints or concerns relating to the release of student information

Please refer to UNT Dallas Policy 7.003.

Contact: Registrar, College of Law.

Concerns or reports regarding the Code of Conduct

Please refer to UNT Dallas Policy 7.001

Contact: College of Law Assistant Dean of student Affairs.

Concerns or reports relating to the Honor Code of the College of Law

Please refer to College of Law Honor Code:

[http://lawschool.untssystem.edu/sites/all/themes/untcolresponsive2b/pdfs/COL-Honor-Code\\_2014.pdf](http://lawschool.untssystem.edu/sites/all/themes/untcolresponsive2b/pdfs/COL-Honor-Code_2014.pdf)

To report potential Honor Code violations, contact the Assistant Dean of Student Affairs, Kevin Robinowich, or use the on-line portal.

Appeal of a decision relating to financial aid

Please refer to <http://financialaid.unt.edu/sap>

Contact: Office of Financial Aid, UNT Dallas College of Law

Complaints relating to compliance with ABA Standards

ABA-accredited law schools are subject to the ABA standards for Approval of Law Schools. The UNT Dallas College of Law makes every effort to comply with ABA standards for addressing student complaints. A complaint is a communication in writing that seeks to bring to the attention of the law school a significant problem that directly implicates the school's compliance with the Standards. The ABA standards may be found at:

[https://www.americanbar.org/groups/legal\\_education/resources/standards.html](https://www.americanbar.org/groups/legal_education/resources/standards.html)

Bringing a complaint. A student who seeks to bring a complaint that directly implicates the school's compliance with the Standards may do so by the following: (1) Complete and submit a written complaint form that sets forth with particularity the ABA standard or standards as to which the student has concerns about non-compliance; (2) Submit the form by email, in person, or by U.S. Mail to the Associate Dean for Academic Affairs.

Process after submitting: The Associate Dean of Academic Affairs or his or her designee shall respond to the complainant within three (3) business days to acknowledge receipt of the complaint. Acknowledgement may be made by email, U.S. mail, or by personal delivery. Within two weeks of acknowledging the complaint, the Associate Dean or designee shall meet with the complainant or provide a written response to the substance of the complaint. The complainant should receive a response to the complaint during the meeting or in writing, informing the complainant about the steps that are being taken by the law school to investigate or address the complaint. If additional investigation is necessary, the complainant shall receive a substantive response within two weeks after the investigation has been concluded.

Appeal. After the complainant receives a substantive response, setting forth what action the law school will take regarding the complainant has the right to appeal the decision to the Dean of the College of Law. The decision of the Dean is final.

Maintaining a Record of the Complaint: The Law School will maintain a written copy of the complaint and the resolution of the complaint for eight (8) years from the date of the final resolution of the complaint.

## **Acceptable Use of Computers and Information Resources**

The College of Law provides each of its students with accounts that permit use of the College of Law's information resources-including computer resources and software for which the College of Law has obtained licenses. By using these information resources, students agree to abide by the policies and procedures of UNT Dallas as well as federal, state, and local laws. These policies and procedures include but are not limited to the UNT Dallas acceptable use policy; UNT Dallas policies against harassment, plagiarism, and unethical conduct; and federal, state, and local laws pertaining to theft, copyright infringement, insertion of viruses into computer systems, and other computer-related crimes. Use of information resources must be consistent with UNT Dallas and College of Law policies regarding plagiarism, unethical conduct, and harassment. Laws relating to the protection of intellectual property extend to the electronic environment. Unless specifically stated otherwise, users should assume that works communicated through the computer network are subject to all federal laws, state laws, and UNT Dallas policies relating to copyright, trademark, and intellectual property.

Use of the College of Law's information resources and content transmitted through these resources may be subject to:

- Review or disclosure in accordance with the Texas Public Information Act and other laws;
- Administrative review of information resource usage for a security purpose or in regard to legal or compliance concerns;
- Information resources maintenance;
- Audits or other reviews necessary to protect the reasonable interests of the College of Law and other uses of information resources.

Unauthorized and impermissible use of College of Law information resources includes the following:

- Sharing College of Law accounts, personal information numbers, passwords, or other identifiers issued to the user;
- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose;
- Abuse of computer and information resources, including interruption of function or insertion of viruses; Use of College of Law computer resources for personal financial gain or a personal commercial purpose;
- Unauthorized copying or transferring of files or data;
- Unauthorized use of another's identification and/or password;
- Use of computing facilities to interfere with the work of another student, faculty member, or College of Law official;
- Use of computing facilities to send obscene, abusive, harassing, or threatening messages;
- Use of computing facilities to interfere with normal operations of the College of Law computing system;
- Damaging or altering records or programs.

For more detail, see Chapter 14 of UNT Dallas Policies.

## **Alcohol or Substance Abuse**

The College of Law is committed to maintaining an environment free from substance abuse by students and employees as well as complying with state and federal laws related to the unlawful possession or distribution of illicit drugs and/or alcohol.

UNT Dallas policies prohibit the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase, and possession of illegal drugs, intoxicants, or controlled substances, at any time and in any amount or in any manner.

The purchase, consumption, and possession of alcoholic beverages in College of Law facilities shall in all respects comply with state laws and UNT Dallas policies. Failure to comply by any student will constitute grounds for disciplinary action, up to and including expulsion from the College of Law. A student who violates any state law related to use or possession of drugs or alcohol will be reported to the appropriate law enforcement agency.

Students may be required to participate in and satisfactorily complete an approved rehabilitation or assistance program. More details on the alcohol and substance abuse policy can be found in UNT Dallas Policy 7.011.

## **Compliance with Copyright Laws**

Students, faculty, and staff at the UNT Dallas College of Law are expected to comply with federal copyright laws. Copyright is a form of protection provided by the laws of the United States to the authors of "original works of authorship." A copyright belongs to the author of a work, unless the author grants the ownership in writing to someone else, such as the author's publisher. The types of works that can be copyrighted include literary, musical, dramatic, choreographic, pictorial, graphic, sculptural, and architectural works; motion pictures and other audiovisual works; sound recordings; and electronic works, including computer chips, software, and some databases.

Lack of a copyright notice on a work does not mean the work is not protected by copyright. A copyright notice is not required under U.S. law. The use of the copyright notice is the responsibility of the copyright owner and does not require advance permission from, or registration with, the Copyright Office.

Anyone who makes unauthorized use of copyrighted material in a manner that violates the copyright owner's exclusive rights (except for the limitations and exemptions allowed by law) is committing copyright infringement and may be subject to civil and criminal penalties as well as disciplinary action by the College of Law.

## **Free Speech**

The UNT Dallas College of Law is a public institution of higher education, with its primary purpose to provide an environment for education and scholarship. College of Law facilities are reserved primarily to support the educational objectives and mission of the College of Law. The College of Law recognizes that the freedom to exchange ideas is an essential component of the educational process. Expressive activities promote debate and the sharing of ideas and substantially contribute to the marketplace of ideas that is the foundation of an educational institution. The College of Law protects the rights of students to engage in the free exchange of ideas, while promoting a safe learning environment and preventing interference with College of Law functions and activities. Expressive activity in College of Law facilities will not be limited based on content or based on the political, religious, or other affiliation of the speaker.

The College of Law facility may not be used in ways that would substantially disrupt or materially interfere with College of Law teaching, administration, or programs. Use of the College of Law facility by students or student organizations will be granted on a non-discriminatory basis, ensuring equal opportunity for all members of the College of Law community. Unless sponsored by a student organization, College of Law facilities are not available for use by individuals or groups not affiliated with the College of Law. More detail can be found in UNT Dallas Policy 7.009.

## **Identity Cards**

The UNT Dallas College of Law Campus ID card (ID card) is required for access to campus classrooms, library, campus services and resources, events; in addition, it is required for student financial services assistance. The Campus ID must be in the student's possession at all times while he or she is on the law school campus.



The Campus ID may not be used by any person other than the one to whom it is issued, and it must be surrendered on the request of any official of the College of Law. If an ID card is lost, another can be requested through the Office of Admissions during regular business hours.

## **No Tobacco Policy**

No tobacco products may be consumed or used inside the UNT System Building, and the use of "e-cigarettes" is not allowed in the building.

## **Safety Warnings**

All students, employees, and visitors are expected to follow directions as provided during any emergency, such as fire or severe weather. Alerts may be issued via the building's public announcement system, email, text messages, and voice mail. Alternatively, if an alert occurs and no instructions are given, check posted instructions in all classrooms and office suites.

## **Student Email Account**

UNT Dallas College of Law email serves as the official College of Law method for communicating with students. The College of Law email account will be used as a method for notifying students of dangerous or emergency situations occurring on campus, academic or financial responsibilities, and any other College of Law matters. *It is the responsibility of the student to regularly check his or her UNT Dallas College of Law email.*

## **Student Organizations**

The College of Law recognizes the importance of student government and student organizations in the formation of students and in the mission of the College of Law.

The Student Bar Organization (SBA) acts as a representative body on behalf of students to:

- Provide a voice for students to the College of Law administration on matters of interest to students;
- Encourage and promote interest in university affairs and activities;
- Promote and develop activities that enrich the social, cultural, and academic life at the College of Law; and
- Serve on College of Law committees as designated by College of Law policy or Regent Rule.

The SBA operates in accordance with a constitution and by-laws that establish equal membership and voting rights for every student enrolled at the College of Law.

A "student organization" means a group of College of Law students joined together in the pursuit of a common purpose. Such organizations must be open to all students without regard to race, color, sex, age, national origin, religion, sexual orientation, disability, or veteran status.

Student organizations must have the formal agreement of a full-time College of Law faculty or staff member to serve as an advisor. In addition, any student organization seeking the privileges of status as a College of Law "registered student organization" must register annually in the Office of the Dean of Students.

Registering organizations must provide the following upon registering with the Office of the Dean of Students:

A list of all current members.

The names and contact information for all students holding leadership positions in the student organization. If such names are not available at the time of registration, they must be provided within ten (10) business days of their election to a leadership position.

A copy of the student organization's current constitution and by-laws.

A copy of the student organization's policy manual, if applicable.

The name of the full-time faculty or staff member who has formally agreed to serve as an advisor.

Registration does not imply College of Law endorsement of the viewpoints, objectives, or purposes of the student organization, and the College of Law assumes no responsibility for the content of programs or activities sponsored by a registered student organizations.

The president or equivalent student organization leader must be currently enrolled at the College of Law and must maintain a cumulative grade point average of 2.25. If the leader's grade point average falls below 2.25, the leader will not be eligible to continue to serve in the leadership position.

Registered organizations must participate in student organization training sessions as required by the Office of the Dean of Students. The registration process will not be complete until this requirement has been met.

Registered organizations are entitled to the following privileges:

Opportunity to hold meetings in College of Law facilities at no cost other than those required under other College of Law policies.

Eligibility for funding through the Office of the Dean of students for qualifying uses related to promotion and operation of the student organization.

Access to College of Law student organization web resources and email at no cost, so long as the student organization acts in compliance with College of Law computer use policies.

Opportunity to schedule and present programs for the College of Law community through the Office of the Dean of Students.

Recognition in the annual publications of the Office of the Dean of Students.

Student organizations are subject to the requirements of the College of Law Code of Conduct, and violations of the Code may result in the withdrawal of privileges under the provisions of the Code.

More details on student government and student organizations can be found in UNT Dallas Policy 7.012.

## **Student Journals - The UNT Dallas Law Review**

The UNT Dallas Law Review publishes two digital law journals: On the Cusp and Accessible Law. The content of both journals is available only online and is hosted by the UNT Digital Library.

On the Cusp publishes online articles of high value to practicing lawyers, especially on legal topics of interest to small and solo practitioners. On the Cusp will include articles written by external authors (practitioners, professors, and judges), as well as student-written articles.

Accessible Law is a multimedia journal that is published online. Accessible Law is focused on producing content that explains laws and the legal system for the community at large. Accessible Law features four primary types of content: articles, columns, multimedia presentations, and forms.

To reflect the College of Law's commitment to the important mission of both journals, and to draw on the faculty's diverse practice and writing experience, The UNT Dallas Law Review will have a number of faculty advisers.

## Timely Warnings

In accordance with the Jeane Clery Act, UNT Dallas will issue warnings to the university community, including the College of Law, of crimes that may present a serious or continuing threat to the university or college community in a manner that is timely and that will aid in the prevention of similar crimes. The timely warning will be issued using a combination of methods that allow for the prompt communication to the university community. Timely warnings will include sufficient information about the nature of the threat to allow members of the community to take protective action, unless law enforcement determines that publishing such information could possibly compromise law enforcement actions. For more detail, see UNT Dallas Policy 12.001.

## Use of Rooms

When not in use for classes or college events, rooms may be reserved for group study or student meetings by completing the appropriate form available from the Registrar's Office.

### I. POLICY STATEMENT

In its preamble to the Model Rules of Professional Responsibility, the American Bar Association states: "A lawyer, as a member of the legal profession, is a representative of clients, an officer of the legal system, and a public citizen having special responsibility for the quality of justice." A legal education is the gateway to serving these roles as a lawyer, and a student's legal education is itself a critical period in his or her professional formation. Thus, all students at the UNT Dallas College of Law are expected to abide by the high ethical and conduct standards needed to serve as representatives of clients, officers of the legal system, and public citizens with special responsibility for the quality of justice. In addition, Honor Code violations may adversely impact a student's application for admission to the Bar of Texas and other states, because the Board of Law Examiners investigates the character and fitness of applicants to the Bar.

These expectations are expressed in and put into operation through two avenues: the Honor Code, and the Code of Conduct. The Honor Code expresses the expectation that students will behave with academic integrity. The requirement of academic integrity means that a student will not cheat, plagiarize, or falsify in any academic matter. The Code of Conduct expresses the expectation that all members of the UNT Dallas College of Law community will conduct themselves in a manner that demonstrates civility as well as respect for the dignity, rights, safety, and property of others.

Because students, faculty, and administration have a vital interest in maintaining a community of academic integrity, all play a role in the administration and ongoing development of the Honor Code.

### II. APPLICATION OF POLICY

The Honor Code applies to all students at the UNT Dallas College of Law and to all academic matters. Students are expected to maintain the principles of academic integrity and to conform to the requirements of this Honor Code upon application for admission to the College of Law through the award of their degree or such time as there is a formal termination of the student relationship with the College of Law. Violations of the Honor Code will continue to be considered even if a student withdraws from the College of Law or graduates from the College of Law during the review process.

### III. DEFINITIONS

- A. **Academic Matters.** Any actions or activity related to a course or to satisfying the requirements for graduation, and any curricular and co-curricular activities connected to students' academic and professional development including but not limited to moot court competitions, journals, externships and career services.
- B. **College of Law ("COL").** The UNT Dallas College of Law.
- C. **Honor Council.** The entity trained to review alleged violations of the Honor Code and also to promote awareness of the Honor Code.

IV. **UNT DALLAS COLLEGE OF LAW HONOR COUNCIL**

- A. The COL Honor Council is entrusted by the COL Community to administer the COL Honor Code and to promote awareness of and education about the Honor Code. The COL Honor Council regularly reviews the Honor Code and may adopt bylaws and publish guidelines and information that are consistent with and further the effectiveness of the Honor Code.
- B. The nine (9) member Honor Council includes the Associate Dean of Academic Affairs, who will serve as chair of the Council, four (4) COL faculty members who will be appointed by the Dean of the College of Law, and four (4) students who will be appointed in the initial year of Honor Council operation by the Associate Dean of Academic Affairs but in all subsequent years will be selected and appointed by the officers of the COL Student Bar Association based on student applications and in accordance with procedures adopted by the COL Student Bar Association.
- C. Honor Council members will be appointed for a single academic term (August 1 through July 31), with faculty members permitted to serve consecutive appointments upon appointment by the Dean, and with students permitted to serve consecutive appointments in accordance with procedures adopted by the COL Student Bar Association.
- D. Upon appointment, all members of the Honor Council must agree to abide by an oath of confidentiality modeled after the oath taken by members of the State Bar of Texas Attorney Grievance Committee, which states:
  - 1. "I do solemnly swear (or affirm) that I will faithfully execute my duties as a member of the Honor Council of the UNT Dallas College of Law. I further solemnly swear (or affirm) that I will keep confidential all matters that come to my knowledge as a member of the Honor Council arising from or in connection with any Honor Code matter, unless permitted to disclose a matter in accordance with the Honor Code or unless ordered to do so."

V. **CATEGORIES OF ACADEMIC MISCONDUCT**

All students of the UNT Dallas College of Law shall behave with academic integrity. Cheating, plagiarizing, or falsifying in any academic matter is a violation of this standard and constitutes academic misconduct.

The requirement of academic integrity has implications for the UNT Dallas College of Law community as well as for individual students. Academic misconduct undermines the common bond of trust, fairness, and ethical behavior within the College of Law community. Thus, all members of the College of Law community are under an obligation to report academic misconduct.

To a large extent, there is common understanding about what constitutes academic misconduct. Adults usually do not need a definition of cheating, plagiarizing, or falsifying to know whether they are engaging in that conduct. Yet some definitions, examples, and guidelines are useful to include in this Honor Code. First, these can have a signaling and reinforcing effect. Second, these can educate students in areas as to which there may be less common understanding, such as the relationship between paraphrasing and plagiarism. Third, it is important to describe violations of this Code in sufficient detail to prevent misunderstanding about the scope and effects of this Code.

The COL Honor Code is not written with the specificity of a criminal statute, nor is it intended to cover every instance of potentially prohibited academic misconduct. Students may be disciplined for the following types of academic misconduct.

- A. **Cheating:** An act of deception or misrepresentation by which a student could gain an unfair advantage in an academic matters. Examples include:

1. Obtaining information about a test or assignment other than by the methods or within the boundaries that the instructor has permitted.
  2. Seeking to make research resources unavailable to other students, such as hiding or destroying books or sources.
  3. Seeking or receiving any unauthorized assistance, or providing any unauthorized assistance to another, in connection with tests or assignments.
  4. Submitting work for credit on one course that the student has already submitted for credit in another course, unless authorized by the instructor.
  5. Taking additional time beyond the time authorized to complete an assignment or exam.
  6. Collaborating in an unauthorized way. At the College of Law, a student's work in curricular and co-curricular settings is often expected and in some cases required to be collaborative. However, in other instances, a student will be required to work individually, without collaboration or assistance. Unauthorized collaboration is collaboration that does not comply with the instructor's requirements relating to receiving assistance for or collaborating with others.
- B. **Plagiarism:** Presenting as one's own work any material obtained from another source, whatever the source - for instance text, Internet, digital materials, or materials prepared by other students. Intent is not required to constitute plagiarism; negligent plagiarism is a violation of the Honor Code. In general, obtaining and using materials from any source without proper attribution constitutes plagiarism. Whether plagiarism has occurred does not depend on the quantity of the material that is used. Plagiarism includes but is not limited to the following conduct:
1. Verbatim copying another's work without proper attribution (quotation marks and citation to sources).
  2. Slightly paraphrasing otherwise verbatim material, even if the source is cited, without indicating that the passage is basically taken verbatim from the source.
  3. Using another's ideas or concepts without proper attribution.
  4. Mixing verbatim or slightly paraphrased content from multiple sources without proper attribution of the underlying source.
- C. **Falsifying:** Lying, fabricating facts or sources, or misrepresenting facts or sources; including but not limited to:
1. Using a false excuse to avoid or be excused from an assignment or test.
  2. Falsely indicating the time at which an assignment is turned in.
  3. Falsifying the hours spent on an assignment or project when the number of hours spent is relevant to credit or grade awarded.
  4. Falsely indicating the presence of the student or another student for attendance in connection with any academic matter.
  5. Signing another student's name or allowing one's own name to be signed by another student in connection with any academic matter.
  6. Forging or altering student records or documents.
  7. Citing nonexistent authority or authority known not to support the proposition for which it is used.
  8. Aiding or abetting an act of academic misconduct. Assisting or aiding another to cheat, plagiarize or falsify, or participating in any effort to cover-up or hide a violation of the Honor Code.

## VI. **COMMUNITY OBLIGATION TO REPORT VIOLATIONS**

The COL is committed to maintaining a culture of professionalism and mutual respect. All members of the COL should expect and insist on academic integrity from themselves and all members of the community. Failure to exercise academic integrity undermines the common bond of trust, fairness, and ethical behavior within the COL community. If any student observes conduct that he or she believes violates this Honor Code, the student has an obligation to speak to the faculty member or to the Honor Code Representative. All members of the COL community must also report violations of academic integrity committed by others.

## VII. **SANCTIONS FOR ACADEMIC MISCONDUCT**

- A. The Honor Code does not require a particular sanction for a particular violation of the Honor Code. Rather, the full range of sanctions set out below is available for an Honor Code violation. Which sanction or sanctions are proper in a given case depends on circumstances including:
  - 1. Flagrancy of the violation. Negligence or inadvertence is not, per se, a defense to an Honor Code violation, although negligent or inadvertent conduct sometimes will not constitute an Honor Code violation. The fact that conduct was negligent rather than intentional may mitigate a sanction; likewise, the fact that a student acted intentionally may be an aggravating factor.
  - 2. Harm to others.
  - 3. Self-reporting of a violation before knowing that anyone else would report the violation.
  - 4. Any other circumstances that, in the judgment of the Honor Code Hearing Panel, should be treated as aggravating or mitigating factors.
- B. Possible sanctions for violation of the Honor Code include:
  - 1. **Written Reprimand.**
  - 2. **Educational Sanction.**
    - a. For Honor Code violations relating to a class or course credit, and with the concurrence of the instructor, an educational sanction may include:
      - i. Change of course grade, including change to a failing grade.
      - ii. Disallowing credit for an academic assignment or test, with or without an opportunity to resubmit or re-take an assignment or test.
      - iii. Removing academic credit for a course.
    - b. Failure to comply with the assignment may result in further discipline.
  - 3. **Loss of Privileges.** Includes removal from student organizations or denial of privilege to participate in COL activities.
  - 4. **Probation.** For a specified period of time and/or under specified conditions.
  - 5. **Suspension.** For a specified period of time or until compliance with specified conditions is documented.
  - 6. **Expulsion.** Permanent separation from the COL.

## VIII. PROCEDURES TO ADDRESS HONOR CODE VIOLATIONS

- A. **Honor Code Representative.** The Dean of the College of Law will designate a senior administrator or faculty member to serve as the Honor Code Representative (HCR). The HCR will conduct a preliminary investigation of reported Honor Code violations. The HCR will also maintain records of all reported violations of the Honor Code and will provide an annual summary of violations and sanctions.
- B. **Reporting Honor Code Violations.** Any member of the COL Community (faculty, student, staff or administrator) who has reasonable cause to believe that an Honor Code violation has occurred must report the violation to the HCR. Members of the COL faculty may also follow the procedures set forth in Section VIII.C. A written report to the HCR must include:
  - 1. The name of the reporting person.
  - 2. The date, time and location of the reported violation.
  - 3. A complete description of the alleged violation.
  - 4. Names of any potential witnesses or individuals with information related to the reported violation.
- C. **Faculty Review of Possible Honor Code Violations.** If a faculty member believes that a student in his or her class has violated the Honor Code, the faculty member may either meet with the student to discuss the alleged violation or report the violation directly to the HCR without meeting with the student.
  - 1. After meeting with the student:
    - a. If there is reasonable cause to believe that an Honor Code violation has occurred, the faculty member must report the alleged violation to the HCR. The report to the HCR is not a final conclusion that an Honor Code violation has occurred. The faculty report to the HCR must include:
      - i. The name of the reporting faculty member.

- ii. The date, time and location of the reported violation.
    - iii. A complete description of the alleged violation.
    - iv. Names of any potential witnesses or individuals with information related to the reported violation.
  - b. If there is not reasonable cause to believe that an Honor Code violation has occurred, no further action will be taken by the faculty member.
- 2. A direct faculty referral for HCR review must be submitted to the Office of the Associate Dean for Faculty Affairs and copied to the student. The referral must include:
  - a. A full description of the alleged violation of the Honor Code.
  - b. A full summary of all information to be provided in response to the alleged violation, including information presented by the student to the HCR during the initial meeting if available.

D. **Preliminary Investigation of Honor Code violations by HCR.** The HCR will investigate written reports of violations of the Honor Code to determine whether there is reasonable cause to believe that a violation of the Honor Code occurred. The HCR will notify the student who is the subject of a reported violation and require the student to respond within seven (7) calendar days of the date of the notice to schedule a meeting to review the allegations and to offer a response.

If a student fails to respond timely, the HCR will refer the reported violation for immediate review by the Honor Council.

- 1. At a meeting with the student, the HCR will review the reported violation and any information developed through the HCR's preliminary investigation. The student will be offered the opportunity to respond and to offer additional information for consideration by the HCR.
- 2. After the HCR concludes the preliminary investigation, if there is not sufficient information to provide reasonable cause to believe that a violation of the Honor Code occurred, the HCR will dismiss the reported violation.
- 3. If the HCR finds reasonable cause to believe that a violation of the Honor Code has occurred, the HCR will meet with the student to discuss options available to the student to address the Honor Code violation, including:
  - a. Entering an Agreed Disposition; or,
  - b. Requesting referral to the Honor Council for final determination.
- 4. A student must contact the HCR no more than (7) calendar days after the meeting to select an option to address the Honor Code violation. If the student fails to contact the HCR within seven (7) calendar days, the HCR will refer the reported violation to the Honor Council for final determination. The written referral to the HCR will include a full description of the alleged violation and a full summary of all information to be provided in response to the alleged violation, including information presented by the student to the HCR during the initial meeting if available.

E. **Agreed Disposition of Honor Code Violations.**

- 1. A student may resolve an Honor Code violation through an agreed disposition at any time during the Honor Code review process. An Agreed Disposition must be in writing and must include:
  - a. An admission that the reported conduct constitutes a violation of the Honor Code.
  - b. Waiver of the option for the Honor Council to consider the circumstances underlying the alleged violation of the Honor Code or to reach a final conclusion.
  - c. Acknowledgement that the agreed disposition constitutes a finding that the student has violated the COL Honor Code and that the finding must be reported upon request on an application to sit for any bar exam.
- 2. Records of an agreed disposition will be maintained permanently by the Dean of Students in accordance with the COL Student Records Policy, with nonconsensual disclosure limited as set forth in the policy.

- F. **Review of Honor Code violations by the Honor Council.** The Honor Council will review alleged violations of the Honor Code that are: directly referred by faculty; requested by a student after meeting with the HCR; or referred by the HCR due to lack of the student's participation or cooperation in the review process.
1. Upon receiving notice of a request for Honor Council review, the Chair of the Honor Council will appoint a five (5) member Honor Code Hearing Panel from among the members of the Honor Council. No member of the Honor Council may be appointed to serve on a Hearing Panel for a matter on which the Honor Council member has a conflict of interest. In addition to the Associate Dean for Academic Affairs or his or her designee, the Honor Code Hearing Panel must include:
    - a. Two (2) students. If student members of the Honor Council are not available to serve on a panel within a reasonable period of time, the Dean of the College of Law may appoint substitute student members to the Hearing Panel in consultation with the President of the Student Bar Association.
    - b. Two (2) members of the faculty. If faculty members of the Honor Council are not available to serve on a panel within a reasonable period of time, the Dean of the College of Law may appoint substitute faculty members.
  2. The Honor Council Hearing Panel is appointed on an as needed basis to:
    - a. Collect and review information, and make final determinations related to alleged violations of the Honor Code.
    - b. Determine appropriate sanctions based on violations of the Honor Code.
  3. The Honor Council Hearing Panel will select a chair from among the appointed faculty members or the Associate Dean for Academic Affairs (or his or her designee) to preside over the hearing and make all decisions related to procedure.
  4. As soon as practicable after receipt of the request for review, the Hearing Panel will notify the student, the faculty member, and HCR as appropriate about the date, time and place for the requested hearing.
- G. **Agreed disposition once a Hearing Panel is Convened.** Once a Hearing Panel has been convened, upon request of a student, the chair will convene a conference to include the student (and his or her representative), the HCR, and one student and one faculty member of the Hearing Panel to consider the possibility of an agreed disposition. An agreed disposition is subject to the requirements set forth in Section VIII.E., and any agreed disposition must be approved by the chair.
- H. **Hearing Panel Procedures**
1. **Standard of Proof.** Evidence of a violation of the Honor Code must be proven through clear and convincing evidence.
  2. **Record of Hearings.** All Panel Hearings will be recorded electronically and the record will be maintained in the Office of the Dean of Students. The record will be made available to the student upon request and a copy will be provided on request at the cost of the student.
  3. **Student Representation.** Students are expected to represent themselves before the Hearing Panel. Students may be accompanied by counsel or another representative during the hearing; however the advisor or counsel may not participate in the hearing and may advise the student only during breaks. A student must notify the chair seven (7) days prior to a hearing if the student will be accompanied by counsel, so that an attorney from the University of North Texas System Office of General Counsel may also be present at the hearing.
  4. **Notice of Witnesses and Exhibits.** No fewer than five (5) days before the hearing begins, the HCR and student must submit the names of witnesses and documents to be presented at the hearing to the chair of the Hearing Panel and to each other. Information received by the HCR or student after all other information is exchanged may still be introduced during the hearing upon providing reasonable notice to the other party.



5. **Close hearing.** Hearings are closed and the proceedings are confidential. Hearing Panel members and others participating in the hearing may not discuss the proceedings prior to final resolution.
  6. **Oath.** The chair of the hearing Panel will require all witnesses to take an oath to tell the truth.
  7. **Opening and closing statements.** Both the HCR and the student may offer opening and closing statements with the HCR going first and last in the order of presentation.
  8. **Presentation of evidence.**
    - a. The HCR will present evidence and call witnesses followed by the student's presentation of evidence and witnesses. The HCR and student may ask questions of any witnesses. The chair and Hearing Panel members may also ask questions of any witnesses including the HCR and the student.
    - b. A student may elect not to present evidence or witnesses or to speak on the student's own behalf. The decision not to present evidence will not be construed as an admission of responsibility.
    - c. Proceedings before the Hearing Panel are not bound by the formal rules of evidence. The chair will make determinations regarding the relevancy of evidence and may limit evidence that is redundant, prejudicial or irrelevant.
- I. **Decision of the Hearing Panel.** A decision of the Hearing Panel must be supported by at least four (4) of the five (5) members of the Hearing Panel. The Hearing Panel will issue a written decision at the conclusion of the hearing setting out its findings of fact related to the violation of the Honor Code, its determination related to the alleged violation of the Honor Code, and the appropriate sanction if a violation of the Honor Code is confirmed. Notice of the Hearing Panel's decision will be provided to the student and the HCR within five (5) days. A decision of the Hearing Panel is final unless a student appeals the decision within fourteen (14) days.
- J. **Appeal of the Hearing Panel Decision.**
1. A student may appeal the decision of the Hearing Panel to the Dean of the College of Law on the limited grounds that the decision was:
    - a. based on a clearly erroneous interpretation of the Honor Code;
    - b. arbitrary and capricious; or
    - c. grossly excessive in regard to the assigned sanction.
  2. A student seeking appeal to the Dean must file a written notice of appeal with the Dean within fourteen (14) days of the decision of the Hearing Panel. The notice of appeal must describe the basis for the appeal and any supporting facts or analysis in support of the appeal. A copy of the notice of appeal must also be provided to the HCR, who may also provide additional summary in support of the decision of the Hearing Panel.
  3. Upon review of the complete record and submissions by the student and the HCR, the Dean or a designee of the Dean may:
    - a. affirm the Hearing Panel decision and provide notice to the student.
    - b. recommend a different sanction, however the recommended sanction may not be more harsh than the sanction recommended by the Hearing Panel.
    - c. remand the matter back to the Hearing Panel for further proceedings or collection of evidence as defined by the Dean, in which case the subsequent decision of the Hearing Panel will be subject to appeal in accordance with the normal process for review.
  4. The decision of the Dean or his or her designee is final.
- IX. **Student Records.** Any agreed disposition or final determination by the Hearing Panel of the Dean of the College of Law will be maintained in the student's permanent academic file in accordance with the COL Student Records Policy.
- X. **Notices.** All notices provided in accordance with these procedures will be delivered confidentially to a student's official secure COL email address. All procedural dates will be calculated based on the date when a notice is sent to the student's official COL email address.

## Student's Rights, Responsibilities and Conduct

# Policy Statement

As a student-centered public University, the University of North Texas at Dallas has established standards of conduct to foster a safe environment conducive to learning and development. Students and University student groups are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the University community. The standards of conduct outlined in the Code of Student Conduct were developed in consultation with students, faculty, administrators and staff with specific consideration for the well-being, honor and dignity of all who live, learn and work in our educational community.

# Application of Policy

This policy applies to all students.

# Definitions

- A. **Board of Regents** - Governing body of the UNT System, appointed by the governor of Texas.
- B. **Code of Student Conduct ("the Code")** - Standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.
- C. **Committee on Student Conduct ("the Committee")** - A group convened at the request of a student or student group for the purpose of providing a second opportunity for impartial evaluation of alleged violations of misconduct and/or sanctions.
- D. **Complainant** - An individual who files a complaint with UNTDSA alleging a violation of the Code of Student Conduct.
- E. **Conduct History** - Documentation of a student's conduct sanctions.
- F. **Conduct Process** - The procedures provided in the Code from the initial complaint through final resolution to consider whether a student has engaged in misconduct, and whether conduct sanctions should be imposed.
- G. **Consent** - Words or actions that show an active knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, by ignoring or acting without regard to the objectives of another, or by taking advantage of the incapacitation of another, where the student knows or reasonably should have known of such incapacity. Use of alcohol or drugs may impair an individual's capacity to freely consent and may render an individual incapable of giving consent. Consent is absent when the activity in question exceeds the scope of previously given consent.
- H. **Dating Violence** - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**I. Dean of Student Affairs** - University official responsible for administering the student disciplinary conduct process in accordance with the Code of Student Conduct, for maintaining student disciplinary conduct records, and for assisting students in resolving conflicts with one another.

**J. UNTDSA Representative** - A University official authorized by the Dean of Student Affairs to investigate alleged violations of the Code and to administer the procedures and sanctions as set forth in the Code.

**K. Day** - Monday through Friday during regular University business hours (8am to 5pm), unless otherwise specifically noted.

**L. Domestic Violence** - Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, or by a person with whom the victim shares a child in common, or by a person who is cohabitating with, or has cohabitated with the victim as a spouse, or by a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**M. Good Conduct Standing** - Status in which a student is fully eligible to participate in University activities and privileges.

**N. Preponderance of the Evidence** - Standard of review in the student conduct process which evaluates whether allegations are more likely than not to have happened. (ex. More likely than not and/or 50.1% and/or Greater Weight).

**O. No-Contact Order** - Order issued by a UNTDSA Representative prohibiting contact between individuals. Order may be imposed as a sanction or as a directive of an UNTDSA Representative during an investigation.

**P. Notice of Complaint** - The initial document in the conduct process that identifies alleged misconduct in violation of the Code, and schedules a meeting between the student and a UNTDSA Representative to discuss possible violations of the Code and sanctions.

**Q. Permanent Student Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) that are permanently maintained by UNTDSA subject to the University records retention schedule. This record is separate from an academic record.

**R. Reconsideration** - An opportunity for a student to present new information to a UNTDSA Representative in order to modify a finding of misconduct and/or imposed conduct sanctions. Reconsideration will only occur after a proper appeal has been submitted and approved through a UNTDSA Representative.

**S. Responsible Student** - A student who is found or alleged to have engaged in an act or acts of sexual misconduct in violation of the Code.

**T. Security Clearance Committee** - Committee designated to review possible Code violations prior to an applicant's admission.

**U. Sexual Exploitation** - Taking non-consensual or abusive sexual advantage of another for another's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, including, but not limited to, non-consensual video or audio-taping of sexual activity or undetected viewing of another's sexual activity.

**V. Sexual Harassment** - Unwelcome conduct of a sexual nature including but not limited to unwelcome sexual advances, requests for sexual favors, sexual violence and other verbal, nonverbal or physical conduct of a sexual nature.

**W. Sexual Misconduct** - Conduct including sexual harassment, sexual exploitation, and/or sexual violence.

X. **Sexual Violence** - Physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to the victim's use of drugs or alcohol or other disability, including age. Sexual violence includes but is not limited to rape, sexual assault, sexual battery or sexual coercion.

Y. **Sexual Coercion** - The use of manipulation or threat to force someone to have sex.

Z. **Stalking**- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

AA. **Student** - An individual taking courses at the University, either full or part-time and pursuing either graduate or undergraduate studies, including individuals who withdraw from the University during the conduct process; those who are not currently enrolled in courses but who have a continuing academic relationship with the University, and those who have been admitted to the University.

BB. **Title IX Coordinator** - University official responsible for monitoring the University's implementation of Title IX, coordinating compliance and investigating complaints of sex discrimination.

CC. **University** - The University of North Texas at Dallas.

DD. **University Community** - The collective group of students, faculty, staff, University officials and any other person employed by or contributing to the University.

EE. **University Premises** - All buildings, facilities, land and other property that is owned, used or controlled by the University.

FF. **University Privilege** - A special benefit that is granted by the University or enjoyed by students, including but not limited to, participating in social events or University sponsored activities, election to student leadership positions, membership in fraternities or sororities, and registration as a University sponsored organization.

GG. **University Sponsored Activity** - An activity that is conducted under the authority of, or with the support of, the University.

HH. **University Student Group ("Student Group")** - A group of students who share a common interest and who are registered as a recognized student group with the Office of Campus Activities and Student Organizations.

## Procedures and Responsibilities

### Scope of the Code of Student's Rights, Responsibilities and Conduct

The Code of Student Conduct ("the Code") was adopted as a University policy by the president of the University in accordance with authority delegated by the Board of Regents of the University of North Texas System. The Code is implemented and enforced under the direction of the Vice Provost through UNTDSA. The Dean of Student Affairs will develop procedures and guidelines to further assist in the administration of the conduct process that are entirely consistent with the provisions of the Code.

The Code establishes a standard of conduct for all University students. References to "students" throughout the Code should be interpreted to include "University student groups" unless otherwise specified.

The Code applies to conduct that occurs on University premises, at University activities and also to conduct that may occur off campus that could adversely affect the University community and/or pursuit of the University's educational mission or that could create a hostile environment for a student on campus. UNTDSA will decide whether the Code will apply to student off-campus conduct on a case-by-case basis.

Each student is responsible for his or her conduct from the time of application for admission to the University through the award of a degree, or such other time as there is a formal termination of the student relationship with the University.

Each student is responsible for conduct occurring before classes begin and after classes end, as well as during the academic year and during periods between terms of enrollment. The Code continues to apply to student conduct even if a student withdraws from the University during the conduct process. In addition, applicants and students who wish to enroll are also responsible for their conduct prior to admission or re-enrollment.

## **Academic Integrity**

Matters of academic integrity are reviewed and enforced under the exclusive direction of the Provost and Vice Provost. Students engaged in acts which may constitute both academic dishonesty, as well as misconduct as defined by the Code may be subject to sanction under both authorities.

## **Concurrent Violations of Law and the Code**

Students may be accountable to criminal or civil authorities for conduct which may also establish a violation of the Code. The University conduct process will normally proceed during the pendency of any related criminal or civil proceedings and will not be subject to reconsideration even if related criminal charges may be dismissed or otherwise resolved.

## **Admissions and Enrollment**

### **Conduct review of applicants**

1. Applicants to the University and former students seeking re-enrollment, may be referred to the Security Clearance Committee to consider alleged misconduct that could violate the Code and therefore impact admission or re-enrollment, including falsification of admissions documents. In such cases, Security Clearance Committee will review the student's alleged misconduct to consider the individual's potential to benefit from University attendance as well as the welfare and safety of the University community.
2. Security Clearance Committee may determine not to clear an applicant for admission or a former student for re-enrollment, or place the appropriate sanction(s) as conditions for enrollment upon an applicant or former student when evidence indicates that the applicant or former student has:
  - a. Engaged in acts that were disruptive to the normal operations of an educational institution.
  - b. Falsified the enrollment application or other admissions forms.
  - c. Engaged in conduct that violates one or more categories of misconduct as prohibited by the Code.
  - d. Been formally charged with commission of a criminal act.
  - e. Been convicted of a criminal act and still subject to criminal penalty, including but not limited to imprisonment, parole and/or probation.
3. A student may request a meeting to discuss the admissions decision with the Dean of Students.
4. The decision of the Security Clearance Committee relating to admission or re-enrollment based on the conduct process is final.

# Student Group Responsibility

University student groups ("Student Groups") are expected to conduct themselves in a manner consistent with the University's function as an educational institution. Student groups must observe all international, federal, state and local laws and University policies, including the Code, both on and off campus. A student group will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Student groups found in violation of the Code will be subject to conduct procedures and sanctions in the same manner as individual students, except that student groups cannot be permanently removed from the University.

Any Notice of Complaint regarding alleged misconduct involving a student group will be delivered to the student group's local address that is on file with the University. A Notice of Complaint will be sent to the attention of the president or other leader of the student group with a copy to the on campus advisor and/or other advisors as appropriate. Student groups are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student group.

A complaint filed against a student group does not preclude the possibility of complaints being filed individually against any or all individual students involved in alleged misconduct.

## Records

Documents that are created and maintained as part of the conduct process are subject to the protections of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C § 1232g. FERPA provides specific exceptions for disclosure of disciplinary records in certain circumstances, including disclosure of the final results of any disciplinary action to consider misconduct involving an alleged crime of violence or non-forcible sex offense to the victim of the alleged misconduct regardless of whether the UNTDSA concluded a violation was committed.

Conduct records are maintained by UNTDSA in accordance with the University records retention policy.

A student may request that their permanent conduct record be destroyed by submitting a written request to UNTDSA including the specific basis for the request. The UNTDSA Representative will evaluate request on a case-by-case basis and will typically provide written notice of the decision within ten (10) days of the request. The decision of the UNTDSA Representative is final.

## Categories of Misconduct

Students or student groups may be disciplined for the misconduct listed below.

- A. Acts of Dishonesty, including but not limited to -
  - 1. Intentionally furnishing false or misleading information to the University or University official.
  - 2. Forging, altering or misusing any University document or instrument of identification.
  - 3. Intentionally interfering with any election process.
  - 4. Failure to fulfill financial obligation(s) to the University.
  - 5. Misrepresenting oneself as a University official.
- B. Acts Affecting the University Community; including but not limited to -
  - 1. Interfering with University or University-sponsored activities including, teaching, learning and/or research including international travel.
  - 2. Interfering with any University emergency or public safety function, such as fire, police or emergency services.
  - 3. Engaging in disorderly or obscene conduct including recording another's image in violation of their reasonable expectation of privacy and without effective consent.

4. Breaching the peace, or aiding, abetting or inciting another to breach the peace.
  5. Failing to comply with a reasonable directive of a University official, including campus police and UNTDSA officials acting in performance of their official duties.
  6. Engaging in disruptive activity, including but not limited to such acts as defined in the Texas Education Code.
- C. Acts Affecting Property or Services; including but not limited to -
1. Theft or attempted theft of property or services and knowingly possessing stolen property
  2. Intentional or reckless destruction or damage to University property, or the property of others.
  3. Unauthorized possession, duplication, or use of access devices to University property.
  4. Unauthorized entry onto or use of University premises.
- D. Acts Affecting Intellectual Property; including but not limited to -
1. The use or distribution of the original work of another (whether copyrighted or not copyrighted) without the express consent of the owner, including but not limited to the unauthorized downloading of copyrighted music and the distribution for commercial or personal purposes or creation of derivative works from written materials created by faculty or staff, without expressed written permission of the originator.
  2. The use or distribution of a trademark, including the University trademark, without the expressed written consent of the owner.
- E. Acts Affecting Computing Resources or Technology; including but not limited to -
1. Unauthorized access, use or misuse of University computing resources, systems or data.
  2. Disrupting University computer operations, or the availability of computing resources.
  3. Using another individual's identification, password, or other credentials to access University computing resources.
  4. Unauthorized sharing of copyrighted materials through electronic means.
  5. Initiating or contributing to attacks against external networks or University systems.
- F. Acts Affecting Health, Safety or Welfare; including but not limited to -
1. Engaging in physical, and/or verbal abuse, fighting, domestic violence, dating violence, threats, intimidation, harassment, coercion, physical or electronic stalking or any other conduct which threatens or endangers the health, safety or welfare of any person. Speech protected by the First Amendment of the U.S. Constitution is not a violation of this provision, though fighting words and statements which reasonably threaten or endanger the health and safety of any person are not protected speech.
  2. Hazing, (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, direction, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat or ostracism, mental stress, humiliation, or other behaviors adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintain membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to school authorities
  3. Arson or unauthorized use or possession of ammunition, firearms, explosives, or other objects that are dangerous or flammable or that could cause damage by fire or explosion to persons or property.
  4. Illegal use, possession, sale, manufacture, distribution or effective control of chemical precursors, controlled substances, controlled substance analogues, or dangerous or illegal drugs; misuse or possession of a legal drug or other substance which could cause harm to the user; possession of drug paraphernalia; or encouraging, being a party to any of the above or facilitating any of the above.
  5. Public intoxication; driving under the influence, driving while intoxicated, use, possession or distribution of alcoholic beverages, except as expressly permitted by law and University policy or regulation.
  6. Tampering with or misuse of security or safety equipment.
  7. Reporting a false emergency or threat.
  8. Engaging in acts of sexual misconduct, sexual assault, sexual abuse, sexual harassment, sexual exploitation, sexual violence or sexual coercion as defined by state, international and federal law and University policy.

- G. Violations of International, Federal, State or Local laws (whether convicted or not) or other University Policies.
- H. Interfering with the Conduct Process; including but not limited to -
  1. Failing to comply with a request to attend a conference with a UNTDSA Representative.
  2. Failing to comply with sanction(s) imposed under the Code or sanction(s) otherwise imposed by the University, including failing to comply with any "no-contact" order.
  3. Falsifying or misrepresenting information at any stage of the conduct process; or knowingly initiating a false complaint to UNTDSA Representative.
  4. Attempting to discourage a person's participation in, or use of the conduct process.
  5. Retaliating or engaging in any threatening behavior against a Complainant.
  6. Harassing or intimidating a University official, member of the Committee on Student Conduct, or a peer advocate.
- I. Facilitating Acts of Misconduct; including but not limited to -
  1. Planning or facilitating an act of misconduct.
  2. Being present during the commission of an act of misconduct and supporting or encouraging the act.

## Sanctions For Misconduct

Any student found to have engaged in conduct in violation of the Code may be subject to one of more of the following sanctions. Repeated misconduct may result in assignment of more serious sanctions, including but not limited to suspension or expulsion.

- A. Warning -
  1. A verbal or written notice to a student that they have violated the Code and must not engage in violations in the future.
  2. No impact on good conduct standing.
  3. Not subject to review by the Committee.
- B. Educational Sanction -
  1. An assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence, may include referral to the Substance Abuse Resource Center, education workshops or assignment of reflection papers.
  2. No impact on good conduct standing.
  3. Not subject to review by the Committee.
  4. Failure to comply with the assignment may result in further discipline.
- C. University Restrictions -
  1. A temporary or permanent restriction of University privileges, including but not limited to, the ability to participate in an organizational intake process or hold a leadership position in a student group, to participate in study abroad programs, to register as a student group, or to participate in social or extracurricular events; may also result in withholding of an official transcript or blocking enrollment for a specified period of time.
  2. No impact on good conduct standing.
  3. Not subject to review by the Committee unless loss of privileges is related to another reviewable sanction.
  4. Student groups may request reconsideration of a restriction no sooner than one (1) year after the date that the sanction was imposed. Reconsideration will be at the discretion of the UNTDSA Representative. The decision of the UNTDSA Representative is final and the Student Group may not request reconsideration again until date specified by the UNTDSA Representative.
- D. **Level I Conduct Probation** -
  1. A written reprimand that expires automatically after a specified time but includes the probability of a more severe sanction if a student violates the Code again during the probationary period.
  2. No impact on good conduct standing.
  3. Not a permanent conduct record.



4. Not subject to review by the Committee.
- E. **Level II Conduct Probation -**
1. A written reprimand that expires automatically after a specified time but includes the probability of a more severe sanction if a student violates the Code again during the probationary period.
  2. Good conduct standing is removed during the specified period.
  3. Not a permanent conduct record.
  4. Not subject to review by the Committee.
- F. **Level III Conduct Probation -**
1. A written reprimand that remains in effect that during the remainder of the student's academic career (including future enrollments) and includes the probability of more severe sanction if a student violates the Code again.
  2. Good conduct standing is removed for the remainder of a student's academic career at the University.
  3. Becomes a permanent conduct record.
  4. May be reviewed by the Committee.
  5. Sanction cannot be applied to student groups.
- G. **Student Suspension -**
1. Removal from the University for a specified period of time. A suspended student will be removed from enrollment, prohibited from entering University premises and blocked from future registration until reviewed and approved by UNTSDA.
  2. Good conduct standing is removed.
  3. Becomes a permanent conduct record.
  4. May be reviewed by the Committee.
  5. Must meet with a UNTDSA Representative after suspension term is over to be re-instated to the University.
- H. **Student Group Suspension -**
1. Removal of privileges and recognitions accorded to student groups for a specified period of time as defined by the UNTDSA Representative.
  2. Student group will not be permitted to participate as a recognized student group in University activities or functions, or to sponsor any activities representing the University.
  3. Student groups may submit a request the UNTDSA Representative for reinstatement after the expiration of the specified period of time.
  4. May be reviewed by the Committee.
- I. **Expulsion -**
1. Permanent removal from the University. An expelled student will be permanently removed from enrollment and permanently prohibited from entering any University premises.
  2. Good conduct standing is permanently removed.
  3. Becomes a permanent conduct record.
  4. May be reviewed by the Committee.
  5. Sanction cannot be applied to student groups.
- J. **University Withdrawal -** A student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering University premises and barred from re-enrollment until specific conditions are met. Reasons for University withdrawal include, but are not limited to:
1. To prevent the disruption of the education process.
  2. The student failed to respond to an official summons from a University official.
  3. The student has been suspended or expelled from the University.
- K. **Immediate Suspension -** Immediate removal from all or part of the University premises while the conduct process is pending when a violation reasonably indicates that the student's continued presence poses a substantial or immediate danger to the health, safety or welfare of any member of the University community or to the University premises.
- L. **Immediate Suspension of Student Group -** The group will cease all activities, meetings, programs and representation as a group while an investigation is in progress by UNTDSA. A student group can be

immediately suspended for posing a substantial or immediate danger to the health, safety or welfare of any member of the University community or to the University premises.

- M. **No-Contact Order** - The Dean of Student Affairs may impose a limited or campus-wide No Contact Order between parties involved in a conduct matter when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media or telephone. Friends, relatives and other acquaintances are also prohibited from contact on behalf of either party.

## Conduct Procedures

### A. UNTDSA

#### 1. Review of Alleged Misconduct -

- a. UNTDSA will investigate all suspected and reported violations of the Code whether referred by student, faculty, staff, law enforcement, or any other credible third-party source of information, without regard to any related criminal arrest, prosecution or pending criminal or civil litigation. Complaints regarding alleged misconduct should be submitted to UNTDSA as soon as possible after the alleged misconduct occurs.
- b. In matters of sexual misconduct, domestic violence, dating violence, stalking,
  - i. Prior to initiating an investigation, UNTDSA will review issues related to confidentiality with the Complainant. If the Complainant requests confidentiality or requests that the complaint not be pursued, UNTDSA will take all reasonable steps to investigate the complaint and respond consistent with the Complainant's request as long as doing so does not prevent the University from responding effectively to sexual misconduct, domestic violence, dating violence or stalking, UNTDSA will inform the Complainant that confidentiality in the conduct process cannot be assured.
  - ii. If a Complainant insists that they remain anonymous in the investigation, UNTDSA will inform the Complainant that such a request will limit the University's ability to respond to the complaint. UNTDSA will evaluate Complainant's request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all students.
  - iii. UNTDSA will inform Complainants and Respondent that retaliation will not be permitted and that steps, such as a No-Contact Order may be taken to prevent retaliation and that strong action will be taken if retaliation occurs.
  - iv. UNTDSA will complete an investigation of allegations within sixty (60) calendar days of receiving notice except in exceptional circumstances as determined based on the availability of witnesses, the number of witnesses or the volume of documents to be collected and/or reviewed. UNTDSA will regularly update the Complainant and if appropriate the Responsible Student on the status of the investigation.
  - v. UNTDSA will notify the Complainant about their right to file a criminal complaint with appropriate law enforcement officials; however a criminal complaint will not preclude UNTDSA from proceeding with its investigation. Students who have not already contacted the Title IX Coordinator for cases involving sexual misconduct, domestic violence, dating violence or stalking will also be informed of the right to file a complaint with the Title IX Coordinator.
  - vi. UNTDSA will notify the Title IX Coordinator upon receipt of a complaint of sexual misconduct subject to the requests for confidentiality communicated by the complainant. UNTDSA will coordinate with the Title IX Coordinator throughout the investigation as set forth in UNT Policy and will similarly coordinate with campus law enforcement as appropriate.

2. Notice of Complaint - If the UNTDSA finds likelihood that a student has violated the Code, the UNTDSA will deliver a Notice of Complaint to the student that includes:
  - a. A summary of the alleged misconduct.
  - b. The specific section of the Code that may have been violated and that, as a result, sanctions are possible
  - c. A date by which a student must schedule a conference with a UNTDSA Representative to discuss the alleged misconduct and to respond to the alleged violation of the Code.
  - d. UNTDSA will either hand-deliver, email or mail of the Notice of Complaint to the current address on file with the University. Students are responsible for maintaining a current, accurate address with the University registrar.
3. Conference with a UNTDSA Representative -
  - a. A UNTDSA Representative will hold an informal conference with the student to review the alleged misconduct and to provide an opportunity for the student to respond directly to the alleged violation and to offer a response. The conference is an educational forum designed to enable the UNTDSA Representative to determine whether there has been a violation of the Code, and if so, what sanctions are appropriate. The student may present relevant information regarding the alleged misconduct including witness information, documents, or any other information that would assist the UNTDSA Representative in reviewing the alleged misconduct. A student may be accompanied by an advisor, but the student must represent herself or himself at the conference. If a student intends to be accompanied by an attorney, the student must notify the UNTDSA Representative at least two (2) days prior to the conference so that the University can have a representative from the Office of General Counsel present at the conference.
  - b. In matters of alleged sexual misconduct, domestic violence, dating violence, or stalking, the informal conference with the student must be scheduled no fewer than ten (10) and no more than twenty (20) days from the date of the Notice of Complaint. Dates may be extended at the discretion of UNTDSA in the interest of fairness. The UNTDSA Representative will also hold an informal conference with the Complainant within the same timeframe for the Complainant to review the alleged misconduct and to present relevant information including witness information, documents or other information that would assist the UNTDSA Representative in reviewing the alleged misconduct. The Complainant may be accompanied by an advisor, but the Complainant must represent herself or himself during the conference. If a Complainant intends to be accompanied by an attorney, the Complainant must notify the UNTDSA Representative at least two (2) days prior to the conference so that the University can have a representative from the Office of General Counsel present for the conference.
  - c. In the informal conference phase and all subsequent phases of the conduct process, the past sexual history of the Complainant and the allegedly Responsible Student will not be considered in a matter of sexual misconduct except as the history may directly relate to the incident in the complaint. Additionally, the alcohol or drug use of the allegedly Responsible Student at the time of the incident will not be considered a mitigating circumstance.
4. Notice of Conduct Findings -
  - a. If a UNTDSA Representative determines through a thorough investigation that the preponderance of evidence indicates that a student engaged in misconduct in violation of the Code, the UNTDSA Representative will deliver a Notice of Conduct Findings to the student no later than seven (7) days after the conference informing the student of the violation(s) and the assigned sanction(s). The UNTDSA Representative will also notify the student about any process for review, if applicable. If the UNTDSA Representative determines that a student has not violated the Code, the UNTDSA Representative will notify the student of this finding and no further action will be taken.
  - b. In matters of alleged sexual misconduct, domestic violence, dating violence, stalking the Notice of Conduct Findings will be delivered concurrently to the Complainant and

Responsible Student. All notices will be compliant with the requirements of the Family Education Rights and Privacy Act.

5. Request for Reconsideration -

If new information regarding misconduct or the reasonableness of an assigned sanction is made available within three (3) days after the UNTDSA Representative issues a Notice of Conduct Findings, a student, or in cases of sexual misconduct, domestic violence, dating violence or stalking the Complainant, may request reconsideration by the UNTDSA Representative. The time frame may be extended by the UNTDSA Representative in the interest of fairness. All levels of sanctions can be reconsidered, but only if new information is available.

6. Effective Date of Conduct Sanction -

Unless a student has been immediately suspended, the sanction imposed by a UNTDSA Representative will not take effect until the conduct process is complete.

B. Committee on Student Conduct

1. Authority of the Committee - The Committee on Student Conduct will be assembled as the request of a student, or in the case of sexual misconduct, domestic violence, dating violence or stalking by the Complainant, to review a UNTDSA Representative's findings of misconduct and/or assigned sanctions at the levels of:
  - a. Level III Conduct Probation
  - b. Suspension
  - c. Expulsion
2. Composition of the Committee - A Chairperson will be appointed to preside of the Committee which will include two (2) other members including one (1) representative from the faculty, the student body and the staff from UNT Dallas[KWR1] . The Chairperson will direct the procedures of the Committee and will participate fully in all reviews, but will offer a vote only in the event of a tie. The student, or in the case of sexual misconduct, domestic violence, dating violence or stalking the Complainant, may object the presence of any Committee member prior to the start of the review based on a concern for the Committee member's capacity to make a fair and objective decision. Requests to remove a Committee member will be considered and decided by the Committee Chairperson. If an objection is raised regarding the presence of the Chairperson, the objection will be reviewed by the Vice Provost.
3. Request for Review -
  - a. A student who has been assigned Level III Conduct Probation, Suspension or Expulsion ("Responsible Student") may request review before the Committee on Student Conduct by submitting a Request for Review to the Chairperson of the Committee within three (3) days after the Notice of Conduct Findings.
  - b. In a matter of sexual misconduct, domestic violence, dating violence or stalking a Complainant may request review before the Committee on Student Conduct if the Responsible Student was assigned a sanction of Level III Conduct Probation, Suspension or Expulsion. The Complainant must submit a Request for Review to the Chairperson of the Committee within (3) days after the Notice of Conduct Findings.
4. Schedule Notice - Upon receiving a Request for Review, the Chairperson of the Committee will schedule a date for the requested review and notify the student. In matters of sexual misconduct, domestic violence, dating violence or stalking, notice will be provided to both the Responsible Student and the Complainant. The date for the review will typically not be more than (10) days after the request was submitted. Time frames may be adjusted at the discretion of the Committee chairperson in the interest of fairness.
5. Procedures for Review before Committee -
  - a. Advance summary of positions - No fewer than five (5) days prior to the scheduled Committee Review, both the student requesting the review and the UNTDSA Representative, and the Complainant or Responsible Student in a matter of sexual

misconduct, domestic violence, dating violence or stalking must submit the following information to the Committee Chairperson:

- i. A written summary of their position.
  - ii. A list of individuals who will speak to the behavior in question on their behalf as witnesses.
  - iii. A list of all documents that will be presented to the Committee.
- b. The Committee Chairperson will exchange the information between the parties no fewer than three (3) days prior to the scheduled review. Information will not be provided to Committee members in advance of the review.
- c. Authority of the Chairperson - The Chairperson will preside over the Committee review and make all decisions regarding review procedures. The Chairperson may adjust review procedures and time frames in the interest of fairness.

6. Committee Review Process -

- a. Reviews are informal proceedings and traditional rules of courtroom evidence do not apply. Each party will have forty-five (45) minutes to present their issues to the Committee, including personal statements and any witness presentations. Documents and written witness statements may be submitted to the Committee to supplement an oral presentation. The parties may ask questions of any individual making a presentation during the review; however in the case of a matter involving sexual misconduct, domestic violence, dating violence or stalking, all questions must be directed through the Chairperson. Both the student and the UNTDSA Representative will have the opportunity to give a summation of their case.
- b. In matters of sexual misconduct, domestic violence, dating violence or stalking the Complainant has the option to make a presentation by alternate means at the discretion of the Chair. Alternate means may include appearance by telephone or closed circuit technology or presentation from behind a screen to avoid contact with the Responsible Student.
- c. Reviews are not open to the public unless a party makes a specific request for an open review at the time of the initial Request for Review. Individual witnesses may specifically request that their presentation be provided in a closed setting. The Chairperson will make all decisions regarding closed hearings.
- d. Students, and in matters of sexual misconduct, domestic violence, dating violence or stalking a Responsible Student or Complainant, requesting a review are expected to attend in person. Students, and in matters of sexual misconduct, domestic violence, dating violence or stalking a Responsible Student, or Complainant requesting a review, are expected to attend in person. Except in emergency circumstances, if a requesting party fails to attend the hearing, the review may be dismissed and the decision of the UNTDSA Representative will be final. The UNTDSA Representative is also expected to attend in person.
- e. A party requesting a review must present to the Committee on their own behalf. A party requesting a review may be assisted by one advisor, including an attorney, of their choosing, but only the parties may speak to the Committee or ask questions. Attorneys will not be permitted to present evidence or argument before the Committee. Should a party be accompanied by an attorney, the University will also have representative of the Office of General Counsel present.
- f. The UNTDSA Representative must show, by the preponderance of the evidence, that the student engaged in conduct in violation of the Code, and/or that the conduct sanction imposed by the UNTDSA Representative was reasonable based on the circumstance. In light of this burden, the UNTDSA Representative must begin the presentation before the Committee and be the concluding presentation as well.
- g. Reviews will be recorded and recordings will be the property of the University. Copies of recordings may be provided at the requestor's expense. Recordings will be maintained according to the University records retention policy.

- h. If the student requesting the review does not show up for the scheduled review, the decision of the UNTDSA Representative will be upheld.
7. Committee Findings and Conclusions - No more than seven (7) days after the review, the Chairperson will provide the student, and in matters of sexual misconduct the Responsible student and the Complainant with a summary of the Committee's findings and conclusions. Notice related to matters of sexual misconduct, domestic violence, dating violence or stalking will be prepared in compliance with the requirements of the Family Education Rights and Privacy Act. The Committee may uphold, modify or reject the decision of the UNTDSA Representative. A copy of the summary will be provided to UNTDSA. UNTDSA will take action as appropriate based on the findings of the Committee. The findings and conclusions of the Committee are final, subject to review by the Vice Provost.

**C. Review by Vice Provost -**

Within three (3) days of the Committee on Student Conduct's decision, either the student or the UNTDSA Representative, or in matters of sexual misconduct, domestic violence, dating violence or stalking the Responsible Student, the Complainant or the UNTDSA Representative may request, in writing, a review by the Vice Provost if it is a sanction that is able to be reviewed. The reason(s) for the review should be outlined in the request. The Vice Provost may request additional information from any person as needed to make a decision. The Vice Provost may uphold, modify or reject the decision of the Committee on Student Conduct and this decision is final. In matters of sexual misconduct, domestic violence, dating violence or stalking the final decision will be prepared in accordance with the Family Education Rights and Privacy Act and delivered to both the Complainant and the Responsible Student.

**D. Immediate Suspension -** A student may be immediately suspended from all or part of the University premises, when alleged misconduct reasonably indicates that the presence of the student on the University premises poses substantial or immediate danger to the health, safety or welfare of any member of the University community or University property.

1. Conference regarding immediate suspension - A student who is immediately suspended must contact the UNTDSA Representative within two (2) days of receiving a Notice of Immediate Suspension to schedule a conference to discuss: (1) the reliability of evidence supporting the alleged misconduct; and (2) whether the continued presence of the student on University premises reasonably indicates a substantial or immediate danger to the health, safety or welfare of any member of the University community or University property. Failure to make a timely request for a conference or to appear at a requested conference will cause the immediate suspension to remain in effect until the conduct process is complete.
2. Findings and Conclusions regarding immediate suspension - If the UNTDSA Representative determines that immediate suspension is appropriate under the circumstances, the UNTDSA Representative will issue findings and conclusions and the student will be immediately suspended from the University premises, including all events and activities. Immediately suspended student groups will be immediately precluded from engaging in any activities, programs, or events, including, but not limited to recruitment, philanthropy or community service. The immediate suspension remains in effect until the conduct process is complete or until otherwise altered by the UNTDSA Representative. If the UNTDSA Representative determines that immediate suspension is no longer appropriate, the UNTDSA Representative may permit the student to return to University premises while the conduct process continues. An immediate suspension cannot be reviewed by the Committee.
3. In matters of sexual misconduct, domestic violence, dating violence or stalking a Complainant may be provided notice regarding the findings and conclusions regarding immediate suspension in accordance with the Family Education Rights and Privacy Act.

**E. Timeframes -**

1. The timeframes set forth in this policy are goals and the University's inability to meet a timeframe will not render the procedures invalid so long as no student rights are violated.
2. Timeframes may be extended by mutual written agreement of decision makers and the student, Responsible Student and/or the Complainant or by approval of the Director.

3. The timeframe for investigation of a matter of sexual misconduct, domestic violence, dating violence or stalking may be extended by the Vice Provost based on the anticipated complexity of the investigation and the severity and extent of the alleged conduct. An extension of the stated timeframe for investigation will be communicated upon approval to the Complainant and to the allegedly Responsible Student.
4. In the matters of sexual misconduct, domestic violence, dating violence or stalking, UNTDSA will deliver investigation status updates to a Complainant and a Responsible Students no less than weekly during an investigation.

## Interpretation and Revision

- A. Interpretation - Questions of interpretation or application of the Code will be referred to the Dean of Student Affairs, Vice Provost, or a designee, for final determination following consultation with the Office of General Counsel.
- B. Revision - The code will be reviewed every three (3) years under the direction of the Vice Provost.

## Sanctions at a Glance

Sanction	Impact on Conduct Standing	Permanent Record	Reviewable by Committee
Warning	No Impact	No	No
Educational Sanctions	No Impact	No	If in conjunction with a reviewable sanction
Loss of Privileges	No Impact	No	If in conjunction with a reviewable sanction
Level I Conduct Probation	No Impact	No	No
Level II Conduct Probation	Temporary removal from Good Conduct Standing	No	No
Level III Conduct Probation	Permanent removal from Good Conduct Standing	Yes	Yes
Student Suspension	Permanent removal from Good Conduct Standing	Yes	Yes
Student Group Suspension	No Impact	No	Yes
Expulsion	Permanent removal from Good Conduct Standing	Yes	Yes
University Withdrawal	Removal from Good Conduct Standing	Yes	Yes

Sanction	Impact on Conduct Standing	Permanent Record	Reviewable by Committee
Immediate Suspension	Depends on final Sanctions	Only if final sanction is permanent	No

## J.D. Program Overview

The UNT Dallas College of Law offers the Juris Doctor (J.D.) degree through a full-time day program and a part-time evening program. Both programs require completion of no less than 88 credit hours for students beginning study in 2014, 2015, and 2016 and 90 credit hours for students beginning study in 2017 and beyond, including first-year required courses; other required courses; completion of the writing requirement, the research requirement, the skills requirement, the experiential requirement, and the practice-ready technology requirement.

## Design of the J.D. Curriculum

The curriculum at the UNT Dallas College of Law reflects three overall aims:

- Ensuring that all students graduate with practice-ready competencies; that is, the knowledge, understanding, and skills essential to the practice of law;
- Providing students with the opportunity to explore a range of interest areas through electives and experiences; and
- Providing students with the opportunity to develop deeper and specialized knowledge, skills, and understandings in areas that interest them.

The components of the J.D. curriculum fall within three general categories:

- Required Courses. Some required courses are taken in a specific semester; other required courses may be taken during any of several semesters.
- Requirements that do not require the taking of specific classes but that are satisfied by a specific type or sequence of for-credit coursework or noncredit classes or experiences.
- Electives

## Overview of the First Year Curriculum

For both full-time and part-time division students, the first two semesters consist of required courses.

These required courses include two 1-hour courses that provide an introduction to being an effective and professional law student and lawyer (Fundamentals of Being a Lawyer), and to the core methods of reading, synthesis, and analysis used throughout law school and legal practice (Legal Methods).

Additionally, the first-year curriculum at the College of Law includes traditional core first-year subjects-Contracts, Torts, Civil Procedure, and Property (part-time division students take Property in the third semester). These areas of law are foundational in several ways: they are critical in the practice of law, they serve as basic building blocks for advanced courses, and they provide doctrinal and practice-area context for developing the skills of legal reasoning and legal analysis.

The first-year curriculum also includes two semesters of Legal Writing and Legal Research. These courses reflect the importance of a strong foundation in writing and research. In addition, Legal Writing and Legal Research is tied in several ways to the core doctrinal subjects. First, the courses allow us to give direct and explicit attention, at the start of law school, to several areas of basic knowledge and skills that are threaded throughout the entire first year, such as how



to read cases and statutes, and how to synthesize a legal rule from multiple sources. Second, at the College of Law, the courses in Legal Writing and Legal Research, concert with the doctrinal courses, will be mutually reinforcing-the work in Legal Writing and Legal Research often will draw on doctrines and issues covered in Contracts, Torts, Civil Procedure, and Property.

The first year also requires Practice Foundation I: Interviewing and Counseling (this is in the third semester for part-time students). This is the first of three required Practice Foundations courses.

## Overview of the Upper-Level Requirements

In the second year (semester 3 for full-time students and semester 4 for part-time students), students are required to take: Constitutional Law, and Practice Foundations II: Negotiation and Conflict Management.

Required courses taken in sequence during the latter third of the curriculum are: Constitutional Law II, Capstone I and II (Legal Analysis and Bar Readiness), and Practice Foundations III: Business of Law.

The J.D. degree includes additional required courses in areas that are widely viewed as part of the knowledge, skills, and understanding that a competent attorney should have. Some of these required courses are included on the bar examination, reflecting the judgment of the State of Texas, through rules adopted by the Texas Supreme Court, about necessary basic knowledge. These courses also introduce students to a range of practice areas, and can form the basis for advanced study in any of these areas.

These required courses are:

- Business Associations (3 hours)
- Constitutional Law II (3 hours)
- Evidence (3 hours)
- Family Law (3 hours)
- Professional Responsibility (3 hours)
- Commercial Law I (3 hours)
- Wills, Trusts, and Estates (3 hours)
- Texas Civil Procedure (2 hours)
- Texas Criminal Procedure (2 hours)
- Capstone I, II and III (2 hours each)

## Overview of the Requirements

In addition to required courses, students must complete a number of "Requirements."

- Writing Requirement
- Research Requirement
- Skills Requirement
- Experiential Requirement
- Practice-Related Technology Requirement

Each of the Requirements relates to important skills, experiences, or proficiencies that students at the College of Law are expected to attain. The Requirements are not themselves "courses." Rather, depending on the Requirement, the Requirements are satisfied through credit-bearing courses, not-for-credit courses or experiences, or demonstrated proficiency.

The Requirements are:

**The Writing Requirement.** The Writing Requirement is satisfied by (1) completion of eight (8) writing segments, and to include (2) the completion of a Major Writing. A writing segment is a writing assignment that correlates in scope and complexity with written work product that lawyers prepare; and on which the student receives assessment. A course may contain more than one writing segment, or may contain one or more writing segments along with a research or skills segment. The Major Writing (1) is an experience involving multiple, original writings or a single, lengthy writing, entailing significant synthesis and analysis; the sum total should generally be at least 25 pages; (2) includes the submission and assessment of at least two drafts of each writing (that is, at least one first-draft and a final draft); (3) must be taught (or supervised) by full-time faculty, or other faculty (such as part-time professor of practice, or adjunct professor) with demonstrated ability to supervise a legal writing experience entailing significant synthesis and analysis. The Registrar will maintain a list of courses containing writing segments approved by the faculty, and writing segments satisfying the upper-level writing experience.

**The Research Requirement.** The Research Requirement is satisfied by completion of eight (8) research segments. A research segment requires the completion of at least one significant research assignment, which will include a research plan, a research trail, and a research bibliography. A course may contain more than one research segment, or may contain one or more research segments along with a writing or skills segment. To ensure that students become proficient in the foundational information and research abilities required in practice, multiple research segments will address and reinforce knowledge of sources, creation of a research plan, use of multiple platforms for research, maintaining a research trail, and storing information. The Registrar will maintain and publish a list of courses containing research segments approved by the faculty.

**The Skills Requirement.** The Skills Requirement is satisfied by completion of ten (10) skills segments to include the skills segment provided in the required classes of Practice Foundations I and Practice Foundations II. A skills segment is a performance or activity on which students are assessed and which requires a student to engage in one or more of the following professional skills, or other skills recognized by the faculty as a possible basis for a skills segment: interviewing, counseling, negotiation, fact development and analysis, trial practice, document drafting, conflict resolution, organization and management of legal work, collaboration, cultural competency and self-evaluation. A course may contain more than one skills segment, or may contain one or more skills segments along with a writing or research segment. The Registrar will maintain and publish a list of courses containing skills segments approved by the faculty.

**The Experiential Requirement.** To satisfy this Requirement, a student must complete the following:

1. Completion of at least two courses from any of the following three categories: Practicum, Externship, and Clinic;
2. Satisfactory completion of the Community Engagement Program; and
3. Satisfactory completion of the L.A. Bedford Mentorship Program.

**The Practice-Related Technology Requirement.** To satisfy this Requirement, students must demonstrate basic proficiency as to practice-related technologies, including case management and time-keeping software; trial and litigation software; word processing; and databases. Students can satisfy this through completion of an elective that satisfies the requirement, or through successful completion of designated modules on technology training software that the College of Law has licensed for its students.

The Practice-Related Technology Requirement ensures that students graduate with competence in practice-related technologies. Competent and effective law practice in all settings entails ability to use such technologies. Rule 1.1 of the ABA Model Rules of Professional Conduct explains that the requirement of competent representation "requires the legal knowledge, skill, thoroughness and preparation necessary for the representation". New Comment 8 to this rule notes that competent representation requires a lawyer to "keep abreast of changes in the law and its practice, including the benefits and risks associated with relevant technology".

**Curricular Requirements (for students matriculating Fall 2018):**

## First-Year "Lockstep" Required Courses

Note: some of these will occur in the fall semester of the second year for evening-division students.

- Fundamentals of Being a Lawyer (1 hour) (occurs before the start of regular class)
- Civil Procedure (2 semesters, 5 hours total)
- Contracts or Contracts I and II (4 hours total)
- Criminal Law (3 hours)
- Legal Method (1 hour)
- Legal Research (2 hours)
- Legal Writing (2 semesters, 5 hours total)
- Practice Foundation I: Interviewing and Counseling (3 hours)
- Property I (2 hours)
- Torts or Torts I and II (4 hours total)

## **Second-Year "Lockstep" Required Courses**

- Constitutional Law (4 hours)
- Constitutional Law II (3 hours)
- Practice Foundation II: Negotiation and Conflict Resolution {3 hours}
- Property II (2 hours)

## **Other Required Courses**

- Business Associations I (3 hours)
- Constitutional Law II (3 hours)
- Evidence (3 hours)
- Family Law (3 hours)
- Professional Responsibility (3 hours)
- Commercial Law (3 hours) (Previously titled Sales)
- Wills, Trusts, and Estates (3 hours)
- Texas Civil Procedure (3 hours)
- Texas Criminal Procedure (2 hours)
- Capstone: I, II, and III (2 hours each)

## **Other Requirements**

### **Writing Requirement, Research Requirement, and Skills Requirement**

- Writing requirement: eight writing segments (see above).
- Research requirement: eight research segments (see above).
- Skills requirement: 10 skills segments (in addition to the skills provided in Practice Foundation I and Practice Foundation II).

# **Practicum, Externship, and Clinic (see Experiential Requirement above)**

## **Graduate Degree Programs**

## **Graduate Degree Programs**

### **Master of Education**

### **Curriculum and Instruction, MEd**

<ul style="list-style-type: none"><li>• Overview</li><li>• Admissions Standards</li><li>• Admissions Procedures</li></ul>	<ul style="list-style-type: none"><li>• Core Requirements</li><li>• Professional Development Concentration</li><li>• Initial Certification Concentration</li></ul>
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A Master's of Education Degree in Curriculum and Instruction will have a STEM focus designed for certified teachers and individuals seeking initial certification for K-12. The coursework will professionally develop full-time teachers and prepare individuals seeking initial certification in classroom research and pedagogical content knowledge. The 36-credit master's degree must be completed at the graduate level. The program allows for six (6) core courses and choices between multiple concentration areas. Students who are fully-certified teachers select one of the 18-hour areas from the Professional Development concentrations. Students seeking an initial teaching certificate select one of the 18-hour areas from the Initial Certification concentration.

The specific Student Learning Outcomes of the M.Ed. program for candidates are:

- Understand the nature of classroom inquiry, develop inquiry skills, and use inquiry processes in teaching and learning in the math and science content area subjects.
- Access scholarly data bases and gain pedagogical content knowledge through reading and reviewing researched publications.
- Deepen pedagogical content knowledge of math and science through inquiry-based processes.
- Construct understanding of K-12 student learning of math and science, and of effective instructional practices to engage K-12 students in active learning.
- Address Texas state standards when selecting and developing high-quality teaching and learning experiences for K-12 students in math and science subject areas.
- Use technology in science, technology, engineering, and math lessons in elementary, middle, and secondary classrooms.
- Design and implement classroom research projects to address problem areas in teaching and student learning of math and science.

# Admission Standards

Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's.

(Conditional admission may be granted to students who do not meet the above criteria.)

# Admission Procedures

Submit the following to UNT Dallas Graduate Admissions:

- Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
- Complete official transcripts from all colleges and universities attended

# Degree Requirements

To complete the master's degree, candidates would have to complete the following core courses as well as 18 credits in one selected concentration area.

## Core

*All courses are 3 credit hours unless otherwise noted.*

- EDCI 5011 - Introduction to Classroom Research
- EDCI 5012 - Classroom Research Project
- EDCI 5013 - Technology in STEM
- EDCI 5014 - Instructional and Behavioral Management in Classrooms
- EDCI 5015 - Action Research for Multicultural and Multilingual Education
- EDCI 5016 - STEM Literacy Across the Disciplines

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# Professional Development Concentrations (for Full-Time Teachers)

*All courses are 3 credit hours unless otherwise noted.*

## Mathematics

- MATH 5001 - Teaching Dual Credit Mathematics
- MATH 5680 - Introduction to Probability and Statistics
- MATH 5611 - Introduction to Mathematical Analysis I

- MATH 5621 - Introduction to Mathematical Analysis II
- MATH 5011 - Mathematical Models for Educators
- MATH 5090 - Topics in Math Content and Pedagogy

## **Biology**

- BIOL 5315 - Teaching Secondary Biology for Dual Credit
- BIOL 5240 - Advanced Topics in Molecular Biology
- BIOL 5325 - Conservation Biology and Chemical Ecology
- BIOL 5090 - Animal Biology
- BIOL 5170 - Evolution Ecology and Genetics
- BIOL 5335 - Biological Basis of Disease

## **PK-8 Science Concentration**

- EDCI 5310 - Advanced Pedagogical Content Knowledge for Teachers of Life Science
- EDCI 5370 - Advanced Pedagogical Content Knowledge for Teachers of Earth Science
- EDCI 5330 - Advanced Pedagogical Content Knowledge for Teachers of Physical Science
- EDCI 5340 - Innovations in Earth and Space Science
- EDCI 5350 - Advanced Pedagogical Content Knowledge for Teachers of K-8 Science Elective

## **PK-8 Math Concentration**

- EDCI 5510 - Advanced Pedagogical Content Knowledge for Teaching Algebraic Thinking
- EDCI 5520 - Advanced Pedagogical Content Knowledge for Teachers of Numbers and Operations
- EDCI 5530 - Advanced Pedagogical Content Knowledge for Teachers of Probability & Statistics
- EDCI 5540 - Advanced Pedagogical Content Knowledge for Teachers of Geometry & Measurement
- EDCI 5550 - Advanced Pedagogical Content Knowledge of Financial Literacy for EC-8 Teachers
- Elective

## **Early Childhood Concentration**

- EDEC 5312 - Teaching PK-K Language and Literacy
- EDEC 5322 - Teaching PK-K Math and Science
- EDEC 5412 - Advanced Interventions for Pre-K/K Language and Literacy
- EDEC 5422 - Advanced Interventions for Pre-K/K Math and Science
- Elective
- Elective

## **English as a Second Language (ESL)**

- EDCI 5018 - English as a Second Language for EC-12 Classrooms
- EDRE 5070 - Literacy Development for English Language Learners

- EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12
- EDBE 5660 - English Language Acquisition by Spanish Speakers: Theories and Methods
- Elective
- Elective

## Special Education (EDSP)

- EDSP 5050 - Legal Aspects of Special Education
- EDSP 5020 - Behavior Management and Positive Behavior Interventions and Supports
- EDSP 5030 - Individualized Evaluation for Educational Decision Making
- EDSP 5040 - Methods of Teaching Students with Disabilities
- Elective
- Elective

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## Initial Certification - Transition to Teaching Program

This degree program prepares baccalaureate graduates from related fields of study with the knowledge and skills to effectively teach in PK-12 urban and rural settings. The program allows for initial certification choices among a variety of elementary, middle school and secondary concentrations: EC-6 Core Subjects, 4-8 Math, 4-8 Science, 4-8 Social Studies, 4-8 Reading/Language Arts, or Grades 7-12 in any content area. All 36 credits of the master's degree are completed at the graduate level. Students must complete the core courses for the master's degree plus one pedagogical content area. The following requirements are applicable to all students pursuing a teaching certificate:

### Admission to the Emerging Teacher Institute (ETI):

- Possess a Bachelor's Degree from an accredited institution
- Have a 2.75 overall, undergraduate GPA
- Pass the Pre-Admission Content Test (PACT)
- Have a degree plan on file
- Submit a Professional Reference Form
- Submit Essay
- Complete Entrance Interview

**Eligibility for Teacher Certification and Endorsements:** In order to receive recommendation for teacher certification through UNT Dallas, students must:

- Successfully complete the Emerging Teacher Institute (ETI) including Clinical (Student) Teaching.
- Submit certification application and fee to the Texas Education Agency (TEA).
- Submit fingerprinting for Federal background check through TEA.
- Pass all appropriate state certification exams which includes content (PACT) and pedagogy Texas Examinations of Education Standards (TExES).

See the UNT Dallas Teacher Certification Officer (Dallas 1, Room 201Q) for more information.

*All courses below are 3 credit hours unless otherwise noted.*

## EC-6 Generalist Pedagogical Content

- \*Prerequisite - EDRE 4450 - Reading and Writing (Birth through Grade 6)
- \*Prerequisite - EDRE 4850 - Assessment and Evaluation of Reading
- EDCI 5017 - Human Development for Educators
- EDCI 5000-level Elective
- EDCI 5120 - Curriculum and Instructional Methodologies in Language Arts and Social Studies K-8 (with 25 field hours)
- EDCI 5150 - Curriculum and Instructional Methodologies for Mathematics and Science K-8 (with 25 field hours)
- EDCI 5190 - Clinical Teaching (6 credits)

## 4-8 Pedagogical Content

- EDCI 5017 - Human Development for Educators
- EDCI 5000-level Elective
- EDCI 5018 - English as a Second Language for EC-12 Classrooms
- [EDCI 5120 - Curriculum and Instructional Methodologies in Language Arts and Social Studies K-8 (with 25 field hours) **or**
- EDCI 5150 - Curriculum and Instructional Methodologies for Mathematics and Science K-8 (with 25 field hours)]
- EDCI 5190 - Clinical Teaching (6 credits)

## 7-12 Pedagogical Content

- EDCI 5017 - Human Development for Educators
- EDCI 5000-level Elective
- EDCI 5018 - English as a Second Language for EC-12 Classrooms
- EDCI 5140 - Models of Instruction and Classroom Management (with 50 field hours)
- EDCI 5190 - Clinical Teaching (6 credits)

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## Educational Leadership, MEd

Department Advisors:

Dr. Jerry Burkett, Dal 1 201P  
 (P) 972.338.1815  
 jerry.burkett@untdallas.edu

Ms. Genell McClendon, Dal 1 201M  
 (P) 972.338.1364  
 genell.mcclendon@untdallas.edu

### Admission Procedures

1. Submit the following to Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Complete official transcripts from all colleges and universities attended



- c. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by Graduate Admissions)
2. Submit the following admissions packet to the Education Administration Office (EDAM) program office. Students seeking on-time registration need to submit the completed application packet by **the first Friday in: July for Fall semester; December for Spring semester; April for Summer semester.**
  - a. Program Application form - indicate Master's and Principal Certification
  - b. Essay Form
  - c. Supervisor Recommendation Form
  - d. Resume

### **Admission Standards**

- Applicants must have at least 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least at 3.4 GPA on the master's or meet the undergraduate GPA standards.  
(Conditional admission may be granted to students who do not meet the above criteria.)
- Applicants must hold at least a bachelor's degree.
- Applicants must hold at least a provisional teacher certificate.
- Applicants must have at least two (2) years creditable teaching experience in K-12 public or private schools.

### **Recommended Course Sequence for MEd in Educational Leadership**

*Degree and Certification plans are prepared in the EDAD 5300 course. After the student has completed the four core courses, the student may apply for Internship (EDAD 5500). Once the student is enrolled in the internship, the faculty Internship Supervisor becomes the advisor for the remainder of the program. In preparing the degree plan, a student may transfer up to six (6) semester hours of course work from another institution with advisor and Graduate Admissions permission. Students have six years to complete the degree. Work that is more than six years old at the time of your graduation cannot be counted toward the Master's degree. Students must apply for graduation in the final semester of course work in order to receive the degree. Students completing the entire sequence of course work will be eligible to take the TExES principal exam and be recommended for certification through the Texas Education Agency/State Board of Education Certification (SBEC). The University of North Texas at Dallas is an approved principal certification program of the Texas Education Agency.*

#### **Core Courses** (Courses must be taken prior to Professional Courses)

EDAD 5300 - Introduction to Educational Leadership  
 EDAD 5330 - The Principalship  
 EDAD 5380 - Accountability, Assessment, and Evaluation  
 EDAD 5680 - Leadership of the K-12 Curriculum

#### **Internship**

EDAD 5500 - Internship (after core is completed)  
 Students must apply for the internship in advance by the appropriate deadline as stated on the application. Internship must be taken prior to the Practicum course for students seeking principal certification.

#### **Professional Courses**

EDAD 5390 - Campus Level School Law  
 EDAD 5620 - Leadership for Student Educational Services  
 EDAD 5640 - Leadership for School Law and Finance  
 EDAD 5650 - Professional Development and Supervision

### **Final Course**

EDAD 5700 - Practicum in Educational Leadership (Must be final course taken in the final semester). Students must apply for the practicum in advance by the appropriate deadline as stated on the application. Students cannot take the practicum (5700) and the internship (EDAD 5500) in the same semester. Internship must be taken prior to the Practicum course for students seeking principal certification.

## **School Counseling, MEd**

# **(48 hour degree with concentration in either Elementary School Counseling or Secondary School Counseling)**

School Counseling Program Advisor - Dr. Yu-fen Lin

(P) 972.338.1378

Email: Yu-fen.Lin@untDallas.edu

The Counseling Program offers a Master of Education in Counseling with a concentration in either Elementary School Counseling or Secondary School Counseling. The Master's degree requires an internship in lieu of a thesis. The internship should be the last enrollment in the Master's program. The University of North Texas at Dallas is an approved school counseling certification program of the Texas Education Agency. For details on requirements to become a Certified School Counselor in Texas, visit the Texas Education Agency website at [http://www.tea.state.tx.us/Guidance\\_Counseling\\_FAO.html#q4](http://www.tea.state.tx.us/Guidance_Counseling_FAO.html#q4). In addition to completing the course work, candidates must also have 2 years creditable teaching experience prior to internship and pass the TExES - Counselor examination to be eligible for School Counselor Certification in Texas.

## **Admission Procedures**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Official copies of all college transcripts
  - c. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)
2. Submit additional admission materials to the Department of Counseling and Human Services. All admission to the Counseling Program is provisional, procedures for provisional admission are as follows:
  - a. All required admission materials must be filed in the program office by May 15 preceding the Fall term/semester, or October 15 preceding the Spring term/semester.
  - b. Submission of a completed Application for Admission to Master's Program in Counseling form, three completed Reference Evaluation Forms, a **one-page**, type-written Writing Sample. See UNT Dallas Office of Graduate Admissions website for specifics.
  - c. Each applicant is required to participate in an orientation and interview.

## **Admission Standards**

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the graduate school for admission to the program. Conditional admission may be granted pending submission of GRE scores prior to registration for the second term of enrollment.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's or meet the undergraduate GPA standards.
- Applicants must hold at least a bachelor's degree.
- Applicants for the school counseling track must have at least two (2) years creditable teaching experience in K-12 public or private schools in order to be certified as a school counselor by the state of Texas. Students must submit their teacher service record indicating two years of creditable teaching experience prior to internship.
- All students granted provisional admission to the master's program are required to enroll in COUN 5710 during the first term/semester of enrollment in graduate school and must receive a grade of B or higher. Concurrent enrollment in COUN 5680 and COUN 5710 is encouraged. Students must receive a grade of B or higher in these two courses to be considered for full admission to the program.
- Admission to the counseling program is provisional until the student's progress is evaluated by the counseling faculty upon completion of COUN 5680. The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge and the personal and interpersonal skills required for counseling.
- After the progress review, the counseling faculty either recommends that the student continue the program or reserves the right to withdraw the student from the program.
- Following this initial evaluation, the student will be routinely evaluated on the criteria of knowledge, personal and interpersonal skills and counseling skills to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

## Required Courses for M.Ed. in Counseling

# (48 hour degree with concentration in School Counseling)

*\*The MEd degree requires a minimum of 48 semester hours, including successful completion of internship, COUN 5720 /COUN 5721 , and passing a comprehensive examination.*

Required	Taken In Any Order Within #	Program Course Number - Course Title
1 <sup>st</sup> semester		COUN 5710 Counseling Theories
1 <sup>st</sup> semester		COUN 5680 Basic Counseling Skills.
	#2	EPSY 5050 Foundations of Educational Research Methodology (prereq. to COUN 5765 )
	#2	COUN 5670 Developmental Processes and Strategies

	#2	COUN 5461 Professional School Counseling
	#3	COUN 5765 Appraisal in Counseling
	#3	COUN 5100 Counseling Professional Orientation and Ethical Practice
	#4	COUN 5790 Counseling Culturally Diverse Clients
		COUN 5200 Counseling Adolescents or COUN 5700 Introduction to Play Therapy
Sem. Before 5690		COUN 5660 Advanced Counseling Skills (prereq. to COUN 5740 )
		COUN 5470 Career Development and Information Resources
		COUN 5740 Group Counseling Theories and Procedures
Sem. Before 5720		COUN 5690 Practicum in Counseling
Sem. Before 5721		COUN 5720 Internship in Counseling I
Last sem. of prog		COUN 5721 Internship in Counseling II
		COUN 5580 Family Counseling or COUN 5640 Group Play Therapy or COUN 5610 Addiction Counseling

## Track Specific Classes

### School Counseling - Elementary

#### **COUN 5700 - Introduction to Play Therapy**

3.0-3.0 5700. 3 hours. Enhancing the counseling relationship with children by utilizing play media to facilitate expression, self-understanding, and personal growth and development. Observation of and supervised experience in play therapy with children are an integral part of the course. Prerequisite(s): COUN 5670.

#### **COUN 5640 - Group Play Therapy**

3.0-3.0 5640. 3 hours. Philosophy and rationale for groupwork with children and preadolescents. The focus will be the goals of group play/activity therapy, the role of the play therapist, screening and selection of group members, the use of expressive arts, play, activities at various developmental stages and planning and structuring of sessions. Prerequisite(s): COUN 5700.

### School Counseling - Secondary

#### **COUN 5200 - Counseling Adolescents**

3.0-3.0 5200. 3 hours. Counseling adolescents requires unique knowledge and skill. This course will prepare counselors to work with young people ages 12-21. A focus on the nature and needs of adolescence along with effective strategies in counseling will be explored. Prerequisite(s): COUN 5680 and COUN 5710, or consent of department.

### **COUN 5610 - Addiction Counseling**

3.0-3.0 5610. 3 hours. Etiology and principles of addiction as well as counseling practices relevant to substance abuse and addiction counseling. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5580 - Family Counseling**

3.0-3.0 5580. 3 hours. The application of family systems theory to the study of family dynamics, family development and the resolution of family conflicts. Prerequisite(s): COUN 5680 and 5710, or consent of department.

## **Master of Science**

### **Clinical Mental Health Counseling, MS**

## **(60 hour degree in Clinical Mental Health Counseling)**

Clinical Mental Health Counseling Program Advisor - Dr. Yu-fen Lin

(P) 972.338.1378

Email: Yu-fen.Lin@untdallas.edu

The Counseling Program offers a Master of Science degree in Clinical Mental Health Counseling. This 60-hour track prepares graduates to counsel in clinical mental health settings such as mental health centers, private counseling agencies, drug abuse treatment centers, centers for counseling older adults, child protective services, child counseling clinics, family counseling centers, pastoral counseling settings, private practice, and business and industry. Students completing the entire sequence of course work will meet the educational requirements for the Texas State License in Professional Counseling. However, to obtain a License in Professional Counseling, the State of Texas stipulates additional requirements such as passing the national counseling exam and obtaining 3,000 clock hours of supervised clinical experience after the Masters degree has been obtained. Consult the Texas Department of Health website for details at <http://www.dshs.state.tx.us/counselor/default.shtm>.

## **Admission Procedures**

1. Submit the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
  - b. Official copies of all college transcripts
  - c. Official GRE scores from the Educational Testing Service (allow three to four weeks for the test to be received by the Graduate School)

2. Submit additional admission materials to the Department of Counseling and Human Services. All admission to the Counseling Program is provisional, procedures for provisional admission are as follows:
  - a. All required admission materials must be filed in the program office by May 15 preceding the Fall term/semester, or October 15 preceding the Spring term/semester.
  - b. Submission of a completed Application for Admission to Master's Program in Counseling form, three completed Reference Evaluation Forms, a **one-page**, type-written Writing Sample. See UNT Dallas Office of Graduate Admissions website for specifics.
  - c. Each applicant is required to participate in an orientation and interview.

## Admission Standards

- Applicants must submit the official Graduate Record Examination (GRE) scores on the verbal, quantitative, and writing sections to the graduate school for admission to the program. Conditional admission may be granted pending submission of GRE scores prior to registration for the second term of enrollment.
- Applicants must have at least a 3.0 GPA on the last 60 undergraduate semester hours of work prior to receiving the bachelor's degree, or a 2.8 GPA on all undergraduate work, to be considered for unconditional admission to graduate studies at UNT Dallas. Applicants who have already completed a master's degree must have at least a 3.4 GPA on the master's or meet the undergraduate GPA standards.
- Applicants must hold at least a bachelor's degree.
- All students granted provisional admission to the master's program are required to enroll in COUN 5710 Counseling Theories during the first term/semester of enrollment in graduate school and must receive a grade of B or higher. Concurrent enrollment in COUN 5680 Basic Counseling Skills. and COUN 5710 is encouraged. Students must receive a grade of B or higher in these two courses to be considered for full admission to the program.
- Admission to the counseling program is provisional until the student's progress is evaluated by the counseling faculty upon completion of COUN 5680. The student's progress is evaluated on the basis of the demonstration of adequate subject matter knowledge and the personal and interpersonal skills required for counseling.
- After the progress review, the counseling faculty either recommends that the student continue the program or reserves the right to withdraw the student from the program.
- Following this initial evaluation, the student will be routinely evaluated on the criteria of knowledge, personal and interpersonal skills and counseling skills to determine if progress is adequate, if remedial work is needed or if the student should be withdrawn from the program.
- This degree requires a passing score on the comprehensive examination administered during the student's internship.

## Required Courses for MS in Counseling

### (60 hour degree in Clinical Mental Health Counseling)

*\*The MS degree requires a minimum of 60 semester hours including successful completion of internship, COUN 5720/COUN 5721, and passing a comprehensive examination. .*

Required	Taken In Any Order Within #	Program Course Number - Course Title
1 <sup>st</sup> semester		COUN 5710 Counseling Theories
1 <sup>st</sup> semester		COUN 5680 Basic Counseling Skills.
	#2	EPSY 5050 Foundations of Educational Research Methodology (prereq. To 5760 /5730 )
	#2	COUN 5670 Developmental Processes and Strategies
	#3	COUN 5765 Appraisal in Counseling
	#3	COUN 5100 Counseling Professional Orientation and Ethical Practice
	#4	COUN 5790 Counseling Culturally Diverse Clients
		COUN 5200 Counseling Adolescents or COUN 5700 Introduction to Play Therapy
Sem. Before 5690		COUN 5660 Advanced Counseling Skills (prereq. to COUN 5740)
		COUN 5470 Career Development and Information Resources
		COUN 5740 Group Counseling Theories and Procedures COUN 5480 Diagnosis and Treatment Planning in Counseling COUN 5610 Addiction Counseling COUN 5490 Crisis Intervention Counseling COUN 5500 Human Sexuality in Counseling
Sem. Before 5720		COUN 5690 Practicum in Counseling

Sem. Before 5721		COUN 5720 Internship in Counseling I
		COUN 5300 Systems, Leadership, and Program Development in Clinical Mental Health Counseling
Last sem. of prog		COUN 5721 Internship in Counseling II
		COUN 5580 Family Counseling or COUN 5640 Group Play Therapy or COUN 5610 Addiction Counseling

## Criminal Justice, MS

### Masters of Science in Criminal Justice (36 hours)

#### *Required*

- CJUS 5000- Criminal Justice Policy
- CJUS 5600- Advanced Criminological Theory
- CJUS 5700- Evaluation and Research Methods

#### *Choose One*

- CJUS 5200- Legal Aspects of the Criminal Justice System
- CJUS 5500- Seminar in Criminal Justice Administration

#### *Option 1: Choose 24 elective hours*

- CJUS 5050- Criminal and Drugs
- CJUS 5100- Information Warfare, Security and Risk Analysis
- CJUS 5120- Cyber Crime
- CJUS 5130- Information policy, Law and Justice
- CJUS 5250- Administration of Law and Justice
- CJUS 5270- Criminal Evidence
- CJUS 5350- Seminar Contemporary Policing
- CJUS 5450- Punishment Discipline and Social Policy
- CJUS 5460- Correctional Practices and Programs
- CJUS 5470- Seminar in Juvenile Delinquency
- CJUS 5620- Victimology
- CJUS 5800- Topics in Criminal Justice
- CJUS 5850- Directed Study
- CJUS 5900- Special Problems

#### *Option 2: Choose 15 elective hours plus the following 9 hours*



- CJUS 5750- Criminal Justice Statistics
- CJUS 5950- Thesis (6 hours)

## Public Leadership, MS

*Program Coordinator: Dr. Larry D. Terry II (P) 972.338.1545*  
*Email: larry.terry@untdallas.edu*

## Admission Procedures

Submit the following to UNT Dallas Graduate Admissions:

- Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))
- Complete official transcripts from all colleges and universities attended

## Admission Standards

*Unconditional Admission:* Applicants who meet all the following requirements will be considered for unconditional admission:

- Minimum undergraduate GPA of 3.0 in last 60 hours; 2.8 overall
- Outstanding letters of recommendation
- Strong, well-written personal essay
- Non-native English speakers only: TOEFL scores of at least 550 (paper-based), 213 (computer-based), or 79 (iBT) with sectional scores that meet or exceed 22 writing, 21 Speaking, 20 Reading, and 16 Listening; or, IELTS score of at least 6.5.

**Probationary Admission:** Applicants who do not meet all requirements for unconditional admission will be considered for probationary admission on the basis of the strength of all the listed admission factors. Test scores will not constitute the sole or primary basis for ending consideration of an applicant. Under probationary admission, special course requirements or other conditions may be imposed.

Other types of admission decisions pertaining to applicants:

- **Deferred:** Applicants who are unable to supply required application materials, or who must complete additional preparatory work before their admissibility can be determined, may be deferred until records are complete.
- **Provisional:** Applicants who are unable to supply all required documentation prior to the admission deadline but who otherwise appear to meet admission requirements may be granted provisional admission pending submission of complete and satisfactory credentials before the end of the semester in which they have registered in a provisional status.
- **Denied:** Applicants who fail to meet more than one of the admission requirements and for whom there is insufficient basis to justify any other kind of admission will be denied admission. As the admission process is competitive, applicants meeting basic admission requirements who are less well-qualified than other applicants may also be denied admission

## Academic Standards

The graduate committee in the Department of Public Leadership will recommend withdrawal of a student from the master's program if the student receives two course grades of C or below (for purposes of this rule, the first grade received in a course is used). Each graduate student must receive advising from the departmental graduate advisor prior to registration each term/semester.

## **Required Courses (27 Hours)**

PADM 5020 - Leading and Managing Public Organizations  
PADM 5030 - Managing Human Resources  
PADM 5400 - Managing Financial Resources  
PLDR 53XX - Strategic Planning in Public Service Organizations (pending UCC approval)  
PLDR 5320 - Public Service and Society  
PLDR 5330 - Organization Theory and Managing Change in Public Service  
PLDR 5300 - Data Analytics and Research Methods I  
PLDR 5310 - Data Analytics and Research Methods II  
PADM 5035 - Professional Practice for Public Managers (Capstone)

## **Elective Courses (12 Hours)**

ACCT 5130- Accounting for Management  
CJUS 5000 - Criminal Justice Policy  
CJUS 5050 - Criminals and Substance Abuse  
CJUS 5100- Information Warfare, Security and Risk Analysis  
CJUS 5120- Cybercrime and Digital Forensics  
CJUS 5130- Information Policy, Law and Justice  
CJUS 5200 - Legal Aspects of the Criminal Justice System  
CJUS 5250 - Administrative Law and Justice  
CJUS 5270 - Criminal Evidence  
CJUS 5350 - Seminar in Contemporary Policing  
CJUS 5450- Punishment, Discipline and Social Policy  
CJUS 5460 - Correctional Programs  
CJUS 5470- Seminar on Juvenile Delinquency  
CJUS 5500 - Seminar in Criminal Justice Administration

CJUS 5800 - Advanced Criminological Theory

CJUS 5620 - Seminar in Victimology

CJUS 5700 - Evaluation and Research Methodologies

CJUS 5750 - Criminal Justice Statistics

CJUS 5800- Topics in Criminal Justice

ECON 5140- Managerial Economics

FINA 5170- Financial Management

MGMT 5710- Management Strategies for Public Issues

PADM 5050 - Legal Issues in Public Administration

PADM 5060 - Seminar in Intergovernmental Relations

PADM 5310 - Economic and Community Development

PADM 5410 - Capital Budgeting and Planning

PADM 5420 - Revenue Policy and Administration

PADM 5430 - Financial Accountability in Government

PADM 5550 - Seminar in Program Evaluation

PADM 5560 - Performance Measurement in Public and Nonprofit Sectors

PLDR 53XX - Geographic Information Systems in Public Service (pending UCC approval)

PLDR 53XX - Introduction to Nonprofit Management (pending UCC approval)

PLDR 53XX - Program Evaluation I (pending UCC approval)

PLDR 53XX - Program Evaluation II (pending UCC approval)

PLDR 53XX - Grant Writing (pending UCC approval)

## **Master of Business Administration**

### **Business Administration, MBA**

## **Admission Procedures**

Before being admitted to a master's program in the School of Business, the applicant must meet the minimum requirements for admission to graduate studies as administered by the Office of Graduate Admissions.

1. Obtain admission to the university by submitting the following to the UNT Dallas Office of Graduate Admissions:
  - a. Graduate School Application for Admission (apply online at [www.applytexas.org](http://www.applytexas.org))

- b. Complete official transcripts from all colleges and universities attended
2. Obtain admission to the MBA program by submitting the following additional admissions materials to the School of Business. Students seeking on-time registration need to submit a completed application packet by July 15 (Fall admission) or November 15 (Spring admission).
  - a. Essay - please share with the admissions committee any unique events, life experiences, and qualifications that you feel distinguish your candidacy and will add value to the class
  - b. Resume (work/academic experience)

## Admission Standards

*Amended: February 23, 2022*

The School of Business determines admission and assesses background courses that may be required. In the determination of an applicant's eligibility for admission to the MBA degree, the following measures are of critical importance in determining the ability to succeed in the program.

- A GPA of 3.0 or better (4.0 scale) in the final 60 hours of undergraduate coursework leading to an undergraduate degree that was completed at a regionally accredited college or university or comparable foreign degree.
- Prior to admission, completion of 60% or more of the background courses or their transferable equivalent at a regionally accredited college or university or comparable foreign degree with a grade of 'B' or better.
- Four (4) or more years of relevant professional, managerial, or military experience.
- A cumulative GPA of 3.4 (4.0 scale) or better on minimum of 12 graduate level courses completed at a regionally accredited college or university or comparable foreign degree.
- An earned master's, doctoral or professional degree in any discipline earned at a regionally accredited college or university or comparable foreign degree.
- An interview may be required. If so, the applicant will be notified.

### Unconditional Admission

Applicants who have earned a graduate/professional degree in any discipline from a regionally accredited college or university or comparable foreign equivalent and are in good academic standing with that institution are granted automatic Unconditional Admission. Applicants who do not already hold an earned graduate/professional degree must satisfy at least 3 of the measures of ability to succeed. With Unconditional Admission, students who are in good academic standing with the University are allowed to take courses in any order, assuming all prerequisites have been met.

### Conditional Admission

Applicants with a bachelor's degree or comparable foreign degree who meet at least two (2) of the measures of ability to succeed can be granted admission under the Conditional Admission status. Conditionally admitted students must take a minimum of 9 credit hours of core and/or elective coursework earning a cumulative GPA of 3.00 or better. Students meeting the terms of the conditional admission are then granted a Full Admission status.

### Denied Admission

Applicants who do not meet any of the measures of ability to succeed and whose complete file shows that certain criteria needs improvement will likely be denied admission. All applicant data will be considered before an admission denial is made.

### **Graduate Non-degree Status**

Students admitted under the graduate non-degree (GNDE) classification may take up to twelve hours of 5000-level business courses prior to admission in the MBA program. The 12 hours chosen may consist of the background courses or the 30 hours required of the MBA degree. Students admitted in this status must have met university minimum admission criteria.

UNT Dallas requires a minimum of 2.8 overall GPA or a 3.0 for the last 60 hours GPA from the student's undergraduate degree. Applicants who have already completed a master's degree must have at least at 3.4 GPA on the master's or meet the undergraduate GPA standards.

## **Academic Standards**

- The MBA program requires that a student maintain a minimum GPA of 3.0 (B) or better.
- The MBA Admissions Committee will recommend dismissal of a student from the master's program if the student receives two course grades below C (for purposes of this rule, the lowest grade received in a course is used).
- Master's students may not graduate with more than two C's in their program requirements, although a course may be repeated to raise a grade of C or less.
- Master's students whose academic performance falls below a cumulative 3.0 GPA on all graduate work attempted will be notified by the Office of Graduate Admissions that they have been placed on academic probation.
- Students will remain on probation and be allowed to re-enroll for a subsequent term/semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the term/semester even if their overall graduate GPA remains under 3.0.
- Students on probation who fail to make a 3.0 GPA in graduate work attempted during a term/semester (fall, spring or summer) will be notified by the Office of Graduate Admissions that they have been placed on academic suspension for one term/semester (fall, spring or summer) during which the student may not enroll at UNT Dallas.
- Probationary students who have previously been placed on suspension will be notified by the Office of Graduate Admissions that they have been terminated from the program should they fail to make a 3.0 GPA on all graduate work attempted during an academic term/semester (fall, spring or summer).
- Course work taken at another university by a student on suspension cannot be applied toward the degree program.

## **Background Courses:**

Background Courses are required for students who do not have the appropriate undergraduate business courses.

ACCT 5020 - Accumulation and Analysis of Accounting Data (3.0 hrs.)

UNTD Undergraduate Equivalent: ACCT 2010 - Accounting Principles I (Financial Accounting) and ACCT 2020 - Accounting Principles II (Managerial Accounting) ACCT 2010 - Accounting Principles I (Financial Accounting) and ACCT 2020 -

BLAW 5050 - Legal, Regulatory and Ethical Environment of Business (1.5 hrs.)  
UNTD Undergraduate Equivalent: BLAW 2300 - Legal and Ethical Environment of Business

DSCI 5010 - Statistical Analysis (1.5 hrs.)  
UNTD Undergraduate Equivalent: DSCI 3710 - Business Statistics with Spreadsheets

ECON 5000 - Economic Concepts (3 hrs.)  
UNTD Undergraduate Equivalent: ECON 1100 - Principles of Microeconomics and ECON 1110 - Principles of Macroeconomics

FINA 5040 - Introduction to Finance and Financial Mathematics (1.5 hrs.)  
UNTD Undergraduate Equivalent: FINA 3770 - Finance

MGMT 5070 - Management Issues (1.5 hrs.)  
UNTD Undergraduate Equivalent: MGMT 3830 - Operations Management

## **Business Core:**

ACCT 5130 - Accounting for Management or ACCT 5110 - Fundamentals of Accounting Research\*

ECON 5140 - Managerial Economics

FINA 5170 - Financial Management

MGMT 5870 - Leadership Research and Development

MKTG 5150 - Marketing Management

BUSI 5190 - Administrative Strategy (Must be taken final semester)

\*For Accounting concentration, must take ACCT 5110

## **Concentration and Elective Courses:**

Concentration and elective courses vary according to choice of concentration, if applicable.

### **MBA without concentration**

Select 4 courses:

- ACCT 5200 - Professional Ethics and Corporate Governance
- DSCI 5690 - Topics in Decision Sciences
- MGMT 5120 - Managing Organizational Design and Change
- MGMT 5240 - Project Management
- MGMT 5300 - Entrepreneurship and Venture Management
- MGMT 5660 - International Management

### **MBA with Accounting concentration**

- ACCT 5150 - The Development of Accounting Theory
- ACCT 5200 - Professional Ethics and Corporate Governance
- ACCT 5300 - Federal Taxation of Income
- ACCT 5470 - Auditing Advanced Theory

## **MBA with Human Resources and Organizational Behavior concentration**

Select MGMT 5140 and 3 electives:

- MGMT 5140 - Organizational Behavior and Analysis (Required)
- MGMT 5210 - Human Resource Management Seminar
- MGMT 5310 - Employment, Placement and Personnel Planning
- MGMT 5320 - Compensation and Motivation Theory
- MGMT 5120 - Managing Organizational Design and Change

## **MBA with Strategic Management concentration**

Select 4 courses:

- ACCT 5200 - Professional Ethics and Corporate Governance
- DSCI 5690 - Topics in Decision Sciences
- MGMT 5120 - Managing Organizational Design and Change
- MGMT 5240 - Project Management
- MGMT 5300 - Entrepreneurship and Venture Management
- MGMT 5660 - International Management

Please note that most courses in the rotation are offered once per year.

If the graduate-level background course is not available in any given term, you can take the Undergraduate equivalent at UNT Dallas or at a community college. You can also take the equivalent CLEP exam or an academic-leveling course(s) through Peregrine Academic Services. See the Graduate Recruitment Coordinator regarding these options.

Courses are offered in an 8-week hybrid format during the fall and spring terms and in 8-week online format during the summer. Morning classes are from 9:00 AM - 11:50 AM; afternoon classes are from 1:00 PM - 3:50 PM.

## **Undergraduate Degree Programs**

University of North Texas at Dallas

## **Undergraduate Degree Programs**

## **Undergraduate Degree Programs**

# Bachelor of Applied Arts and Sciences

## Applied Arts and Sciences, BAAS

The Bachelor of Applied Arts & Sciences (BAAS) Degree is multidisciplinary, highly flexible, and can help you complete your degree at UNTD in record time. Not only does this degree allow you to design your own program, but you can also bring your coursework from community colleges, other universities, and the military to your degree plan. Working with a team of talented and caring advisors, you can craft a degree that focuses on your unique career goals and educational experiences.

Students may choose from one of two options in their selection of concentrations:

1. **Option 1:** requires completion of three concentrations of 12 credit hours each.
2. **Option 2:** requires completion of one primary and one secondary concentration totaling 36 hours. The secondary concentration must consist of at least 12 hours.

## Option 1

Concentration areas consisting of 12 hours can be selected from the following disciplines:

### Alternative Dispute Resolution

- The Alternative Dispute Resolution (ADR) concentration teaches students theories of conflict management and conflict resolution skills. Students learn procedures such as arbitration, mediation, negotiation, neutral fact-finding, panel review and other alternatives to litigation. (Students seeking ADR certification will need to take additional hours through the department of Counseling and Human Services.)

### Applied Gerontology

- The Applied Gerontology concentration focusses on the needs of the elderly and provides students with the background knowledge to act as caregivers. (Students seeking certification in Applied Gerontology will need to take additional hours through the department of Counseling and Human Services.)

### Child Development and Family Studies

- The Child Development and Family Studies concentration provides students with the knowledge and skillset to become practitioners in the areas of children as well as examining how families function systemically.

### Communication and Technology

- The Communication and Technology concentration gives students the knowledge and skills to succeed in the emerging field of digital communication. This exciting career is increasingly linked to corporate, entertainment, government, broadcasting, advertising, public relations, and nonprofit settings.

### Creative Writing

### Criminal Justice

- The Criminal Justice concentration is directed at upholding social control, deterring and mitigating crime, and sanctions those who violate laws with criminal penalties and rehabilitation efforts as well as the study of law and ethics as they related to the phenomenon of crime.

### Dallas Studies

- The Dallas Studies concentration is a multidisciplinary program focusing on the history, life, people, and culture of the city.

### Ethnic and Minority Studies



- The Ethnic and Minority Studies concentration is a multidisciplinary approach to the study of various ethnicities and minorities. This concentration includes classes within the disciplines of history, psychology, and sociology.

#### **History**

- The history concentration includes a variety of courses in American, Mexican-American, Latin-American, Native-American, and Dallas history among others.

#### **Hospitality Management**

- Hospitality Management concentration combines skills from human resource management, operations management, finance, accounting, sales, and marketing as related to the hotel, food, and beverage industries.

#### **Human Services Management and Leadership**

- Human Services Management and Leadership (HSML) concentration prepares students for careers as entry-level service practitioners in the non-profit sector and specializes in human services fields such as gerontology, substance abuse, dispute resolution, and other human services.

#### **Psychology**

- The Psychology concentration prepares students for career areas such as human services, public relations, correctional institutions, rehabilitation facilities, program development and research.

#### **Rehabilitation**

#### **Sociology**

- The Sociology concentration prepares students for careers in a wide variety of fields including education, social services, health, probation, criminal justice, and government.

#### **Sports and Entertainment Marketing**

- The Sports and Entertainment Marketing concentration is a communications centered career path focusing on the sales, marketing, and promotion in the sports and entertainment industries.

## **Option 2**

Concentration areas consisting of more than 12 hours can be selected from the following disciplines:

#### **Alternative Dispute Resolution**

- The Alternative Dispute Resolution (ADR) concentration teaches students theories of conflict management and conflict resolution skills. Students learn procedures such as arbitration, mediation, negotiation, neutral fact-finding, panel review and other alternatives to litigation. (Students seeking ADR certification will need to take additional hours through the department of Counseling and Human Services.) [LINK]

#### **Business**

- The Business concentration teaches students organizational, management, and other skills valuable in business settings.

#### **Communication and Technology**

#### **Dallas Studies**

- The Dallas Studies concentration is a multidisciplinary program focusing on the history, life, people, and culture of the city.

#### **Ethnic and Minority Studies**

- The Ethnic and Minority Studies concentration is a multidisciplinary approach to the study of various ethnicities and minorities. This concentration includes classes within the disciplines of history, psychology, and sociology.

**History**

- The history concentration includes a variety of courses in American, Mexican-American, Latin-American, Native-American, and Dallas history among others.

**Hospitality Management**

- Hospitality Management concentration combines skills from human resource management, operations management, finance, accounting, sales, and marketing as related to the hotel, food, and beverage industries.

**Psychology**

- The Psychology concentration prepares students for career areas such as human services, public relations, correctional institutions, rehabilitation facilities, program development and research.

**Sociology**

- The Sociology concentration prepares students for careers in a wide variety of fields including education, social services, health, probation, criminal justice, and government.

**Sports and Entertainment Marketing**

- The Sports and Entertainment Marketing concentration is a communications centered career path focusing on the sales, marketing, and promotion in the sports and entertainment industries.

**Degree Requirements**

Core Requirements	Course Recommended	Hours
Communication 1 *C or better required	ENGL 1313 - College Writing I	3
Communication 2 *C or better required	ENGL 1323 - College Writing II	3
Mathematics	Choose from: MATH 1581, MATH 1681, or MATH 1100	4
Life & Physical Sciences 1	BIOL 1132 - Environmental Science	3
Life & Physical Sciences 2	GEOG 1710 - Earth Science	3
Language, Philosophy, & Culture	ENGL 2220 - World Literature I	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3

Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	SOCI 1510 - Intro to Sociology	3
Component Area 1	Choose from: SOCI 1510, PSYC 1630, ECON 1100, or AGER 2250	3
Component Area 2	Choose from: SOCI 2070, CJUS 2100, COMM 1010, or DFST 2033	3

### Foundation Requirements - 9 Hours

Must receive a "C" or better in each course

Course	Hours
HSML 3000 - Human Service in the Non-Profit Sector (Required for these Concentrations: HSML, Psychology, Sociology, Rehabilitation or any human services certificate program. Maybe substituted otherwise.)	3
SOCI 3220 - Quantitative Data Collection <i>*Prerequisite SOCI 1510 with C or better.</i>	3
<u>Choose ONE:</u> <ul style="list-style-type: none"> <li>• CJUS 3600-Criminology</li> <li>• COMM 3050-Intercultural Communication</li> <li>• CSCE 4010-Social Issues in Computing</li> <li>• MGMT 3720-Organizational Behavior</li> <li>• PSCI 3320-Democratic Theory</li> <li>• PSYC 3100-Social Psychology</li> <li>• SOCI 3200-Sociological Theory</li> <li>• SOCI 4540-Race &amp; Ethnic Minorities</li> <li>• SOWK 4540-Human Diversity in the Helping Professions (suggested for human services professionals)</li> </ul>	3

### Professional Development Concentrations - 36 Hours

\*One Concentration Area must be completed at UNT Dallas from one of the following options: Human Services Management & Leadership, Criminal Justice (CJUS), Applied Gerontology Certificate, Rehabilitation Certificate, Sociology (SOCI), Creative Writing, Dallas Studies, History, Ethnic and Minority Studies, Hospitality Management, Sports Marketing, Communication Studies, Communication and Technology, Psychology, and Child Development & Family Studies. The other concentration areas may come from any other department at UNTD (except for INDE courses) or may consist of technical/professional coursework already completed at a community college (or in the military) as part of an Associate's degree.

Areas - Option 1	Courses	Areas - Option 2	Courses	Hours

<b>Concentration 1:</b>		<b>Concentration 1: *must contain 18-24 hours in the required field</b>		3	
				3	
				3	
				3	
<b>Concentration 2:</b>					3
					3
					3
					3
<b>Concentration 3:</b>			<b>Concentration 2:</b>		3
					3
					3
					3

## Occupational Specialization - 21 Hours

Course	Hours
	3
	3
	3
	3
	3
	3
	3

### Elective Requirements - 12 Hours

Course	Hours
General Elective	3
General Elective	3

General Elective	3
General Elective	3

**UNT Dallas Degree Requirements:**

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
36 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
UNT GPA 2.0 or higher required
Cumulative GPA 2.0 or higher required

## Bachelor of Arts

### Biology, BA

Biology is a scientific study of the living world that leads to careers in education, health, environmental science, forensic biology, scientific journalism, and research. Studies in biology give us a way to understand nature and the interconnectedness of all living things. This field is important to everyday life because it allows us to better understand ourselves, our natural resources, and the potential threats that would alter, damage, or destroy our environment. The UNT Dallas Bachelor of Arts in Biology prepares students to go into education, journalism, environmental management, and research.

**Degree Requirements**

**Core Curriculum - 42 Hours**

Core Requirements	Course Recommended	Hours
Communication 1 <i>*Grade of C or better required</i>	ENGL 1313 - College Writing I	3
Communication 2 <i>*Grade of C or better required</i>	TECM 2700 - Technical Writing <i>(Fulfilled by major req.)</i>	3
Mathematics	Choose from: MATH 1680, MATH 1100, or MATH 1710	3
Life & Physical Sciences 1	Choose from: BIOL 1710 or CHEM 1410 <i>(Fulfilled by major req.)</i>	3

Core Requirements	Course Recommended	Hours
Life & Physical Sciences 2	Choose from: BIOL 1720 or CHEM 1420 ( <i>Fulfilled by major req.</i> )	3
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	<i>Any approved course in Foundational Area</i>	3
Social & Behavioral Science	<i>Any approved course in Foundational Area</i>	3
Component Area 1	<i>Any approved course in Foundational Area</i>	3
Component Area 2	<i>Any approved course in Foundational Area</i>	3

### Major Curriculum Requirements - 55 Hours

*\*Must maintain a Major GPA of 2.0 or better*

Biology Core		Hours
BIOL 1710/1730 - General Biology I Lecture and Lab		3/1
BIOL 1720/1740 - General Biology II Lecture and Lab	*Prerequisite <i>BIOL 1710/1730</i>	3/1
BIOL 2301/2311 - Anatomy and Physiology Lecture and Lab		3/1
BIOL 2140 - Principles of Ecology	*Prerequisite <i>BIOL 1710/1730 and 1720/1740</i>	3
BIOL 3451 - Genetics	*Prerequisite 8 hours Biology, and CHEM 2370/3210 (may be taken concurrently)	3
BIOL 3510 - Cell Biology	*Prerequisite <i>BIOL 1710/1730 and BIOL 1720/1740</i>	3
BIOL 4260 - Evolution	*Prerequisite <i>BIOL 3451</i>	3
Biology Electives		
BIOL 3XXX or 4XXX	*Prerequisite(s) may exist; please see catalog	3
BIOL 3XXX or 4XXX	*Prerequisite(s) may exist; please see catalog	3

Biology Core		Hours
BIOL 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
BIOL 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Additional Requirements		
CHEM 1410/1430 - General Chemistry I Lecture and Lab	<i>*Prerequisite MATH 1100</i>	3/1
CHEM 1420/1440 - General Chemistry II Lecture and Lab	<i>*Prerequisite CHEM 1410</i>	3/1
CHEM 2370/3210 - Organic Chemistry I Lecture and Lab	<i>*Prerequisite CHEM 1420</i>	3/1
MATH 1710 - Calculus	<i>*Prerequisite MATH 1650 or MATH 1600</i>	4
MATH 1680 - Statistics		3

#### Electives/Minor/Certificate Requirements - 23 Hours

*\*Please note neither a Minor nor Certificate are required - but are strongly recommended*

Course		Hours
Minor, Certificate or General Elective 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective		3
Minor, Certificate or General Elective		3

Course	Hours
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3

## UNT Dallas Degree Requirements:

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
UNT GPA 2.0 or higher required
Cumulative GPA 2.0 or higher required
Biology GPA 2.0 or higher required

## Communication and Technology, BA

A degree in Communication & Technology gives students the knowledge and skills to succeed in human communication and the emerging field of digital communication. This exciting career is increasingly linked to corporate, entertainment, government, human resources, broadcasting, advertising, public relations, and nonprofit settings. This program is designed to produce career-ready graduates in digital production, sports and entertainment broadcasting and promotion, communication studies, and strategic communication. As a part of this major, students build their creative and team-building skills and develop useful professional networks. All Communication & Technology students are encouraged to complete a Dallas-area internship before they graduate.

**Program Coordinator:** Sara J. Holmes  
Sara.Holmes@untdallas.edu

Requirements for the Bachelor of Arts degree with a major in Communication and Technology includes the following:

- Hours Required and General/College Requirements:** A minimum of 120 semester hours, including 42 hours General Education Core Curriculum, 18 hours Major Core Curriculum, 12 hours Prescribed Electives, 9 hours Required Concentration Courses, and 39 hours Free Electives.
- Major Requirements:** Completion of a minimum of 39 hours from Communication and Technology: 18 hours Major Core Curriculum Courses, 12 hours Prescribed Major Electives, and 9 hours of Major Concentration Courses. Students should complete 3000-level courses before enrolling in 4000-level courses.
- Concentrations:** One of four concentrations is required in the major:
  - Digital Production** is for individuals who intend to create, edit, and distribute digital media productions, especially audio and video for a broad range of applications.
  - Sports and Entertainment Communication** is for individuals who want to report on and produce sports or entertainment communication, including broadcast production.
  - Strategic Communication** is for those seeking experience in public relations and advertising, with a special focus on digital communication media.



4. **Communication Studies** provides the tools and techniques for improving communication in all areas of personal and professional interaction, including law, political organizing, public affairs, and consulting, among others.
4. **Requirements:** All students entering the Communication and Technology program must have a cumulative Grade Point Average of at least 2.0 and be in good academic standing.

## Curriculum

Students will earn 42 hours in University core curriculum courses. Then, they will earn 39 hours of major requirements and 39 hours of free electives.

### Major Core Curriculum

TECM 2300 - New Media Writing, COMM 2311 - Introduction to Social Media, COMM 2312 - Visual Communication and New Media, COMM 3311 - New Media Storytelling, COMM 3312 - New Media Literacy, COMM 4510 - Communication and Technology Capstone

### Prescribed Electives

Choose four courses in any level Communication and Technology Elective (Any COMM prefix, SOCI 2050 - Sociology of Sport, or CSCE 3410 - Advanced Programming)

### Concentrations

Choose one concentration (9 hours). Suggested Electives are listed for each concentration.

#### Digital Production

##### Required Concentration Courses (9 Hours)

COMM 2110 Screenwriting  
 COMM 3321 Digital Production I  
 COMM 4320 Digital Production II

##### Suggested Electives

COMM 2230 Digital Photography  
 COMM 2400 Audio for New Media  
 COMM 2410 Web Design  
 COMM 2314 Computer Graphics  
 COMM 4460 Topics in Digital Production

#### Sports and Entertainment Communication

##### Required Concentration Courses (9 Hours)

COMM 2240 Sports and Entertainment Writing  
 COMM 2220 Sports and Ent. Public Relations  
 COMM 4210 Sports and Ent. Broadcast & Production

##### Suggested Electives

COMM 2410 Web Design  
 COMM 2400 Audio for New Media  
 COMM 3341 Sports Announcing  
 COMM 3331 Advanced Social Media

COMM 4470 Topics in Sport & Ent. Comm .

#### Strategic Communication

##### **Required Concentration Courses (9 Hours)**

COMM 2310 Intro. to Strategic Communication

COMM 3330 Creative Concepts

COMM 4310 Strategic Communication Campaigns

##### **Suggested Electives**

COMM 2410 Web Design

COMM 3332 Communication Law

COMM 3331 Social Media Campaigns

COMM 4470 Topics in Strategic Communication

COMM 4500 Crisis Communication

#### Communication Studies

##### **Required Concentration Courses (9 Hours)**

COMM 2352 Professional Communication

COMM 2200 Intro. to Interpersonal Communication

COMM 3352 Intercultural Communication

##### **Suggested Electives**

COMM 2310 Intro. to Strategic Communication

COMM 3120 Nonverbal Communication

COMM 3350 Language, Thought, and Behavior

COMM 3600 Group Communication

COMM 4350 Gender and Communication

## **Information Technology, BA**

Information Technology (IT) applies modern technologies to the creation, management and use of information. IT professionals perform a variety of duties that range from installing applications to designing complex computer networks and information databases. Students are required to obtain 120 credit hours for the undergraduate Bachelor of Arts degree. As part of the degree requirements, students are required to take a combination of computer science and computer engineering classes.

### **Core Curriculum - 42 Hours**

Core Requirements	Course Recommended	Hours
Communication 1 *Grade of C or better required	ENGL 1313 - College Writing I	3
Communication 2 *Grade of C or better required	TECM 2700 - Technical Writing	3
Mathematics	MATH 1100 - College Algebra	3
Life & Physical Sciences 1	CHEM 1410/1430 - General Chemistry & Lab I	3/1

Core Requirements	Course Recommended	Hours
Life & Physical Sciences 2	CHEM 1420/1440 - General Chemistry II & Lab II	3/1
Language, Philosophy, & Culture	Any course in foundation area	3
Creative Arts	Any course in foundation area	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	Any course in foundation area	3
Component Area 1	MATH 1680 - Elementary Probability & Statistics	3
Component Area 2	MATH 1600 - Trigonometry	3

### Major Curriculum Requirements - 58 Total Hours

*(Must maintain advanced CSCE course GPA of 2.75 or better)*

Course	Pre-Requisite	Hours
CSCE 1030 - Computer Science I	MATH 1100	3
CSCE 1040 - Computer Science II	CSCE 1030	3
CSCE 2100 - Foundations in Computer Science I	CSCE 1040 (co-requisite)	3
CSCE 2110 - Foundations in Computer Science II	CSCE 2100	3
CSCE 2300 - Digital Logic		3
CSCE 3110 - Data Structures	CSCE 2110	3
CSCE 3220 - Human Computer Interfaces	CSCE 2110	3
CSCE 3310 - Operating Systems	CSCE 2300	3
CSCE 3420 - Internet Programming	CSCE 3110	3
CSCE 3055 - IT Project Management	CSCE 2100	3
CSCE 3530 - Intro to Computer Networks	CSCE 3310	3
CSCE 4010 - Social Issues in Computing	Junior standing	3

Course	Pre-Requisite	Hours
CSCE 4350 - Intro to Database Systems Design	CSCE 2110	3
CSCE 4360 - Database Administration	CSCE 4350	3
CSCE 4444 - Software Engineering	CSCE 2110	3
CSCE 4550 - Intro to Computer Security	CSCE 3310	3
CSCE 4905 - Capstone I	CSCE 3055 and CSCE 4444 (co-requisite)	3
CSCE 4925 - Capstone II	CSCE 4905	3
MATH 1710 - Calculus I	MATH 1600	4

**Electives/Minor - 20+ Hours**

**(Additional hours may be required based on coursework completed above. 120+ total hours needed for graduation)**

**UNT Dallas Degree Requirements:**

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
UNT Dallas GPA 2.0 or higher required
Cumulative GPA 2.0 or higher required, with "C" or better required in all non-core courses.
Advanced CSCE Course (Above 3000) GPA 2.75 or higher required

## Mathematics with Secondary Teacher Certification, BA

Requirements for the Bachelor of Arts degree with a major in Mathematics and a minor in Secondary Education include the following:

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of all degree requirements for the Bachelor of Arts degree
2. **Other Requirements:**
  - a. **Admission to the Teacher Education Program:** Prior to enrolling in designated Teacher Education courses, students must meet these requirements:
    - 60 credit hours (junior status)
    - A 2.75+ overall GPA **AND** a 2.75+ UNT GPA

- b. **Required Mathematics Courses:** MATH 1710, MATH 1720, MATH 2700, MATH 2730, MATH 2000, MATH 3000, MATH 3400, MATH 3410, MATH 3510, MATH 3680, MATH 4050, MATH 4060
  - c. **Three lab science courses from:** BIOL 1710/BIOL 1720, BIOL 1730/BIOL 1740, CHEM 1410/CHEM 1430, CHEM 1420/CHEM 1440, PHYS 1210, and PHYS 1710/PHYS 1730
  - d. **Computer Programming:** CSCE 1030
  - e. **Intermediate Foreign Language:** 6 hours
  - f. **Secondary Certification Requirements:** EDUC 3320, EDSP 4340, EDSE 4060, EDBE 3480, EDSE 4840, EDUC 4200 (Clinical II) (Student teaching is to be completed in the final semester). These courses must be completed with a minimum grade of "C"
  - g. **GPA requirements:** Students must have a 2.75+ GPA in UNTD, Overall, Teaching Field, and Education areas. All mathematics courses numbered 3350 or above require a GPA of 2.0
3. **Eligibility for Teacher Certification and Endorsements:**
- o Complete an approved teacher education program for the preparation of early childhood, middle grades, secondary, or all levels
  - o Complete Student Teaching
  - o Pass appropriate content (Mathematics 8-12) and Pedagogy and Professional Responsibilities (PPR (EC-12)) sections of the Texas Examinations of Education Standards (TExES)
  - o Additional certification exams may be required. See advisor for more information

## General (Core) Requirements (42 hours)

ENGL 1313- Computer Assisted College Writing I	3 hours
TECM 2700- Technical Writing*	3 hours
PSCI 1040- American Government: Laws & Institutions	3 hours
PSCI 1050- American Government: Process & Policies	3 hours
ART 1300- Art Appreciation	3 hours
{MATH 1710- Calculus I}	4 hours
BIOL 1710/1730- Principles of Biology I	4 hours
HIST 2610- US History to 1865	3 hours
HIST 2620- US Historyrom 1865-Present	3 hours
CHEM 1410/1430- General Chemistry I	4 hours
ENGL 2210 or 2220- World Literature*	3 hours
SOCI 1510- Individuals in Society*	3 hours
COMM 1010- Intro to Communications	3 hours

## Major Requirements (30 hours)

MATH 1720- Calculus II	3 hours
MATH 2700- Linear Algebra and Vector Geometry	3 hours

MATH 2730- Multivariable Calculus	3 hours
MATH 3000- Real Analysis I	3 hours
MATH 3400- Number Theory	3 hours
MATH 3410- Differential Equations I	3 hours
MATH 3510- Abstract Algebra I	3 hours
MATH 3680- Applied Statistics	3 hours
MATH 4050- Advanced Study of the Secondary Curriculum	3 hours
MATH 4060- Foundations of Geometry	3 hours

## Additional Major Requirements (18 hours)

## Secondary Education Courses (21 hours)

## Elective Requirements (10 hours)

# Mathematics, BA

Mathematics is the study of the measurement, properties, and relationships of quantities and sets, using numbers and symbols. It is a body of related courses concerned with knowledge of measurement, properties, and relations quantities, which can include theoretical or applied studies of arithmetic, algebra, geometry, trigonometry, statistics, and calculus.

### Core Curriculum - 42 Hours

Core Requirements	Course Recommended	Hours
Communication 1 *C or better required	ENGL 1313 - College Writing I	3
Communication 2 *C or better required	ENGL 1323 - College Writing II	3
Mathematics	Math Sequence: MATH 1680, MATH 1100, MATH 1600, MATH 1710	3
Life & Physical Sciences 1	Choose from: BIOL 1710/1730, CHEM 1410/1430, GEOG 1710, or PHYS 1710/1730	3/1
Life & Physical Sciences 2	Choose from: BIOL 1710/1730, CHEM 1410/1430, GEOG 1710, or PHYS 1710/1730	3/1
Language, Philosophy, & Culture	ENGL 2220 - World Literature I or LING 2050 - Language of Now	3
Creative Arts	ART 1300 - Art Appreciation	3

Core Requirements	Course Recommended	Hours
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	Choose from: SOCI 1510, PSYC 1630, DFST 1013, ECON 1100 or AGER 2250	3
Component Area 1	COMM 1010 - Intro to Communication	3
Component Area 2	Choose from any in foundational area	3

**Science Requirements - 12 Hours** *\*Must maintain a Major GPA of 2.5 or better*

	Course	Hours
<i>*Group I</i>	BIOL 1710/1730 or GEOG 1710	3/1
<i>*Group II</i>	CHEM 1410/1430 or PHYS 1710/1730	3/1
<i>*Group III</i>	Any other Lab Science fulfilling Core	3/1

**Language Requirements - 6 hours** *\*Requires course completion or CLEP examination*

	Course	Hours
	SPAN 1010 - Elementary Spanish I	3
	SPAN 1020 - Elementary Spanish II <i>*Prerequisite SPAN 1010</i>	3

**Major Requirements - 37 hours** *\*Must maintain a GPA of 2.5 or better*

	Course	Hours
MATH 1710 - Calculus I	<i>*Prerequisite MATH 1650</i>	4
MATH 1720 - Calculus II	<i>*Prerequisite MATH 1710</i>	3
MATH 2000 - Discrete Math	<i>*Prerequisite MATH 1710</i>	3

Course	Hours
MATH 2700 - Linear Algebra	<i>*Prerequisite MATH 1720</i> 3
MATH 2730 - Multivariable Calculus	<i>*Prerequisite MATH 1720</i> 3
MATH 3000 - Real Analysis I	<i>*Prerequisite MATH 1720</i> 3
MATH 3400 - Number Theory	<i>*Prerequisite MATH 3000 or MATH 2000</i> 3
MATH 3410 - Differential Equations I	<i>*Prerequisite MATH 1720 Co-requisite MATH 2000</i> 3
MATH 3510 - Abstract Algebra I	<i>*Prerequisite MATH 3000</i> 3
MATH 3680 - Applied Statistics	<i>*Co-requisite MATH 1720</i> 3
MATH 4060 - Foundations in Geometry	<i>*Prerequisite MATH 3000 - MATH 3510 recommended</i> 3
Advanced MATH elective above MATH 3350	<i>*See advisor for options</i> 3

**Minor Requirements - 18 hours minimum** *\*A minor or double major in a program other than Mathematics*

Course	Hours
Minor Course	3
Minor Course	3
Minor Course	3
Minor Course	3
Minor Course	3
Minor Course	3

**Elective Requirements**

Course	Hours
General Elective	3



### UNT Dallas Degree Requirements:

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
"C" or higher required on all MATH courses above MATH 3350
Science GPA of 2.5 or higher required
Cumulative and UNT Dallas GPA 2.0 or higher required

## Political Science, BA

A Bachelor's of Arts degree in Political Science blends the study of government and political behavior in a major that is designed to be interdisciplinary, pulling in insights from sociology, psychology economics and the management sciences as well as providing foundational knowledge about political theory, political institutions and international affairs. The major prepares graduates for work in a wide variety of jobs in public affairs, government, policy promoting organizations, political campaigns and journalism, as well as providing a sound foundation for graduate work in public administration and law.

Political science has a deeper relevance to modern life: students will acquire knowledge at the macro level about how the world is structured and works, but students will also cultivate and understanding of how politics functions in the workplace, neighborhoods and small groups. Political science majors will become discerning consumers of political messages and understand the importance of political context in communication.

Program Advisor: Walt Borges

Walter.Borges@untdallas.edu

Requirements for the Bachelor of Arts degree with a major in Political Science include the following:

- Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Arts degree.
- Major Requirements:** Completion of a minimum of 42 hours from Political Science of which 36 must be advanced. Students should complete at least 27 hours of 3000- and 4000-level courses before enrolling in the 4000-level capstone.
- Electives:** To ensure that graduates have a broad context in evaluating public affairs and policy matters, 42 hours of electives are designated. History, sociology, criminal justice and policy studies courses in other disciplines are strongly recommended to meet this requirement.
- Other Requirements:** All students entering the Political Science program must have a cumulative Grade Point Average of at least 2.0 and be in good academic standing.

## **Curriculum**

Students will earn 42 hours in CORE curriculum courses. Then, they will earn 36 hours of major requirements and 42 hours of electives.

### **Major Requirements**

(36 hours needed of which 36 are advanced courses)

#### **Political Science Major Core (all four courses required)**

PSCI 3320 - Democratic Theory

PSCI 3XXX - Introduction to Public Administration

PSCI 3XXX - Quantitative Research Design and Analysis

PSCI 4XXX - Advanced Seminar in Political Science (capstone) *Enroll in final semester. Prerequisites: completion of Political Science Major Core and Political Science Distribution Courses with 2.5 GPA.*

#### **Political Science Distribution (one course from each area)**

American Politics (A) : PSCI 4020, 3100, 3110, 3130, 3160, 3200 3210, 4100, 4120 or 4140

International Affairs and Comparative Government (R): PSCI 3300 (International Relations) or PSCI 4520

Public Law (L): PSCI 3200, 3210, 4200, 4210, 4220 or 4520

Political Behavior (B): PSCI 3120, 3160 or 4120

#### **Political Science Electives (12 hours: at least six hours must be from one distribution area)**

PSCI 3100	Topics in American Government (A)
PSCI 3110	The Legislative Process (A)
PSCI 3120	Women In Politics (B)
PSCI 3130	Interest Groups (A)
PSCI 3160	Mass Media in American Politics (AB)
PSCI 3200	The American Legal System(AL)
PSCI 3210	The U.S. Supreme Court (AL)
PSCI 4020	Urban Politics (AB)
PSCI 4100	Political Parties (A)
PSCI 4120	Public Opinion and Participation (AB)
PSCI 4140	The Presidency (A)
PSCI 4200	Constitutional Law: Discrimination and Powers (L)

PSCI 4210	Constitutional Law: Rights and Liberties (L)
PSCI 4220	Jurisprudence (L)
PSCI 4520	International Human Rights (RL)
PSCI 3300	International Relations (R)

**General Electives (36 hours: history, sociology, criminal justice, economics and policy courses recommended)**

HIST 4150	Mexican Immigration and the Chicano Community (AR)
HIST 4172	Modern Latin America - 1801-present (R)
HIST 4490	The American Revolution, 1763-1789.(A)
HIST 4700	Texas History (A)
PADM 3700	Introduction to Public Administration (AB)
PSYC XXXX	Political Psychology (B)
CJUS/SOCI 2100	US Crime/Justice (AB)
CJUS/SOCI 3630	Drugs, Crime and Society (AB)
CJUS 3201	Criminal Law (L)
CJUS 3210	Judicial Law (L)
SOCI 3300	Urban Sociology (B)
SOCI 3550	Collective Behavior (B)
SOCI 4160	Developing Societies (R)
SOCI/HSML 4350	Community Organization (B)
SOCI 4540	Race and Ethnic Minorities (B)
SOCI 4750	World Population Trends and Problems (R)
MGMT 4350	Organizational Behavior (B)

## **Psychology, BA**

This undergraduate program introduces students to the science and profession of psychology. Culminating in a Bachelor of Arts degree in psychology, this is a program for students interested in such career areas as human services, program development, and research. The undergraduate psychology curriculum is designed to provide a core of knowledge of the subject matter in experimental, theoretical, and applied psychology. Other unique features of the program include opportunities for student internships and/or collaborative research experiences, as well as curricular flexibility within the major that allows students to select electives that are in accordance with their professional aspirations.

Program Advisor: Mario Casa De Calvo, Ph.D.  
Mario.Casadecalvo@untdallas.edu

Requirements for the Bachelor of Arts degree with a major in Psychology include the following:

**1. Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Arts degree.

**2. Major Requirements:** 39 hours in Psychology, of which 30 must be advanced. 12 of the advanced hours must be taken at UNT Dallas:

a. **Psychology Core Curriculum (18 hours):** PSYC 1100, 3100, 3200, 3210, 4600, 4040.

*Note: Students must receive a C or better in the Psychology core curriculum classes.*

b. **21 additional hours in Psychology**

**3. Electives: 39 hours**

**4. UNT Dallas Degree Requirements**

- 120 hours (minimum) required for degree completion
- Residency Requirements-At least 30 hours must be completed at UNT Dallas
- 42 Advanced Hours (3XXX or 4XXX)-24 advanced hours must be completed at UNT Dallas
- UNT Dallas GPA 2.0 or higher required
- Cumulative GPA 2.0 or higher required
- Major GPA 2.5 or higher required

**Psychology Curriculum Requirements - 39 Hours** (*Must maintain a Major GPA of 2.5 or better*)

**Psychology Core Courses (these courses are required)**

\*PSYC 1100 - Introduction to Psychology

*\*Prerequisite course must be completed prior to enrolling in ALL Psychology courses; 3 credits*

PSYC 4600 - History and Systems

*\*Prerequisite PSYC 1100 C or better; 3 credits*

PSYC 3200 - Research Methods

*\*Prerequisite PSYC 1100 C or better and Junior Standing; 3 credits*

PSYC 3100 - Social Psychology

*\*Prerequisite PSYC 1100 C or better; 3 credits*

PSYC 3210 - Statistics in Psychology

*\*Prerequisite PSYC 1100 & 3200 with C or better, 3 credits*

PSYC 4040 - Advanced Seminar in Psychology (Capstone) (*Enroll during your final semester*)

*\*Prerequisite grade of C or better in PSYC 1100, 3100, 3200, 3210, 4600, & Senior standing; 3 credits*

### **Psychology Electives Hours**

PSYC 3XXX or 4XXX

*\*Any PSYC Advanced Hours course - Prerequisites may exist; please see catalog; 3 credits*

PSYC 3XXX or 4XXX

*\*Any PSYC Advanced Hours course - Prerequisites may exist; please see catalog; 3 credits*

PSYC 3XXX or 4XXX

*\*Any PSYC Advanced Hours course - Prerequisites may exist; please see catalog; 3 credits*

PSYC 3XXX or 4XXX

*\*Any PSYC Advanced Hours course - Prerequisites may exist; please see catalog; 3 credits*

PSYC 3XXX or 4XXX

*\*Any PSYC Advanced Hours course - Prerequisites may exist; please see catalog; 3 credits*

PSYC Any Level; 3 credits

PSYC Any Level; 3 credits

## **Public Health, BA**

The Bachelor of Arts program in Public Health is an ideal degree for students interested in careers where they can impact the health and well-being of their communities. UNT Dallas's Public Health degree features a broad-based and interdisciplinary curriculum designed to prepare students for a range of public health occupations. Career possibilities range from health education and research to health administration and policy development.

### **Degree Requirements**

**Core Curriculum - 42 Hours**

<b>Core Requirements</b>	<b>Course Recommended</b>	<b>Hours</b>
Communication 1 * <i>Grade of C or better required</i>	ENGL 1313 - College Writing I	3
Communication 2 * <i>Grade of C or better required</i>	ENGL 1323 - College Writing II or TECM 2700	3
Mathematics	MATH 1680 ( <i>Fulfilled by major requirement</i> )	3
Life & Physical Sciences 1	BIOL 1710- Biology I ( <i>Fulfilled by major requirement</i> )	3
Life & Physical Sciences 2	BIOL 1720- Biology II ( <i>Fulfilled by major requirement</i> )	3
Language, Philosophy, & Culture	<i>Any approved course in Foundational Area</i>	3
Creative Arts	<i>Any approved course in Foundational Area</i>	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	<i>Any approved course in Foundational Area</i>	3
Government & Political Science 2	<i>Any approved course in Foundational Area</i>	3
Social & Behavioral Science	SOCI 1510 - Introduction to Sociology	3
Component Area 1	COMM 1010- Introduction to Communication	3
Component Area 2	<i>Any approved course in Foundational Area</i>	3

**Major Curriculum Requirements - 60 Hours - Must maintain a Major GPA of 2.5 or better**

<b>Math and Science Requirements- 12 Hours</b>	<b>Hours</b>
MATH 1680- Elementary Probability and Statistics	3
BIOL 1132- Environmental Science	3
BIOL 1710- Biology for Science Majors I	3
BIOL 1720- Biology for Science Majors II	3
<b>Public Health Core Courses- 12 Hours</b>	<b>Hours</b>
PBHL 2300- Introduction to Public Health	3
SOCI 3120- Sociology of Health and Illness	3



**Electives/Minor - 24 Hours**

*\*Please note a minor is not required but is strongly recommended*

<b>Course</b>	<b>Hours</b>
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3
Minor, Certificate or General Elective	3

## **UNT Dallas Degree Requirements:**

<b>Requirement</b>
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
UNT Dallas GPA 2.0 or higher required
Cumulative GPA 2.0 or higher required
Public Health GPA 2.5 or higher required

## **Sociology, BA**

A Bachelor's of Science Degree in Sociology is designed to provide students with a solid foundation of knowledge for graduate study in sociology or for careers in a wide variety of fields including: education, social service, health, probation, criminal justice, and government. The Department of Sociology and Psychology offers a Bachelor of Arts with a major in Sociology. In addition, students may also minor in Sociology. The Department of Sociology and Psychology also supports the Bachelor of Applied Arts and Sciences degree.

Requirements for the Bachelor of Science degree with a major in Sociology includes the following:



1. Hours Required and General/College Requirements: A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. Major Requirements: Completion of a minimum of 39 hours from Sociology of which 30 must be advanced. 12 of the advanced hours must be taken at UNT Dallas.
  - Sociology Core Curriculum (18 hours): SOCI 1510, SOCI 3200, SOCI 3220, SOCI 3240, SOCI 3280, SOCI 4990. Students must receive a "C" or better in Sociology core curriculum classes.
  - 21 additional hours in Sociology
1. Minor Requirements: A minor is not required but recommended in Psychology. Specific course sequences for a minor are determined by the department offering the minor.
2. Electives: 27 hours with a minor or 45 hours without a minor
3. Other Requirements: Students must have a cumulative UNTD grade point average or transfer grade point average of 2.0 to declare sociology as a major. Minimum sociology grade point average of 2.5 and a grade point average of 2.0 overall is required for graduation. 31 hour residence requirement.

### **Curriculum**

Students will earn 42 hours in CORE curriculum courses. Then, they will earn 39 hours of major requirements and 39 hours of electives.

### **Major Requirements**

(39 hours needed of which 30 are advanced courses)

#### **\*SOCI 1510 - Introduction to Sociology**

*\*Prerequisite course must be completed prior to enrolling in ALL Sociology courses*

#### **SOCI 3200 - Sociological Theory**

*\*Prerequisite SOCI 1510 C or better*

#### **SOCI 3220 - Quantitative Data Collection**

*\*Prerequisite SOCI 1510 C or better and Junior Standing*

#### **SOCI 3240 - Qualitative Data Collection**

*\*Prerequisite SOCI 1510 C or better and Junior Standing*

#### **SOCI 3280 - Quantitative Methods of Social Research**

*\*Prerequisite SOCI 3220 with C or better*

#### **SOCI 4990 - Capstone**

*Enroll during your final semester*

*\*Prerequisite grade of C or better in SOCI 3200, SOCI 3220, SOCI 3240 & SOCI 3280*

**SOCI 3XXXD or 4XXX** *\*Any SOCI Advanced Hours course - Prerequisites may exist; please see catalog*

**SOCI 3XXXD or 4XXX** *\*Any SOCI Advanced Hours course - Prerequisites may exist; please see catalog*

**SOCI 3XXXD or 4XXX** *\*Any SOCI Advanced Hours course - Prerequisites may exist; please see catalog*

**SOCI 3XXXD or 4XXX** *\*Any SOCI Advanced Hours course - Prerequisites may exist; please see catalog*

**SOCI Any Level**

**SOCI Any Level**

### **Recommended General Electives**

(39 advanced courses)

Minor, Certificate or General Elective 3XXX or 4XXX *\* Prerequisites may exist; please see catalog*

Minor, Certificate or General Elective 3XXX or 4XXX *\* Prerequisites may exist; please see catalog*

Minor, Certificate or General Elective 3XXX or 4XXX *\* Prerequisites may exist; please see catalog*

Minor, Certificate or General Elective 3XXX or 4XXX *\* Prerequisites may exist; please see catalog*

Minor, Certificate or General Elective

Minor, Certificate or General Elective

Minor, Certificate or General Elective

Minor, Certificate or General Elective

Minor, Certificate or General Elective

Minor, Certificate or General Elective

Minor, Certificate or General Elective

Minor, Certificate or General Elective

### **UNT Dallas Degree Requirements:**

- 120 hours (minimum) required for degree completion
- Residency Requirement - At least 30 hours must be completed at UNT Dallas
- 42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
- UNT Dallas GPA 2.0 or higher required
- Cumulative GPA 2.0 or higher required
- Sociology GPA 2.5 or higher required

## **Bachelor of Business Administration**

# Accounting, BBA

A bachelor degree in the field of accounting provides the knowledge and skills to succeed at almost anything in the business world. It prepares students to determine how a business is doing and communicate this knowledge to clients or others in the business organization. This program is designed to help students prepare for the CPA but can also prepare them to take the CMA for immediate certification.

**Program Advisor:** Dr. Randall Hahn

Randall.Hahn@untdallas.edu

Requirements for the Bachelor of Business Administration degree with a major in accounting includes the following:

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. **Business Core Requirements:** Completion of a minimum of 42 hours designated as business core requirements.
3. **Major Requirements:** The accounting major requires 36 hours of accounting and business courses
4. **Requirements:** All students entering the accounting program must have an overall cumulative Grade Point Average of at least 2.0, a UNT Dallas Grade Point Average of at least 2.0, and be in good academic standing.

## Curriculum

Students will earn 42 hours in CORE curriculum courses. The recommended courses are as follows:

Foundation Area	Course	Hours
Communication 1	ENGL 1313 - College Writing I (*Grade of C or better required)	3
Communication 2	ENGL 1323 - College Writing II (*Grade of C or better required)	3
Mathematics	MATH 1680 Elementary Probability and Statistics	3
Life & Physical Sciences 1	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Life & Physical Sciences 2	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	ECON 1100 - Microeconomics (*Double-dip w/ business core)	3

Foundation Area	Course	Hours
Component Area 1	COMM 1010 - Intro to Communication (*Double-dip w/ business core)	3
Component Area 2	Choose from: BUSI 1340, CJUS 2100, CJUS 2600, or SOCI 2070	3

Students will earn at least 42 hours of required business core courses as listed below:

Course	Pre-requisite
ECON 1100 - Microeconomics (may be taken as CORE)	
ECON 1110 - Macroeconomics	
COMM 1010 - Introduction to Communication (may be taken as CORE)	
<u>Select ONE:</u>	
· MATH 1680 - Elementary Probability and Statistics	
· MATH 1190 - Business Calculus	MATH 1190 requires MATH 1100 or higher
BCIS 2610 - Intro to Computers in Business	MATH 1100 or higher
ACCT 2010 - Accounting Principles I	MATH 1100 or higher
ACCT 2020 - Accounting Principles II	ACCT 2010 with grade of C or higher
DSCI 2710 - Data Description and Analysis	
BLAW 2300 - Legal & Ethical Environment of Business	
BCIS 3610 - Basic Information Systems	BCIS 2610
MKTG 3650 - Foundations of Marketing Practice	Junior Standing
DSCI 3710 - Business Statistics	DSCI 2710 with a grade of C or better
FINA 3770 - Finance	ACCT 2010 and ACCT 2020 with a grade of C or better
MGMT 3720 - Organizational Behavior	
MGMT 3830 - Operations Management	DSCI 2710
BUSI 4940 - Business Policy	<i>**Graduating Seniors Only**</i>

Students will earn the following 36 credit hours to complete the accounting major:

Course	Pre-requisite
TECM 2700 - Technical Writing	
ACCT 3110 - Intermediate Accounting I	ACCT 2010 and ACCT 2020 with a grade of C or better
ACCT 3120 - Intermediate Accounting II	ACCT 3110
ACCT 3270 - Cost Accounting	ACCT 2010 and ACCT 2020 with a grade of C or better
ACCT 4300 - Federal Income Taxation	ACCT 2010 and ACCT 2020 with a grade of C or better
ACCT 4100 - Accounting Systems	Co-requisite: ACCT 3120
ACCT 4140 - Advanced Accounting Principles	ACCT 3120 with a grade of C or better
ACCT 4400 - Auditing Professional Responsibilities	ACCT 3120, ACCT 4100, and BLAW 3430
ACCT 4270 - Advance Cost Accounting	ACCT 3270
ACCT 4350 -Advance Income Taxation	ACCT 4300
ACCT 4410 - Auditing Evidence	ACCT 4400 with a grade of C or better; DSCI 2305
MGMT 3330 - Communicating in Business	

## Finance, BBA

A bachelor degree in the field of finance prepares students in areas such as budgeting, forecasting, investing, valuation and obtaining funds for business operations.

Program Advisor: Dr. Mostafa Malki

Mostafa.Malki@untdallas.edu

Requirements for the Bachelor of Business Administration degree with a major in finance includes the following:

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. **Business Core Requirements:** Completion of a minimum of 42 hours designated as business core requirements.
3. **Major Requirements:** The finance major requires 36 hours of accounting and business courses
4. **Requirements:** All students entering the finance program must have an overall cumulative Grade Point Average of at least 2.0, a UNT Dallas Grade Point Average of at least 2.0, and be in good academic standing.

### Curriculum

Students will earn 42 hours in CORE curriculum courses. The recommended courses are as follows:

Communication I	ENGL 1313 - College Writing I	3
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	(*Grade of C or better required)	
Communication 2	ENGL 1323 - College Writing II  (*Grade of C or better required)	3
Mathematics	MATH 1680 Elementary Probability and Statistics	3
Life & Physical Sciences 1	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Life & Physical Sciences 2	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	ECON 1100 - Microeconomics  (*Double-dip w/ business core)	3
Component Area 1	COMM 1010 - Intro to Communication  (*Double-dip w/ business core)	3
Component Area 2	Choose from: BUSI 1340, CJUS 2100, CJUS 2600, or SOCI 2070	3

Students will earn at least 42 hours of required business core courses as listed below:

ECON 1100 - Microeconomics (may be taken as CORE)	3
ECON 1110 - Macroeconomics	3
COMM 1010 - Introduction to Communication (may be taken as CORE)	3
<u>Select ONE:</u>  · MATH 1680 - Elementary Probability and Statistics  · MATH 1190 - Business Calculus  (*Prerequisite: MATH 1100 or higher)	3
BCIS 2610 - Intro to Computers in Business	3

(*Prerequisite: MATH 1100 or higher)	
ACCT 2010 - Accounting Principles I (*Prerequisite: MATH 1100 or higher)	3
ACCT 2020 - Accounting Principles II (*Prerequisite: ACCT 2010 with grade of C or higher)	3
DSCI 2710 - Data Description and Analysis	3
BLAW 2300 - Legal & Ethical Environment of Business (*Prerequisites: PSCI 1040 and PSCI 1050)	3
BCIS 3610 - Basic Information Systems (*Prerequisite: BCIS 2610)	3
MKTG 3650 - Foundations of Marketing Practice (*Prerequisite: Junior Standing)	3
DSCI 3710 - Business Statistics (*Prerequisite: DSCI 2710 with a grade of C or better)	3
FINA 3770 - Finance (*Prerequisites: ACCT 2010 and ACCT 2020 with a grade of C or better)	3
MGMT 3720 - Organizational Behavior	3
MGMT 3830 - Operations Management (*Prerequisite: DSCI 2710)	3
BUSI 4940 - Business Policy <b>**Graduating Seniors Only**</b>	3

Students will earn the following 36 credit hours to complete the finance major:

FINA 4200 - Investments (*Prerequisites: FINA 3770 with a grade of C or better)	3
FINA 4300 - Liquidity & Working Capital Management (*Prerequisites: FINA3770 with a grade of C or better)	3
FINA 4310 - Valuation & Financial Decisions (*Prerequisites: FINA3770 with a grade of C or better)	3

ECON 4020 - Money and Financial Institutions (*Prerequisites: ECON 1100 and ECON 1110)	3
FINA 4500 - International Finance (*Prerequisites: FINA3770 with a grade of C or better)	3
ECON 3560 Intermediate Macro-Theory	3
ECON 4850 International Trade	3
LSCM 3960 Logistics and Supply Chain Management	3
MGMT 3330 Communicating in Business	3
BLAW 4450 Corporation Law	3
Advanced 3xxx or 4xxx Business Elective	3
Advanced 3xxx or 4xxx Business Elective	3

## General Business, BBA

### General Business, BBA

A bachelor degree in general business provides the skills that can transfer into a wide variety of career in business. Skill sets include application of knowledge to solve business problems, decision-making, quantitative analysis, communication and strategic management.

Program Advisor: Dr. Daniel Friesen

Daniel.Friesen@untDallas.edu

Requirements for the Bachelor of Business Administration degree in general business includes the following:

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. **Business Core Requirements:** Completion of a minimum of 42 hours designated as business core requirements.
3. **Major Requirements:** The general business major requires 36 hours of accounting and business courses
4. **Requirements:** All students entering the general business program must have an overall cumulative Grade Point Average of at least 2.0, a UNT Dallas Grade Point Average of at least 2.0, and be in good academic standing.

### Curriculum

Students will earn 42 hours in CORE curriculum courses. The recommended courses are as follows:

Communication 1	ENGL 1313 - College Writing I  *Grade of C or better required	3
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Communication 2	ENGL 1323 - College Writing II *Grade of C or better required	3
Mathematics	MATH 1680 Elementary Probability and Statistics	3
Life & Physical Sciences 1	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Life & Physical Sciences 2	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	ECON 1100 - Microeconomics *Double-dip w/ business core	3
Component Area 1	COMM 1010 - Intro to Communication *Double-dip w/ business core	3
Component Area 2	Choose from: BUSI 1340, CJUS 2100, CJUS 2600, or SOCI 2070	3

Students will earn at least 42 hours of required business core courses as listed below:

ECON 1100 - Microeconomics (may be taken as CORE)	3
ECON 1110 - Macroeconomics	3
COMM 1010 - Introduction to Communication (may be taken as CORE)	3
<u>Select ONE:</u> · MATH 1680 - Elementary Probability and Statistics · MATH 1190 - Business Calculus *Prerequisite: MATH 1100 or higher	3
BCIS 2610 - Intro to Computers in Business *Prerequisite: MATH 1100 or higher	3

ACCT 2010 - Accounting Principles I *Prerequisite: MATH 1100 or higher	3
ACCT 2020 - Accounting Principles II *Prerequisite: ACCT 2010 with grade of C or higher	3
DSCI 2710 - Data Description and Analysis	3
BLAW 2300 - Legal & Ethical Environment of Business *Prerequisites: PSCI 1040 and PSCI 1050	3
BCIS 3610 - Basic Information Systems *Prerequisite: BCIS 2610	3
MKTG 3650 - Foundations of Marketing Practice *Prerequisite: Junior Standing	3
DSCI 3710 - Business Statistics *Prerequisite: DSCI 2710 with a grade of C or better	3
FINA 3770 - Finance *Prerequisites: ACCT 2010 and ACCT 2020 with a grade of C or better	3
MGMT 3720 - Organizational Behavior	3
MGMT 3830 - Operations Management *Prerequisite: DSCI 2710	3
BUSI 4940 - Business Policy <i>**Graduating Seniors Only**</i>	3

Students will earn the following 36 credit hours to complete the general business major:

MGMT 3880 - Business Ethics & Social Responsibility	3
MGMT 3850 - Entrepreneurship	3
MGMT 3860 - Human Resource	3
MKTG 4520 - Marketing Channels & Strategic Partnerships *Prerequisite: MKTG 3650	3
ECON 4020 - Money and Financial Institutions *Prerequisite: ECON 1100 and ECON 1110	3

MGMT 3330 - Communicating in Business	3
<u>Select ONE:</u> <ul style="list-style-type: none"> <li>· MGMT 4660 - International Management Perspectives</li> <li>· FINA 4500 - International Finance</li> </ul> <p style="text-align: center;">*Prerequisite: FINA 3770 with a grade of C or better</p>	3
DSCI 3870 - Management Science	
3XXX /4XXX Advanced Business Elective	3
3XXX /4XXX Advanced Business Elective	3
3XXX /4XXX Advanced Business Elective	3
3XXX /4XXX Advanced Business Elective	3

## Hospitality Management, BBA

A bachelor degree in business administration with a major in hospitality management combines skills from human resource management, operations management, finance and accounting as well as sales and marketing to provide a strong business base as well as hospitality specific knowledge.

Program Advisor: Mr. Michael Lansing

Michael.Lansing@untdallas.edu

Requirements for the Bachelor of Business Administration degree in hospitality management includes the following:

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. **Business Core Requirements:** Completion of a minimum of 42 hours designated as business core requirements.
3. **Major Requirements:** The hospitality management major requires 36 hours of accounting and business courses
4. **Requirements:** All students entering the hospitality management program must have an overall cumulative Grade Point Average of at least 2.0, a UNT Dallas Grade Point Average of at least 2.0, and be in good academic standing.

### Curriculum

Students will earn 42 hours in CORE curriculum courses. The recommended courses are as follows:

Communication 1	ENGL 1313 - College Writing I *Grade of C or better required	3
Communication 2	ENGL 1323 - College Writing II *Grade of C or better required	3

Mathematics	MATH 1680 Elementary Probability and Statistics	3
Life & Physical Sciences 1	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Life & Physical Sciences 2	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	ECON 1100 - Microeconomics *Double-dip w/ business core	3
Component Area 1	COMM 1010 - Intro to Communication *Double-dip w/ business core	3
Component Area 2	Choose from: BUSI 1340, CJUS 2100, CJUS 2600, or SOCI 2070	3

Students will earn at least 42 hours of required business core courses as listed below:

ECON 1100 - Microeconomics (may be taken as CORE)	3
ECON 1110 - Macroeconomics	3
COMM 1010 - Introduction to Communication (may be taken as CORE)	3
<u>Select ONE:</u>	
· MATH 1680 - Elementary Probability and Statistics	3
· MATH 1190 - Business Calculus *Prerequisite: MATH 1100 or higher	
BCIS 2610 - Intro to Computers in Business *Prerequisite: MATH 1100 or higher	3
ACCT 2010 - Accounting Principles I *Prerequisite: MATH 1100 or higher	3
ACCT 2020 - Accounting Principles II *Prerequisite: ACCT 2010 with grade of C or higher	3
DSCI 2710 - Data Description and Analysis	3
BLAW 2300 - Legal & Ethical Environment of Business *Prerequisites: PSCI 1040 and PSCI 1050	3
BCIS 3610 - Basic Information Systems *Prerequisite: BCIS 2610	3

MKTG 3650 - Foundations of Marketing Practice *Prerequisite: Junior Standing	3
DSCI 3710 - Business Statistics *Prerequisite: DSCI 2710 with a grade of C or better	3
FINA 3770 - Finance *Prerequisites: ACCT 2010 and ACCT 2020 with a grade of C or better	3
MGMT 3720 - Organizational Behavior	3
MGMT 3830 - Operations Management *Prerequisite: DSCI 2710	3
BUSI 4940 - Business Policy <b>**Graduating Seniors Only**</b>	3

Students will earn the following 36 credit hours to complete the hospitality management major:

HMG 3310 Career Development in Hospitality	3
HMG 33xx Building Consumer Relations in Hospitality	3
HMG 3300 Hospitality Industry Marketing and Sales	3
HMG 3700 Hotel Operations	3
HMG 43xx Hospitality Management Internship	3
HMG 43xxx Capstone	3
Any Level HMG XXXX	3
Any Level HMG XXXX	3
Any Level HMG XXXX	3
Any Level HMG XXXX	3
3xxx or 4xxx Business Elective	3
3xxx or 4xxx Business Elective	3

## **Organizational Behavior and Human Resources Management, BBA**

A bachelor degree in the field of organizational behavior and human resource management provides knowledge and skills to recruit, interview and hire new staff, as well as consult with top executives on strategic issues.

Program Advisor: Dr. Elizabeth Muniz

Elizabeth.Muniz@untDallas.edu

Requirements for the Bachelor of Business Administration degree with a major in organizational behavior and human resource management includes the following:

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. **Business Core Requirements:** Completion of a minimum of 42 hours designated as business core requirements.
3. **Major Requirements:** The organizational behavior and human resource management major requires 36 hours of accounting and business courses
4. **Requirements:** All students entering the organizational behavior and human resource management program must have an overall cumulative Grade Point Average of at least 2.0, a UNT Dallas Grade Point Average of at least 2.0, and be in good academic standing.

## Curriculum

Students will earn 42 hours in CORE curriculum courses. The recommended courses are as follows:

Communication 1	ENGL 1313 - College Writing I  *Grade of C or better required	3
Communication 2	ENGL 1323 - College Writing II  *Grade of C or better required	3
Mathematics	MATH 1680 Elementary Probability and Statistics	3
Life & Physical Sciences 1	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Life & Physical Sciences 2	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	ECON 1100 - Microeconomics  *Double-dip w/ business core	3
Component Area 1	COMM 1010 - Intro to Communication  *Double-dip w/ business core	3
Component Area 2	Choose from: BUSI 1340, CJUS 2100, CJUS 2600, or SOCI 2070	3

Students will earn at least 42 hours of required business core courses as listed below:

ECON 1100 - Microeconomics (may be taken as CORE)	3
ECON 1110 - Macroeconomics	3
COMM 1010 - Introduction to Communication (may be taken as CORE)	3
<u>Select ONE:</u>	
· MATH 1680 - Elementary Probability and Statistics	
· MATH 1190 - Business Calculus	3
*Prerequisite: MATH 1100 or higher	
BCIS 2610 - Intro to Computers in Business	3
*Prerequisite: MATH 1100 or higher	
ACCT 2010 - Accounting Principles I	3
*Prerequisite: MATH 1100 or higher	
ACCT 2020 - Accounting Principles II	3
*Prerequisite: ACCT 2010 with grade of C or higher	
DSCI 2710 - Data Description and Analysis	3
BLAW 3430 - Legal & Ethical Environment of Business	3
*Prerequisites: PSCI 1040 and PSCI 1050	
BCIS 3610 - Basic Information Systems	3
*Prerequisite: BCIS 2610	
MKTG 3650 - Foundations of Marketing Practice	3
*Prerequisite: Junior Standing	
DSCI 3710 - Business Statistics	3
*Prerequisite: DSCI 2710 with a grade of C or better	
FINA 3770 - Finance	3
*Prerequisites: ACCT 2010 and ACCT 2020 with a grade of C or better	
MGMT 3720 - Organizational Behavior	3
MGMT 3830 - Operations Management	3
*Prerequisite: DSCI 2710	

BUSI 4940 - Business Policy <i>**Graduating Seniors Only**</i>	3
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Students will earn the following 36 credit hours to complete the organizational behavior and human resource management major:

MGMT 3860 - Human Resource	3
MGMT 4180 - Workplace Health & Safety	3
MGMT 4300 - Recruitment, Selection, & Placement	3
MGMT 4470 - Leadership	3
MGMT 4840 - Compensation & Benefits Administration	3
MGMT 4890 - Legal Aspects of Employment Practices	3
MGMT 4790 - HR Capstone	3
MGMT 4660 - International Management Perspectives	3
MGMT 3330 - Communicating in Business	3
MGMT 3850 - Entrepreneurship	3
MGMT 3880 - Business Ethics and Social Responsibility	3
MGMT 4860 - Organizational Design and Change	3

## Bachelor of Science

### Biology, BS

Biology is a scientific study of the living world that leads to careers in education, health, environmental science, forensic biology, scientific journalism, and research. Studies in biology give us a way to understand nature and the interconnectedness of all living things. This field is important to everyday life because it allows us to better understand ourselves, our natural resources, and the potential threats that would alter, damage, or destroy our environment. The UNT Dallas Bachelor of Science in Biology is a professional, science-based degree that prepares students to enter professional training in the health field and may lead to a career in the health professions (pharmacy, dentistry, physician assistant, veterinary, and medical sciences).

#### Degree Requirements

##### Core Curriculum - 42 Hours



Core Requirements	Course Recommended	Hours
Communication 1 * <i>Grade of C or better required</i>	ENGL 1313 - College Writing I	3
Communication 2 * <i>Grade of C or better required</i>	TECM 2700 - Technical Writing ( <i>Fulfilled by major req.</i> )	3
Mathematics	MATH 1100 - College Algebra ( <i>Fulfilled by major req.</i> )	3
Life & Physical Sciences 1	Choose from: BIOL 1710 or CHEM 1410 ( <i>Fulfilled by major req.</i> )	3
Life & Physical Sciences 2	Choose from: BIOL 1720 or CHEM 1420 ( <i>Fulfilled by major req.</i> )	3
Language, Philosophy, & Culture	<i>Any approved course in Foundational Area</i>	3
Creative Arts	ART 1300D - Art Appreciation	3
American History 1	HIST 2610D - US History to 1865	3
American History 2	HIST 2620D - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040D - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050D - American Government: Process and Policies	3
Social & Behavioral Science	<i>Any approved course in Foundational Area</i>	3
Component Area 1	<i>Any approved course in Foundational Area</i>	3
Component Area 2	<i>Any approved course in Foundational Area</i>	3

### Major Curriculum Requirements - 67 hours

*\*Must maintain a Major GPA of 2.0 or better*

Biology Core		Hours
BIOL 1710/1730 - General Biology I Lecture and Lab		3/1
BIOL 1720/1740 - General Biology II Lecture and Lab	<i>*Prerequisite BIOL 1710/1730</i>	3/1
BIOL 2301/2311 - Anatomy and Physiology I Lecture and Lab		3/1
BIOL 2041/2042 - Microbiology Lecture and Lab	<i>*Prerequisite BIOL 1710/1730 and credit for or concurrent enrollment in BIOL 1720/1740 (may be taken concurrently)</i>	3/1

Biology Core		Hours
BIOL 3451 - Genetics	<i>*Prerequisite 8 hours Biology, and CHEM 2370/3210 (may be taken concurrently)</i>	3
BIOL 3510 - Cell Biology	<i>*Prerequisite BIOL 1710/1730 and BIOL 1720/1740, not 4 hours of organic chemistry</i>	3
BIOL 4260 - Evolution	<i>*Prerequisite BIOL 3451</i>	3
Biology Electives		
BIOL 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
BIOL 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
BIOL 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
BIOL 3XXX or 4XXX	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Additional Requirements		
CHEM 1410/1430 - General Chemistry I Lecture and Lab	<i>*Prerequisite MATH 1100</i>	3/1
CHEM 1420/1440 - General Chemistry II Lecture and Lab	<i>*Prerequisite CHEM 1410</i>	3/1
CHEM 2370/3210 - Organic Chemistry I Lecture and Lab	<i>*Prerequisite CHEM 1420</i>	3/1
CHEM 2380/3220 - Organic Chemistry II Lecture and Lab	<i>*Prerequisite CHEM 2370</i>	3/1
PHYS 1410/1430 - Physics I Lecture and Lab		3/1
PHYS 1420/1440 - Physics II Lecture and Lab	<i>*Prerequisite PHYS 1410</i>	3/1
MATH 1680 - Statistics		3
MATH 1710 - Calculus	<i>*Prerequisite MATH 1650 or MATH 1600</i>	4

#### Electives/Minor/Certificate Requirements

*\*Please note neither a Minor nor Certificate are required - but are strongly recommended*

Course		Hours
Minor, Certificate or General Elective 3XXXD or 4XXXD	<i>*Prerequisite(s) may exist; please see catalog</i>	3

Course		Hours
Minor, Certificate or General Elective 3XXXD or 4XXXD	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXXD or 4XXXD	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXXD or 4XXXD	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXXD or 4XXXD	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXXD or 4XXXD	<i>*Prerequisite(s) may exist; please see catalog</i>	3
Minor, Certificate or General Elective 3XXXD or 4XXXD	<i>*Prerequisite(s) may exist; please see catalog</i>	3

**UNT Dallas Degree Requirements:**

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
UNT GPA 2.0 or higher required
Cumulative GPA 2.0 or higher required
Biology GPA 2.0 or higher required

## Child Development and Family Studies, BS

A Bachelor's of Science Degree in Child Development and Family Studies prepares graduates with the knowledge and skills to effectively work with young children and their families in multicultural and multilingual urban settings. This program is distinctive in that it emphasizes healthy development of young children (0 to 5 years old) and their families, particularly those who are bilingual. Courses and approximately 100 hours of hands-on experiential learning allow students to develop skills and knowledge to serve typically developing young children in the home, community, and child care settings.

Program Advisor: Nedra Washington  
 Nedra.Washington@untdallas.edu

Requirements for the Bachelor of Science degree with a major in Child Development and Family Studies includes the following:

1. Hours Required and General/College Requirements: A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. Major Requirements: Completion of a minimum of 39 hours from Child Development of which 30 must be advanced. Completion of a minimum of 12 hours from Professional Field (described below). Students should complete 3000-level courses before enrolling in 4000-level courses. 18 listed hours in General Electives are strongly recommended, but can be selected from any college-level courses.
3. Requirements: All students entering the Child Development program must have a cumulative Grade Point Average of at least 2.0 and be in good academic standing. Must clear criminal background check.

**Degree Requirements**

**Core Curriculum - 42 Hours** *\*Must maintain a Major GPA of 2.0 or better*

Core Requirements	Course Recommended	Hours
Communication 1 <i>*Grade of C or better required</i>	ENGL 1313 - College Writing I	3
Communication 2 <i>*Grade of C or better required</i>	ENGL 1323 - College Writing II	3
Mathematics	MATH 1350 - Math for Elementary Educators	4
Life & Physical Sciences 1	BIOL 1132 - Environmental Science	3
Life & Physical Sciences 2	GEOG 1710 - Earth Science	3
Language, Philosophy, & Culture	ENGL 2220 - World Literature I	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	*CDFS 1013 - Human Development	3
Component Area 1	SOCI 2070 - Intro to Race Ethnicity	3
Component Area 2	CDFS 2033 - Parenting in Diverse Families	3

**Major Curriculum Requirements - 39 Hours** *\*Must maintain a Major GPA of 2.0 or better*

Course	Hours
CDFS 3113 - Infant and Toddler Development	3

Course	Hours
CDFS 3123 - Child Development	3
CDFS 3213 - Infant Toddler Intervention	3
CDFS 3300 - Family Theories	3
*CDFS 3310 - Family Crisis	3
*CDFS 3305 - Family Development	3
CDFS 3423 - Family, School, and Community	3
CDFS 4333 - Family Resource Management	3
*CDFS 3315 - Communications in Families	3
CDFS 4023 - Practicum	3
*CDFS 4413 - Family Life Education	3
CDFS 4345 - Parenting Issues and Education	3
CDFS 4395 - CDFS Capstone	3

**Professional Field - 12 Hours** *\*Must maintain a Major GPA of 2.0 or better*

	Hours
*CDFS 3320 - Developmental Sexuality	3
*CDFS 4340 - Occupational & Ethical Issues	3
*CDFS 4323 - Family Law and Public Policy	3
*CDFS 1013 - Human Development	3

**General Electives - 18 Hours** *\*Following courses are strongly recommended, but can be selected from any college-level courses*

Course	Hours
PSYC 1100 - Introduction to Psychology	3
HSML 1300 - Introduction to HS Systems	3
SOCI 1510 - Introduction to Sociology	3
ECON 1100 - Principles of Microeconomics	3

Course	Hours
SPAN 1010 - Elementary Spanish I	3
SPAN 1020 - Elementary Spanish II	3

**UNT Dallas Degree Requirements:**

Hours Required and General/College Requirements
120 hours (minimum) required for degree completion of which 42 must be advanced and fulfillment of degree requirements for the Bachelors of Science Degree
<b>Major Requirements:</b> Completion of 39 hours in Child Development and Family Studies of which 30 must be advanced. Completion of 12 hours in Professional Field (described above). Students should complete 3000-level courses before enrolling in 4000-level courses.
<b>Electives:</b> 18 listed hours in General Electives are strongly recommended, but can be selected from any college-level courses.
*Asterisk denotes classes for Certified Life Education Exam
UNT-Dallas GPA 2.0 or higher
Cumulative GPA 2.0 or higher
Child Development and Family Studies GPA 2.0 or higher required

National Council on Family Relations Certification	
NCFR Contact Areas	Approved coursework for Abbreviated Application (Grade of A, B, or C-)
1. Families & Individuals in Societal Contexts	Family Development
2. Internal Dynamics of Families	Family Crisis
3. Human Growth & Dev Across the Life Span	Human Development
4. Human Sexuality	Developmental Sexuality
5. Interpersonal Relationships	Communication in Families
6. Family Resource Management	Family Resource Management
7. Parent Education & Guidance	Parenting Issues and Education

National Council on Family Relations Certification	
8. Family Law & Public Policy	Public Policy: Family Sciences Perspectives
9. Professional Ethics & Practice	Diversity in Contemporary Families and Family Life and Consumer Education, and Occupational Issues in Family
10. Family Life Education Methodology Internship/Practicum	Family Life and Consumer Education Professional Development in Family Sciences
For more information on CFLE visit <a href="https://www.ncfr.org/cfle-certification/what-family-life-education">https://www.ncfr.org/cfle-certification/what-family-life-education</a>	

## Criminal Justice, BS

### Core Curriculum - 42 Hours

Core Requirements	Course Recommended	Hours	Grade	Term
Communication 1 * <i>Grade of C or better required</i>	ENGL 1313 - College Writing I	3		
Communication 2 * <i>Grade of C or better required</i>	ENGL 1323 - College Writing II	3		
Mathematics	Choose from: MATH 1581 or DSCI 2710	4		
Life & Physical Sciences 1	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3		
Life & Physical Sciences 2	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3		
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3		
Creative Arts	ART 1300 - Art Appreciation	3		
American History 1	HIST 2610 - US History to 1865	3		
American History 2	HIST 2620 - US History 1865 to Present	3		
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3		
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3		
Social & Behavioral Science	CJUS 2100 - Crime & Justice in the US ( <i>Fulfilled by major req.</i> )	3		

Component Area 1	COMM 1010 - Intro to Communication	3		
Component Area 2	CJUS 4901 - Capstone <i>*Prerequisite grade of C or better in SOCI 3200, SOCI 3220, SOCI 3240 &amp; SOCI 3280</i>	3		

**Major Curriculum Requirements - 39 Hours (69 Total) \*Must maintain a Major GPA of 2.5 or better**

Course	Hours	Grade	Term
CJUS 2100 - Crime and Justice in the United States	3		
CJUS 2600 - Diversity Issues	3		
CJUS 2300 - Criminal Law <i>*Prerequisite CJUS 2100</i>	3		
CJUS 2302 - Police Systems <i>*Prerequisite CJUS 2100</i>	3		
CJUS 2301 - Correctional Systems <i>*Prerequisite CJUS 2100</i>	3		
CJUS 3600 - Criminology <i>*Prerequisite CJUS 2100, SOCI 1510, and PSYC 1100</i>	3		
CJUS 3610 - Juvenile Justice <i>*Prerequisite CJUS 2100, SOCI 1510, and PSYC 1100</i>	3		
CJUS 3700 - Ethical Issues in Criminal Justice <i>*Prerequisite CJUS 2100</i>	3		
CJUS 3350 - Statistics in Criminal Justice <i>*Prerequisite CJUS 2100 and MATH 1581 or DSCI 2710</i>	3		
CJUS 4200 - Criminal Procedure <i>*Prerequisite CJUS 2100 and CJUS 2200</i>	3		
CJUS 4300 - Comparative Criminal Justice <i>*Prerequisite Senior standing, 18 CJUS hours, 12 CJUS Core</i>	3		
CJUS 4700 - Research Methods in Criminal Justice <i>*Prerequisite minimum 18 CJUS hours and 12 CJUS Core</i>	3		
CJUS 4901 - Senior Seminar: CJUS and Public Policy  <i>*Prerequisite Senior standing, 18 CJUR hours, 12 CJUS Core - Enroll during your final semester</i>	3		
Criminal Justice Electives - 18 Hours			
CJUS 3XXX or 4XXX <i>- Prerequisites may exist; please see catalog</i>	<i>*Any CJUS Advanced Hours course</i> 3		
CJUS 3XXX or 4XXX <i>- Prerequisites may exist; please see catalog</i>	<i>*Any CJUS Advanced Hours course</i> 3		
CJUS 3XXX or 4XXX <i>- Prerequisites may exist; please see catalog</i>	<i>*Any CJUS Advanced Hours course</i> 3		



CJUS 3XXX or 4XXX - Prerequisites may exist; please see catalog	*Any CJUS Advanced Hours course	3		
CJUS 3XXX or 4XXX - Prerequisites may exist; please see catalog	*Any CJUS Advanced Hours course	3		
CJUS 3XXX or 4XXX - Prerequisites may exist; please see catalog	*Any CJUS Advanced Hours course	3		
Major Supporting Courses - 12 Hours				
TECM 2700 - Technical Writing		3		
PSYC 1100 - Introduction to Psychology		3		
SOCI 1510 - Introduction to Sociology		3		
COMM 1010 - Introduction to Communication		3		

**Electives/Minor/Certificate Requirements - 9 Hours**  
Certificate are required - but are strongly recommended

*\*Please note neither a Minor nor*

Course	Hours	Grade	Term
Minor, Certificate or General Elective	3		
Minor, Certificate or General Elective	3		
Minor, Certificate or General Elective	3		

**UNT Dallas Degree Requirements:**

Requirement	Complete
120 hours (minimum) required for degree completion	
Residency Requirement - At least 30 hours must be completed at UNT Dallas	
42 Advanced Hours (3XXX or 4XXX) - 12 advanced hours must be completed at UNT Dallas	
UNT GPA 2.0 or higher required	
Cumulative GPA 2.0 or higher required	
Criminal Justice GPA 2.5 or higher required	

## Human Services Management and Leadership, BS

The mission of the Human Services Management and Leadership (HSML) program is to prepare human service practitioners, through education, reasearch, and service, to serve as leaders in nonprofit service agencies. The HSML

program provides an innovative interdisciplinary curriculum designed to prepare highly competent professionals to work in nonprofit organizations serving individuals, groups, organizations, and communities.

Program Faculty Advisor: Dr. Constance Lacy at Constance.Lacy@untdallas.edu

Students may indicate an intention of majoring in Human Services Management and Leadership (HSML) at any point during the early part of their academic career by declaring a pre-HSML major. They may consult with HSML advisors regarding degree requirements at any time. However, formal acceptance as an HSML major program is contingent upon (a) earning a "B" or better in HSML 3000, (b) having a 2.75 GPA overall, and (c) approval of a formal application for admission. Applications are available from program faculty.

Requirements for the Bachelor of Science degree with a major in Human Service Management and Leadership include the following.

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. **Major Requirements:** Completion of a minimum of 36 hours from the human service curriculum, of which 27 must be advanced. Students should complete 3000-level courses before enrolling in 4000-level courses. Students must earn a grade of "C" or higher in all major requirements.
3. **Minor Requirements:** A minor is not required **BUT** recommended in Psychology or Sociology. Specific course sequences for a minor are determined by the department offering the minor.
4. **Specialization/Certificate Program Requirements:** A minimum of 12 hours in one of the approved human services specialization or certificate programs, specifically Applied Gerontology, Substance Abuse & Addiction, or Alternative Dispute Resolution. Students must earn a grade of "C" or higher in all specialization/certificate requirements.
5. **Electives:** Hours required for electives may vary based on course selection and the University Core Curriculum Requirements. Students are responsible for completing the total minimum hours required for the degree.
6. **GPA Requirements:** All students entering the Human Services Management Leadership program must have a cumulative grade point average of at least 2.0 or otherwise be in good academic standing.

#### Core Curriculum - 42 Hours

Core Requirements	Course Recommended	Hours
Communication 1 <i>Grade of C or better required</i>	ENGL 1313 - College Writing I	3
Communication 2 <i>Grade of C or better required</i>	ENGL 1323 - College Writing II	3
Mathematics	Choose from: MATH 1580 or MATH 1680	4
Life & Physical Sciences 1	BIOL 1132 - Environmental Science	3
Life & Physical Sciences 2	GEOG 1710 - Earth Science	3
Language, Philosophy, & Culture	ENGL 2220 - World Literature I <b>or</b> LING 2050 - Language of Now	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3

Core Requirements	Course Recommended	Hours
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	HSML 1300 - An Introduction to the Helping Profession	3
Component Area 1	AGER 2250 - Aging in Film & Literature	3
Component Area 2	CDFS 1013 - Human Development	3

**Major Curriculum Requirements - 36 Hours** *\*Must obtain a grade of "C" or better*

Course	Hours
HSML 3000 - Human Service in the Non-Profit Sector	3
HSML 3100 - Professional Interpersonal Skills	3
HSML 3700 - Case Management in H.S. <i>*Co-requisite HSML 3000</i>	3
TRACK OPTION ONE - ADMINISTRATIVE	
HSML 4000 - Finance for Nonprofits <i>*Prerequisite: HSML 3000</i>	3
HSML 4700 - Program Planning and Evaluation <i>*Prerequisite: HSML 3000</i>	3
HSML 4200 - Grant Proposal Research and Writing <i>*Prerequisites: HSML 3000, 4350; Co-requisite: HSML 4000</i>	3
HSML 4300 - Volunteer Development and Management <i>*Prerequisite: HSML 3000, 3100; co-requisite: HSML 4350</i>	3
HSML 4350 - Community Organizing, Development and Collaboration <i>*Prerequisite: HSML 3000</i>	3
HSML 4400 - Leadership in the Nonprofit Sector <i>*Co-requisite: HSML 3000</i>	3
HSML XXXX Human Systems	3
HSML 4850 - Internship <i>*Prerequisite Consent of HSML Coordinator</i>	3
HSML 4750 - Capstone <i>*Prerequisite: Consent of HSML Coordinator</i>	3

TRACK OPTION TWO - DIRECT PRACTICE	
HSML XXXX Human Systems <i>*Prerequisite: HSML3000</i>	3
HSML 4500 Diversity and Social Justice in H.S. <i>*Prerequisite: HSML 3000</i>	3
HSML 4150 Group Processes in H.S. <i>*Prerequisites: HSML3000, 4350; Co-requisite: HSML 4000</i>	3
HSML 4XXX Ethics and Values in Human Services <i>*Prerequisite: HSML3000</i>	3
HSML 3850 Behavioral Addictions <i>*Prerequisite: HSML 3000</i>	3
HSML 4XXX Theory of Peer Recovery <i>*Prerequisite: HSML 3000</i>	3
HSML 4XXX Child Welfare	3
HSML4851 Internship II	3
HSML 4750 - Capstone <i>*Prerequisite: Consent of HSML Coordinator</i>	3

**Certificate Requirements: 12-18 Hours** *\*Students must complete a Certificate in addition to Major Requirements and earn a grade of "C" or better*

<b>Select from:</b> <b>APPLIED GERONTOLOGY, ALTERNATIVE DISPUTE RESOLUTION or SUBSTANCE ABUSE  &amp; ADDICTIONS</b>	
<b>SUBSTANCE ABUSE &amp; ADDICTIONS</b>	<b>Hours</b>
HSML 4100 Chemical Addictions <i>*Prerequisltes: HSML 3000; Co-requisites: HSML 3100, 3700</i>	3
HSML 4120 Theoretical Approaches to Addiction Treatment <i>*Prerequisites: HSML 3000, 3100; Co-requisite: HSML 4100</i>	3
HSML 4650 Assessment of Behavioral and Chemical Addictions <i>*Prerequisites; HSML 4100, 4120</i>	3
HSML 4660 Intervention Strategies for Behavioral and Chemical Addictions <i>*Prerequisites: HSML 4100, 4120; Co-requisite: HSML 4650</i>	3
<b>GERONTOLOGY</b>	<b>Hours</b>
AGER 4500 - LTC Case Management for Elders	3

AGER 4550 - Sociology of Aging	3
AGER 4750 - Sexuality and Aging	*Elective Option
AGER 4780 - Aging Programs and Services	*Elective Option
<b>ALTERNATIVE DISPUTE RESOLUTION</b>	
	<b>Hours</b>
PACS 4000 - Mediation	3
PACS 4050 - Negotiation <i>*Prerequisite: PACS 4000</i>	3
PACS 4060 - Practicum <i>*Prerequisite: PACS 4000</i>	3
*PACS XXXX - Choose from the Elective Option	3
PACS 4010 - Family Mediation	*Elective Option
PACS 4020 - Workplace ADR	*Elective Option
PACS 4030 - Global Work Dispute Resolution	*Elective Option
PACS 4040 - Crisis Intervention	*Elective Option
PACS 4XXX - Foundations of Conflict Resolution	*Elective Option

**Electives - 30 Hours**

*\*Please note class options below are recommended for Human Service Management & Leadership majors, but are not required.*

Course	Hours
General Elective - HSML 4XXX Crisis Intervention in HS	3
General Elective - HSML 4620 Special Problems	3
General Elective - HSML 4525 Problems of Youth: Prevention and Intervention <i>*Highly suggested to take concurrently with HSML 3100, HSML 3000</i>	3
General Elective	3
General Elective	3

General Elective	3
General Elective	3
General Elective	3
General Elective	3
General Elective	3

**UNT Dallas Degree Requirements:**

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - Last 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 12 advanced hours must be completed at UNT Dallas
UNT GPA 2.0 or higher required
Cumulative GPA 2.0 or higher required
HSML Major - Grade of "C" or better is required in all courses

## Interdisciplinary Studies Grades 4-8

### Core Curriculum Recommendations - 42 Hours

Core Requirements	TCCNS #	UNTD #	Course	Hrs
Communication 1	ENGL 1301	ENGL 1313	College Writing I	3
Communication 2	ENGL 1302	ENGL 1323	College Writing II	3
Mathematics	MATH 1314	MATH 1100	Algebra	3
Life & Physical Sciences 1	BIOL 1406	BIOL 1710	Biology for Science Majors I with Lab	3
Life & Physical Sciences 2	BIOL 1407	BIOL 1720	Biology for Science Majors II	3
Language, Philosophy, & Culture	Varies	Varies	Any Course in Foundation Area	3
Creative Arts	Varies	Varies	Any Course in Foundation Area	3
American History 1	Varies	Varies	Any Course in Foundation Area	3

Core Requirements	TCCNS #	UNTD #	Course	Hrs
American History 2	Varies	Varies	Any Course in Foundation Area	3
Government & Political Science 1	GOVT 2305	PSCI 1040	American Government: Laws & Institutions	3
Government & Political Science 2	GOVT 2306	PSCI 1050	American Government: Process & Policy	3
Social & Behavioral Science	TECA 1354	DFST 1013	Human Development	3
Component Area 1	Varies	Varies	Any Course in Foundation Area	3
Component Area 2	Varies	Varies	Any Course in Foundation Area	3

## Major Curriculum Requirements - 36-39 Total Hours

\*Must maintain a GPA of 2.75 or higher with "C" or better in each course

### Teacher Education Core (15 hours)

TCCNS #	UNTD #	Course Name	Hrs	
	UNTD only	EDUC 3320	Foundations of Education: The School Curriculum	3
	UNTD only	EDSE 4060	Content Area Reading	3
	UNTD only	EDSP 4340	Classroom and Behavior Management Strategies	3
	UNTD only	EDUC 4200	Student Teaching	6

### Certification Area Requirements

Students must choose and complete the requirements for at least one certification area

Mathematics (22 hours)	Science (21 hours)	Social Studies (24 hours)	Language Arts (21 hours)
MATH 1354 - Numbers & Operations for Teachers	CHEM 1410/30 - General Chemistry I	LING 3060 - Principles of Language Study	LING 3060 - Principles of Language Study
MATH 1355 - Probability & Statistics for Teachers	CHEM 1420/40 - General Chemistry II	HIST 2610 - US History to 1865	EDRE 4861 - Integrated Language Arts & Social Studies Instruction
MATH 1600 - Trigonometry	GEOG 1710 - Earth Science	HIST 2620 - US History from 1865	
		HIST 4700 - Texas History	
			Choose 15 hours from:

Mathematics (22 hours)	Science (21 hours)	Social Studies (24 hours)	Language Arts (21 hours)
MATH 1710 - Calculus I MATH 2000 - Discrete Math MATH 4060 - Foundations of Geometry EDEE 4350 - Math in Grades EC-6	PHYS 1052 - Solar System PHYS 1410/30 - General Physics I EDEE 4330 - Science in Grades EC-6	EDRE 4861 - Integrated Language Arts & Social Studies Instruction Choose 9 hours from: HIST 1050 - World Civilization to 1500 HIST 1060 - World Civilization since 1500 Any HIST, GEOG, ECON, or PSCI 2XXX or higher level course	Any ENGL 2XXX or high level course

## Electives - 39-42+ Hours

(Additional hours may be required based on coursework completed above. 120+ total hours needed for graduation)

### Recommended Electives (for students pursuing additional skills or certifications)

Mathematics	Science	Social Studies	Language Arts
MATH 1353 - Geometry and Measurements for Teachers MATH 2700 - Linear Algebra and Vector Geometry MATH 3680 - Applied Statistics	MATH 1354 - Numbers and Operations for Teachers MATH 1355 - Probability and Statistics for Teachers or MATH 1680 - Elementary Probability and Statistics MATH 1353 - Geometry and Measurements for Teachers	Any HIST, GEOG, ECON, or PSCI 2XXX or higher level course	Any ENGL 2XXX or higher level course
<b>Bilingual/ESL</b>		<b>Special Education</b>	
LING 3060 - Principles of Language Study LING 4030 - Acquisition of ESL EDBE 3480 - Bilingualism/Multiculturalism EDBE 3470 - Foundations of Bilingual & ESL Education EDBE 4490 - Teaching ESL EC-12 Instructional Strategies EDRE 4840 - Linguistically Diverse Learners		EDSP 3240 - Family Communication & Collaboration EDSP 3420 - Behavioral Disorders EDSP 4320 - Educational Assessment & Evaluation of Exceptional Learners EDSP 4330 - Advanced Educational Strategies of Exceptional Learners EDSP 4360 - Transition Education & Services for Exceptional Learners	



# UNT Dallas Degree Requirements:

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
UNT Dallas GPA 2.75 or higher required with "C" or better required in all coursework (core and major)
Overall GPA 2.75 or higher required
Major GPA 2.75 or higher required

## Interdisciplinary Studies Grades EC-6

## Core Curriculum Recommendations - 42 Hours

Core Requirements	TCCNS #	UNTD #	Course	Hrs
Communication 1	ENGL 1301	ENGL 1313	College Writing I	3
Communication 2	ENGL 1302	ENGL 1323	College Writing II	3
Mathematics	UNTD only	MATH 1354	Numbers and Operations for Teachers	3
Life & Physical Sciences 1	PHYS 1415	PHYS 1210	Conceptual Physics	3
Life & Physical Sciences 2	PHYS 1404	PHYS 1052	Solar System	3
Language, Philosophy, & Culture	UNTD only	LING 2050	Language of Now	3
Creative Arts	Varies	Varies	Any Course in Foundation Area	3
American History 1	HIST 1301	HIST 2610	United States History to 1865	3
American History 2	HIST 1302	HIST 2620	United States History Since 1865	3
Government & Political Science 1	GOVT 2305	PSCI 1040	American Government: Laws & Institutions	3

Core Requirements	TCCNS #	UNTD #	Course	Hrs
Government & Political Science 2	GOVT 2306	PSCI 1050	American Government: Process & Policy	3
Social & Behavioral Science	TECA 1354	DFST 1013	Human Development	3
Component Area 1	UNTD only	EDSP 2310	Individuals with Disabilities	3
Component Area 2	UNTD only	AEAH 1750	Visual Arts Integration (take all 3 courses)	1
	UNTD only	MUED 1130	Foundations in Music	1
	UNTD only	THEA 1130	Intro to Creative Drama in the Elem. School	1

## Major Curriculum Requirements - 72 Total Hours

\*Must maintain a GPA of 2.75 or better with "C" or better in each course

### Mathematics Courses (9 hours)

TCCNS #	UNTD #	Course Name	Hrs
UNTD only	MATH 1354	Numbers and Operations for Teachers	3
UNTD only	MATH 1352	Algebra for Teachers	6
UNTD only	MATH 1353	Geometry and Measurement for Teachers	
UNTD only	MATH 1355	Probability and Statistics for Teachers	

### Science Courses (9 hours)

TCCNS #	UNTD #	Course Name	Hrs
PHYS 1415	PHYS 1210	Conceptual Physics	3
PHYS 1404	PHYS 1052	Solar System	3
UNTD only	CHEM 1360	Context of Chemistry	3
UNTD only	BIOL 1082	Biology for Educators	

TCCNS #	UNTD #	Course Name	Hrs
GEOL 1401	GEOG 1710	Earth Science	
BIOL 2406	BIOL 1132	Environmental Science	
PHYS 1403	PHYS 1062	Stars and the Universe	

## Social Studies Courses (12 hours)

TCCNS #	UNTD #	Course Name	Hrs
HIST 1301	HIST 2610	US History to 1865	3
HIST 1302	HIST 2620	US History From 1865	3
HIST 2301	HIST 2301 or 4700	Choose 2: Texas History	6
ECON 2301	ECON 1100	Principles of Microeconomics	
ECON 2302	ECON 1110	Principles of Macroeconomics	

APPLY TO THE EMERGING TEACHER INSTITUTE

## Teacher Education Courses (24 hours)

TCCNS #	UNTD #	Course Name	Hrs
UNTD only	LING 3060	Principles of Language Study	3
UNTD only	EDUC 3320	Foundations of Education: The School Curriculum	3
UNTD only	EDUC 33XX	"To be Determined" *Prerequisite EDUC 3320	3
UNTD only	KINE 3551	Physical and Health Literacy	3
UNTD only	EDEC 3613	Introduction to Early Childhood Education *Prerequisite DFST 1013	3
UNTD only	EDRE 4450	Reading and Writing (Birth through Grade 6) *Prerequisite DFST 1013	3
UNTD only	EDRE 4850	Assessment and Evaluation of Reading *Prerequisite EDRE 4450	3

TCCNS #	UNTD #	Course Name	Hrs
UNTD only	EDEC 4633	Nurturing Children's Social Competence *Prerequisite EDEC 3613	3

## Clinical I (12 hours)

TCCNS #	UNTD #	Course Name	Hrs
UNTD only	EDEE 4330	Science in Grades EC-6 *Prerequisite: all science coursework	3
UNTD only	EDEE 4350	Mathematics in Grades EC-8 *Prerequisite: all math coursework	3
UNTD only	EDRE 4861	Integrated Lang. Arts & SS K-8 *Prerequisite EDUC 3320, EDRE 4450	3
UNTD only	EDSP 4340	Classroom and Behavioral Mgmt *Prerequisite EDSP 2310, 3240	3

## Clinical II (6 hours)

\*Taken during final semester

TCCNS #	UNTD #	Course Name	Hrs
UNTD only	EDUC 4200	Student Teaching *Prerequisite: all other coursework completed	6

## Electives - 6+ Hours

(Additional hours may be required based on coursework completed above. 120+ total hours needed for graduation)

## Recommended Electives (for students pursuing additional skills or certifications)

Bilingual/ESL Electives	Spanish Electives	Special Education Electives	EC-6 Content electives
EDBE 3470 - Foundations of BIL & ESL Education	SPAN 1010 - Elementary Spanish I	EDSP 3240 - Family Comm. & Collaboration	ART 1303 - Survey of Art History I
EDBE 3480 - Bilingualism/Multiculturalism	SPAN 1020 - Elementary Spanish II	EDSP 3420 - Behavior Disorders	

EDBE 4480 - Bilingual Approaches to Language & Literacy Learning	SPAN 2313 - Spanish for Heritage Speakers	EDSP 4320 - Educ. Assessment & Evaluation of Exceptional Learners	EDEE 2210 - Social Stud & Science Curriculum
EDBE 4490 - Teaching ESL EC-12 Instructional Strategies	SPAN 3313 - Advanced Spanish for Heritage Speakers	EDSP 4330 - Adv. Educational Strategies of Exceptional Learners	EDEC 4243 - Environmental Processes & Assessment
LING 4030 - Acquisition of ESL			
EDRE 4840 - Linguistically Diverse Learners			

## UNT Dallas Degree Requirements:

Requirement
120 hours (minimum) required for degree completion
Residency Requirement - At least 30 hours must be completed at UNT Dallas
42 Advanced Hours (3XXX or 4XXX) - 24 advanced hours must be completed at UNT Dallas
UNT Dallas GPA 2.75 or higher required with "C" or better required in all coursework (core and major)
Overall GPA 2.75 or higher required
Major GPA 2.75 or higher required

## Logistics and Supply Chain Management, BS

A bachelor degree in logistics and supply chain management provides the skills necessary to analyze and coordinate an organization's supply chain, which ensure movement of products from suppliers to consumers.

Program Advisor: Dr. Subhro Mitra

Subhro.Mitra@untdallas.edu

Requirements for the Bachelor of Science degree in logistics and supply chain management includes the following:

1. **Hours Required and General/College Requirements:** A minimum of 120 semester hours, of which 42 must be advanced, and fulfillment of degree requirements for the Bachelor of Science degree.
2. **Business Core Requirements:** Completion of a minimum of 48 hours designated as business core requirements.

3. **Major Requirements:** The logistics and supply chain management major requires 36 hours of accounting and business courses
4. **Requirements:** All students entering the logistics and supply chain management program must have a cumulative Grade Point Average of at least 2.0 and be in good academic standing.

### Curriculum

Students will earn 42 hours in CORE curriculum courses. The recommended courses are as follows:

Communication 1	ENGL 1313 - College Writing I *Grade of C or better required	3
Communication 2	ENGL 1323 - College Writing II *Grade of C or better required	3
Mathematics	MATH 1680 Elementary Probability and Statistics	3
Life & Physical Sciences 1	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Life & Physical Sciences 2	Choose from: BIOL 1132, CHEM 1360, or GEOG 1710	3
Language, Philosophy, & Culture	Choose from: ENGL 2220 or LING 2050	3
Creative Arts	ART 1300 - Art Appreciation	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	PSCI 1040 - American Government: Laws and Institutions	3
Government & Political Science 2	PSCI 1050 - American Government: Process and Policies	3
Social & Behavioral Science	ECON 1100 - Microeconomics *Double-dip w/ business core	3
Component Area 1	COMM 1010 - Intro to Communication *Double-dip w/ business core	3
Component Area 2	Choose from: BUSI 1340, CJUS 2100, CJUS 2600, or SOCI 2070	3

Students will earn at least 48 hours of required business core courses as listed below:

ECON 1100 - Microeconomics (may be taken as CORE)	3
ECON 1110 - Macroeconomics	3
COMM 1010 - Introduction to Communication (may be taken as CORE)	3
<u>Select ONE:</u>	3

· MATH 1680 - Elementary Probability and Statistics	
· MATH 1190 - Business Calculus*Prerequisite: MATH 1100 or higher	
BCIS 2610 - Intro to Computers in Business *Prerequisite: MATH 1100 or higher	3
ACCT 2010 - Accounting Principles I *Prerequisite: MATH 1100 or higher	3
ACCT 2020 - Accounting Principles II *Prerequisite: ACCT 2010 with grade of C or higher	3
DSCI 2710 - Data Description and Analysis	3
BLAW 3430 - Legal & Ethical Environment of Business *Prerequisites: PSCI 1040 and PSCI 1050	3
BCIS 3610 - Basic Information Systems *Prerequisite: BCIS 2610	3
MKTG 3650 - Foundations of Marketing Practice *Prerequisite: Junior Standing	3
DSCI 3710 - Business Statistics *Prerequisite: DSCI 2710 with a grade of C or better	3
FINA 3770 - Finance *Prerequisites: ACCT 2010 and ACCT 2020 with a grade of C or better	3
MGMT 3720 - Organizational Behavior	3
MGMT 3830 - Operations Management *Prerequisite: DSCI 2710	3
BUSI 4940 - Business Policy <b>**Graduating Seniors Only**</b>	3

Students will earn the following 36 credit hours to complete the logistics and supply chain management major:

LSCM 3960 - Logistics and Supply Chain Management	3
LSCM 4560 - Business Transportation Management	3
LSCM 4360 - Global Alliances & International Supply Chain Management *Prerequisite: LSCM 3960	3
LSCM 4530 - E-Logistics in Supply Chain Management	3
LSCM 4800 - Logistics Internship *Prerequisite: LSCM 3960 and LSCM 4560	3
LSCM 4860 - Advanced Logistics Management *Prerequisite: LSCM 3960	3
MGMT 4470 - Leadership	3
MGMT 4660 - International Management Perspectives	3
MGMT 4810 - Purchasing & Materials Management	3
ACCT 3270 - Cost Accounting *Prerequisites: ACCT 2010 and ACCT 2020 with a grade of C or better	3

3xxx or 4 xxx Advanced Business Elective	3
3xxx or 4 xxx Advanced Business Elective	3

## Public Health, BS

### Core Curriculum - 42 Hours

Core Requirements	Course Recommended	Hours
Communication 1 * <i>Grade of C or better required</i>	ENGL 1313 - College Writing I	3
Communication 2 * <i>Grade of C or better required</i>	ENGL 1323 - College Writing II or TECM 2700	3
Mathematics	MATH 1680 ( <i>Fulfilled by major requirement</i> )	3
Life & Physical Sciences 1	BIOL 1710- Biology I ( <i>Fulfilled by major requirement</i> )	3
Life & Physical Sciences 2	BIOL 1720- Biology II ( <i>Fulfilled by major requirement</i> )	3
Language, Philosophy, & Culture	<i>Any approved course in Foundational Area</i>	3
Creative Arts	<i>Any approved course in Foundational Area</i>	3
American History 1	HIST 2610 - US History to 1865	3
American History 2	HIST 2620 - US History 1865 to Present	3
Government & Political Science 1	<i>Any approved course in Foundational Area</i>	3
Government & Political Science 2	<i>Any approved course in Foundational Area</i>	3
Social & Behavioral Science	SOCI 1510 - Intro to Sociology	3
Component Area 1	COMM 1010	3
Component Area 2	SOCI 2070, SPAN 1010, 1020, or 2313	3

### Major Curriculum Requirements - 56 Hours

**Must maintain a Major GPA of 2.5 or better**

### Math and Science Requirements - 23 Hours

	<b>Hours</b>
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MATH 1680- Elementary Probability and Statistics	3
BIOL 1710- Biology for Science Majors I Lecture and Lab	3/1
BIOL 1720- Biology for Science Majors II Lecture and Lab	3/1
BIOL 2301/2311- Anatomy & Physiology I Lecture and Lab	3/1
CHEM 1410/1430- General Chemistry I Lecture and Lab *Prerequisite MATH 1100	3/1
CHEM 1420/1440- General Chemistry II Lecture and Lab *Prerequisite CHEM 1410	3/1

### Public Health Core Courses - 12 Hours

Courses	Hours
PBHL 2300- Introduction to Public Health	3
SOCI 3120- Sociology of Health and Illness	3
PBHL 4100- Epidemiology *Prerequisite: MATH 1680	3
PBHL 43XX- Public Health Capstone *Prerequisite: Senior standing and grade of "C" or better in MATH 1680, PBHL 2300 and 43xx, SOCI 3120	3

### Public Health Electives - 21 Hours with at least 12 hours from Cluster 1, and 3 hours from Clusters 2, 3, and 4

Cluster 1 - Health Science	Cluster 2 - Behavioral and Community Health	Cluster 3 - Diversity, Ethics, and Health Policy	Cluster 4 - Health Promotion and Programs
PBHL 33XX- Human Nutrition	AGER 4550- Sociology of Aging	PBHL 3330- Health Policy	AGER 4500- Long-Term Care Old e Adults
BIOL 2302/2312 Anat. & Physiol. Lect. & Lab	PSYC 2580- Health Psychology	SOCI 4540- Race and Ethnic Minorities	AGER 4780- Aging Programs & Services
BIOL 43XX- Urban Ecology	PSYC 3620- Developmental Psychology	SOCI 4240- Sociology of Sexuality	HSML 3000- Human Services Non Profit Sector
BIOL 2041/2042- Microbiology Lect. & Lab	SOCI 3110- Sociology of Mental Health		PBHL 4340- Planning & Admin. Health Programs
BIOL 3451- Genetics	SOCI 3300- Urban Sociology		PBHL 3320- Health Promotion Skills and Competencies
BIOC 3621- Elem. Biochemistry	SOCI 4350- Community Organization		
CHEM 2370/3210- Org. Chem. I Lect. & Lab	SPAN 3570- Spanish in the Community		
CHEM 2380/3220- Org. Chem. II Lect. & Lab			

PHYS 1410/1430- Physics Lect. & Lab			
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Courses	Hours
Public Health Elective ( <i>choose from Cluster 1- Health Science</i> )	3 or 4
Public Health Elective ( <i>choose from Cluster 1- Health Science</i> )	3 or 4
Public Health Elective ( <i>choose from Cluster 1- Health Science</i> )	3 or 4
Public Health Elective ( <i>choose from Cluster 1- Health Science</i> ) <b>**If needed</b>	3 or 4
Public Health Elective ( <i>choose from Cluster2 - Behavioral and Community Health</i> )	3
Public Health Elective ( <i>choose from Cluster 3- Diversity, Ethics, and Global Health</i> )	3
Public Health Elective ( <i>choose from Cluster 4 - Health Promotion and Programs</i> )	3
Public Health Elective ( <i>choose from any Cluster</i> )	3

## Minors and Academic Certificates

• Minors (Undergraduate)	• Academic Certificates (Undergraduate)
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### Minors (Undergraduate)

All listed undergraduate minors require a minimum of 18 credit hours, with a minimum of 6 of those credit hours being advanced level (3000/4000) courses. Additional requirements are listed with the specific minor. Students may need to satisfy course prerequisites which require additional courses not listed in the specific minor requirements.

**Minors must be earned in conjunction with a bachelor's degree and an undergraduate major. A student is unable to earn a major and a minor in the same academic discipline.**

### Biology

Course	Hours
BIOL 1710 - Biology for Science Majors I	3

Course	Hours
BIOL 1730 - Biology for Science Majors I Laboratory	1
BIOL 1720 - Biology for Science Majors II	3
BIOL 1740 - Biology for Science Majors II Laboratory *Prerequisite(s): BIOL 1710 & BIOL 1730	1
BIOL 3000/4000 Advanced Biology Elective	3
BIOL 3000/4000 Advanced Biology Elective	3
BIOL Biology Elective(s)	4

### Business Foundations

Course	Hours
ACCT 2010 - Accounting Principles I (Financial Accounting) *Prerequisite: MATH 1100 or higher-level math	3
ACCT 2020 - Accounting Principles II (Managerial Accounting) *Prerequisite: ACCT 2010 with grade of C or higher	3
MKTG 3650 - Marketing Foundations *Prerequisite: Junior standing	3
FINA 3770 - Finance *Prerequisite: ACCT 2010 and ACCT 2020 with a grade of C or better	3
<b>Select ONE:</b>  MGMT 3720 - Organizational Behavior  MGMT 3820 - Management Concepts	3
3000/4000 Advanced Elective from ACCT or BCIS or BLAW or BUSI or DSCI or ECON or FINA or MGMT or MKTG course	3

### Chemistry

<b>Course</b>	<b>Hours</b>
CHEM 1410 - General Chemistry for Science Majors *Prerequisite: MATH 1100 or higher-level math	3
CHEM 1430 - Laboratory Sequence for General Chemistry	1
CHEM 1420 - General Chemistry for Science Majors *Prerequisite: CHEM 1410 or consent of department	3
CHEM 1440 - Laboratory Sequence for General Chemistry *Prerequisite: CHEM 1430	1
CHEM 2370 - Organic Chemistry *Prerequisite: CHEM 1420	3
CHEM 3210 - Organic Chemistry Laboratory *Prerequisite: CHEM 1440	1
CHEM 2380 - Organic Chemistry *Prerequisite: CHEM 2370	3
CHEM 3220 - Organic Chemistry Laboratory *Prerequisite: CHEM 3210	1
<b>Select TWO:</b>  BIOC 3300 - Elementary Biochemistry BIOL 4120 - Environmental Chemistry CHEM 3451 - Quantitative Analysis CHEM 3530 - Physical Chemistry for Life Science CHEM 4351 - Forensic Chemistry CHEM 4631 - Instrumental Analysis CHEM 4660 - Introduction to Computational Chemistry CHEM 4670 - Introduction to Medicinal Chemistry	6

**Computer Science**

Course	Hours
CSCE 1030 - Computer Science I *Prerequisite: MATH 1600 or higher-level math (or taken concurrently)	4
CSCE 1040 - Computer Science II *Prerequisite: MATH 1600 or higher-level math (or taken concurrently)	3
CSCE 2100 - Computing Foundations I *Prerequisite: CSCE 1040	3
CSCE 2110 - Computing Foundations II *Prerequisite: CSCE 2100	3
CSCE 3000/4000 Advanced Computer Science Elective	3
CSCE 3000/4000 Advanced Computer Science Elective	3

#### **Criminal Justice**

Course	Hours
CJUS 2100 - Crime and Justice in the United States	3
CJUS 2300 - Criminal Law *Prerequisite: CJUS 2100	3
CJUS 3600 - Criminology *Prerequisite(s): SOCI 1510, PSYC 1100, & CJUS 2100	3
CJUS Criminal Justice Elective (Advanced if needed)	3
CJUS Criminal Justice Elective	3
CJUS Criminal Justice Elective	3

#### **Criminalistics**

**(Students must obtain a minimum grade of "C" in all courses used for the Criminalistics minor)**

Course	Hours
BIOL 1710 - Biology for Science Majors I	3
BIOL 1730 - Biology for Science Majors I Laboratory	1
<b>Select ONE:</b>  CHEM 1360 - Context of Chemistry  CHEM 1410/1430 - General Chemistry for Science Majors/Lab Sequence for General Chemistry	3-4
CJUS 3360 - Anthropological Criminalistics  *Prerequisite: Junior standing	3
BIOL 3331 - Biomedical Criminalistics  *Prerequisite: BIOL 1710 or BIOL 1720	3
CJUS 4360 - Criminal Investigation  *Prerequisite(s): CJUS 2100, CJUS 3201 & CJUS 3300	3
CJUS 4370 - Advanced Criminalistics I  *Prerequisite(s): CJUS 2100 & CJUS 3300	3
CJUS 4380 - Advanced Criminalistics II  *Prerequisite(s): CJUS 2100 & CJUS 3300	3

### Dealership Management

Course	Hours
MGMT 3340 - Introduction to the Global Auto Industry	3
MGMT 3341 - Dealership Fixed Operations  *Prerequisite: MGMT 3340 or consent of department	3
MGMT 4340 - Dealership Variable Operations  *Prerequisite: MGMT 3340 or consent of department	3
MGMT 4341 - Finance and Insurance/Regulatory & Compliance Issues	3

Course	Hours
*Prerequisite(s): MGMT 3340, MGMT 3341, MGMT 4340	
MGMT 4345 - Dealership Accounting & Financial Statement Analysis *Prerequisite(s): MGMT 3340, MGMT 3341, MGMT 4340, and MGMT 4341	3
MGMT 4800 - Internship *Prerequisite: Consent of advisor.	3

### History

All students pursuing a minor in History must have a cumulative Grade Point Average of at least 2.0 and be in good academic standing.

Texas State Law requires that the university may not award a minor in History unless the student has credit for 6 hours in American history. Students are encouraged to take HIST 2610 and 2620 to meet this requirement; however, a student may substitute 3 hours in Texas History (HIST 4700) as partial satisfaction of this goal.

Course	Hours
HIST 2610 - U.S. History to 1865	3
HIST 2620 - U.S. History since 1865	3
HIST 3000/4000 Advanced History Elective	3
HIST 3000/4000 Advanced History Elective	3
HIST History Elective	3
HIST History Elective	3

### Hospitality Management

Course	Hours
HMG 1010 - Introduction to Hospitality Management	3
HMG 3000/4000 Advanced Hospitality Management Elective	3
HMG 3000/4000 Advanced Hospitality Management Elective	3

Course	Hours
HMGMT Hospitality Management Elective	3
HMGMT Hospitality Management Elective	3
HMGMT Hospitality Management Elective	3

### Human Service Management & Leadership

Course	Hours
HSML 3000 - Human Service in the Nonprofit Sector	3
HSML 3100 - Professional Interpersonal Skills	3
HSML 3700 - Case Management	3
Elective from AGER or HSML or PACS course	3
Elective from AGER or HSML or PACS course	3
Elective from AGER or HSML or PACS course	3

### Management

Course	Hours
MGMT 3720 - Organizational Behavior	3
<b>Select FIVE:</b>	
MGMT 3330 - Communicating in Business	
MGMT 3820 - Management Concepts	
MGMT 3830 - Operations Management	
MGMT 3850 - Foundations of Entrepreneurship	
MGMT 3860 - Human Resource Management	15
MGMT 3870 - Management Research Methods	
MGMT 3880 - Business Ethics and Social Responsibility	
MGMT 4170 - Employee and Labor Relations	
MGMT 4180 - Workplace Health and Safety	



Course	Hours
MGMT 4210 - E-Management: Managing in a Digital Economy	
MGMT 4300 - Recruitment, Selection, and Placement	
MGMT 4350 - Training and Development	
MGMT 4400 - Managing Interpersonal Relationships	
MGMT 4460 - Topics in Organizational Behavior	
MGMT 4470 - Leadership	
MGMT 4660 - International Management Perspectives	
MGMT 4810 - Purchasing and Materials Management	
MGMT 4820 - Manufacturing Planning and Control	
MGMT 4830 - Productivity and Quality Management	
MGMT 4840 - Compensation and Benefits Administration	
MGMT 4860 - Organizational Design and Change	
MGMT 4880 - Management of Projects and Systems	

### Political Science

Course	Hours
PSCI 1040 - American Government: Laws and Institutions	3
PSCI 1050 - American Government: Process and Policies	3
PSCI 3000/4000 Advanced Political Science Elective	3
PSCI 3000/4000 Advanced Political Science Elective	3
PSCI Political Science Elective	3
PSCI Political Science Elective	3

### Psychology

Course	Hours
PSYC 1100 - Introduction to Psychology	3
PSYC 3000/4000 Advanced Psychology Elective	3
PSYC 3000/4000 Advanced Psychology Elective	3
PSYC Psychology Elective	3
PSYC Psychology Elective	3
PSYC Psychology Elective	3

### Sociology

Course	Hours
SOCI 1510 - Introduction to Sociology	3
SOCI 3000/4000 Advanced Sociology Elective	3
SOCI 3000/4000 Advanced Sociology Elective	3
SOCI Sociology Elective	3
SOCI Sociology Elective	3
SOCI Sociology Elective	3

### Spanish

**Transfer credits, a departmental placement test (no credit), or CLEP examination (for credit) will determine the entry point for this minor.**

Course	Hours
SPAN 1010 - Elementary Spanish I	3
SPAN 1020 - Elementary Spanish II *Prerequisite: SPAN 1010 or departmental placement	3
SPAN 2040 - Intermediate Spanish I *Prerequisite: SPAN 1020 or departmental placement	3
SPAN 2050 - Intermediate Spanish II	3

Course	Hours
*Prerequisite: SPAN 2040 or departmental placement	
SPAN 2313 - Spanish for Heritage Speakers *Prerequisite: Departmental placement	3
SPAN 3360 - Spanish for the Professions (Required) *Prerequisite: SPAN 2040 or SPAN 2313	3
<b>Select ONE: (Required)</b>  SPAN 3060 - Spanish Composition and Conversation  SPAN 3020 - Introduction to Translation in Spanish  SPAN 3313 - Advanced Spanish for Heritage Speakers	3
<b>Select 0-9 hours (based on placement to total 18 hours):</b>  SPAN 3570 - Spanish in the Bilingual Classroom  SPAN 4080 - Business Spanish  SPAN 4390 - Spanish for Health Care Professions  SPAN 4350 - Spanish in the Community  SPAN 4340 - Spanish for Human Services  SPAN 4800 - Internship  SPAN 4900 - Special Problems  SPAN 4950 - Practicum	0-9

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### **Academic Certificates (Undergraduate)**

Undergraduate academic certificates require a minimum of 12 credit hours, all earned at UNT Dallas, with all courses being at the advanced (3000/4000) level. Additional requirements are listed with the specific academic certificate. Students may need to satisfy course prerequisites which require additional courses not listed in the specific certificate requirements.

**Academic certificates must be earned in conjunction with a bachelor's degree and an undergraduate major (with the exception of Dealership Management). A student is unable to earn an academic certificate and a major/minor in the same academic discipline.**

### **Alternative Dispute Resolution**

Course	Hours
PACS 4000 - Mediation	3
PACS 4050 - Negotiation *Prerequisite: PACS 4000 (or taken concurrently)	3
PACS 4060 - Practicum in Mediation and Dispute Resolution *Prerequisite: PACS 4000 (or taken concurrently)	3
<b>Select ONE:</b>  PACS 4010 - Family Mediation  PACS 4020 - Dispute Resolution in the Workplace  PACS 4030 - Dispute Resolution in a Global Workplace  PACS 4040 - Crisis Intervention	3

#### Applied Gerontology

Course	Hours
AGER 4500 - Long-Term Care Case Management with Older Adults	3
AGER 4550 - Sociology of Aging *Prerequisite: SOCI 1510	3
AGER 4560 - Minority Aging	3
<b>Select ONE:</b>  AGER 4750 - Sexuality and Aging  AGER 4780 - Aging Programs and Services	3

#### Dealership Management

*Amended October 24, 2018*

Course	Hours
MGMT 3340 Introduction to the Global Auto Industry	3

Course	Hours
MGMT 4340 Dealership Variable Operations	3
MGMT 4341 Finance and Insurance/Regulatory and Compliance Issues	3
MGMT 3341 Dealership Fixed Operations	3
MGMT 4345 Dealership Accounting and Financial Statement Analysis	3
HMGMT 3350 Creating a Customer Service Mindset	3
MGMT 4800 Internship	3

### **Event Management**

Course	Hours
HMGMT 4120 Special Events and Meeting Planning	3
HMGMT 3320 Hospitality Marketing and Sales	3
HMGMT 3350 Creating a Customer Service Mindset	3
HMGMT 3370 Fairs, Festivals, and International Events	3
HMGMT 4330 Catering and Convention Services	3

### **Hospitality Logistics and Distribution**

Course	Hours
HMGMT 3330 - Beverage Management	3
HMGMT 3320 - Hospitality Sales & Marketing	3
LSCM 3960 - Logistics and Supply Chain Management	3
LSCM 4560 - Business Transportation Management	3
LSCM 4530 - E-Logistics and Supply Chain Management	3

### **Logistics & Supply Chain Management**

Course	Hours
LSCM 3960 - Logistics and Supply Chain Management *Prerequisite: Junior standing	3
LSCM 4360 - Global Alliances and International Supply Chain Management *Prerequisite: LSCM 3960	3
LSCM 4560 - Business Transportation Management	3
<b>Select ONE:</b>  LSCM 4530 - E-Logistics in Supply Chain Management  LSCM 4800 - Logistics Internship	3

#### Substance Abuse & Addiction

Course	Hours
HSML 4100 - Chemical Addictions *Prerequisite(s): HSML 3000 & HSML 3700	3
HSML 4120 - Theoretical Approaches to Addiction Treatment	3
HSML 4650 - Assessment of Behavioral and Chemical Addictions *Prerequisite(s): HSML 3000, HSML 3100, & HSML 3700	3
HSML 4660 - Intervention Strategies for Behavioral and Chemical Addictions *Prerequisite(s): HSML 4100 & HSML 4120	3

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## Tuition, Expenses, and Financial Aid

# Tuition and Mandatory Fees

Tuition and fee rates are set by the UNT System Board of Regents in accordance with provision of Texas statutes. Tuition and fees are subject to change without notice by action of the Texas Legislature and/or the UNT System Board of Regents. A schedule of Tuition and Fees is included at the end of this section. Please visit the Student Financial Services web site at: [www.untDallas.edu/sfs](http://www.untDallas.edu/sfs) for the most current tuition and fee rates.

The amounts accessible below are provided to better assist students and parents in assessing the cost of enrolling at UNT Dallas. While this information is intended to be comprehensive, tuition and fees are subject to increase or decrease without notice by action of the Texas Legislature and/or the UNT System Board of Regents. Students are responsible for any additional amounts due UNT Dallas resulting from post audits and corrections, including all fees and waivers, i.e., registration assessing errors, changing from off-campus to on-campus classes, invalid employment waivers, etc. For current information on tuition and fees, visit the Student Financial Services web site ([www.untDallas.edu/sfs/cost](http://www.untDallas.edu/sfs/cost)). Student Financial Services is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Friday.

Students are responsible for payment of the following charges.

Graduate tuition for all graduate courses (5000-level courses and above) at UNT Dallas is \$50 per hour above the undergraduate rate. Please visit the Student Financial Services web site ([www.untDallas.edu/sfs/cost](http://www.untDallas.edu/sfs/cost)) for the most current tuition and fee rates.

**Please visit the Student Financial Services web site ([www.untDallas.edu/sfs/cost](http://www.untDallas.edu/sfs/cost)) for the most current tuition and fee rates.**

## Resident Students

- Fall 2018 - Spring 2019 Tuition and Fees Undergraduate Resident
- Fall 2018 - Spring 2019 Tuition and Fees Graduate Resident

## Non-resident Students

- Fall 2018 - Spring 2019 Tuition and Fees Undergraduate Non-Resident
- Fall 2018 - Spring 2019 Tuition and Fees Graduate Non-Resident

## FOCUS Fixed Tuition Students

- Fall 2018 - Spring 2019 Focus Fixed Tuition and Fees Undergraduate Resident New Students
- Fall 2018 - Spring 2019 Focus Fixed Tuition and Fees Undergraduate Resident Continuing Students

# Payment of Tuition and Fees

Students are expected to pay tuition and fees at the time of registration, have an approved financial aid program arranged by the Student Financial Aid and Scholarships Office prior to registration, or pay by installments. A student who fails to make 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 make full payment prior to the end of the term/semester may be denied credit for the work done that term/semester. Any delinquent balances, including late fees, are subject to all collection efforts allowed by law.

State law does not permit the University to extend credit; bills must be paid when due. Check and credit card payments are accepted online at [my.untDallas.edu](http://my.untDallas.edu). Checks paid in person must be made payable to the University of North Texas at Dallas for the exact amount to be paid.

Checks on which money must be advanced and postdated checks are not accepted.

Personal checks are accepted for tuition and other fees.

## Payment Methods for Tuition and Fees

Credit card payments (MasterCard, Visa, American Express and Discover) and check payments may be made through self-service at [my.untdallas.edu](http://my.untdallas.edu). Tuition and fee payments also may be made by personal check, money order, cashier's check, or cash at Student Financial Services at UNT Dallas. Student Financial Services requires the student identification number to be recorded on all check and money order payments made in person.

Bills are not mailed for registration. Account balances and schedule information may be obtained through self-service at [my.untdallas.edu](http://my.untdallas.edu).

## Cash Payments

Cash payments are accepted only at Student Financial Services at UNT Dallas. Please do not mail cash payments to UNT Dallas.

## Option to Pay Tuition by Installment

UNT Dallas provides for the payment of tuition and fees during the fall and spring terms/semesters through the following alternatives:

- Full payment of tuition and fees upon registration or by the payment deadline for early registration; or
- Selection of the installment plan. By selecting the installment plan, the student understands that it is a contractual agreement and agrees to make the installment payments by the due dates indicated.

Tuition and fees must be paid in full for each summer term upon registration or by the payment deadline for early registration. Tuition payment by installment is not offered during the summer. The Texas Legislature has the authority to modify or eliminate installment payment of tuition at each regular or called legislative session.

## Student Financial Obligation Agreement

Students who select to pay tuition and fees by installment plan will be required to enter into a written agreement reflecting the terms and conditions of the plan.

## Non-Refundable Fee for Tuition by Installment

A \$20.00 non-refundable handling fee will be charged to the student's account each semester the installment plan is selected. Students who choose the installment plan option recognize they are in a contractual relationship and accept the terms of the installment plan contract. See the online Schedule of Classes at [www.untdallas.edu/sfs/payment](http://www.untdallas.edu/sfs/payment) for procedures and policies concerning installment payment of tuition.

## Residency Regulations for Tuition Purposes

Rules and regulations for determining residence status are specified under Title 3 Section 54.052 of the Texas Education Code and are available at the Texas Higher Education Coordinating Board, College For All Texans web site at [www.collegeforalltexans.com](http://www.collegeforalltexans.com). In general, students must domicile and physically reside in Texas for the 12-month



period immediately preceding their initial registration in an educational institution in Texas. Other factors may be considered for residency determination for tuition.

Students who are not legal residents of Texas must pay nonresident tuition, including the statutory tuition charges and standard university fees approved by the Board of Regents. Admission requirements for nonresidents are the same as for resident students.

Certain residency exceptions do not affect actual residency status but do allow for a nonresident tuition exemption. Refer to "Tuition and Fee Waivers and Exemptions" in this policy for further information.

## **Student Responsibility for Residence Classification**

The student is responsible for registering under the proper residence classification. It is the student's responsibility to discuss any questions concerning residence with the proper authority in the Office of Admissions and/or the Office of the Registrar at or before registration.

Any student erroneously classified as a resident will be reclassified and required to pay all out-of-state tuition due. Attempts to evade nonresident fees may subject the student to the statute penalty and possible disciplinary action under the University's Student Rights, Responsibilities, and Conduct Policy (7.001).

Students who believe they have been erroneously classified have the opportunity for appeal. The appeal is to be made to the authority by whom the original classification was assigned, either in the Office of Admissions or Office of the Registrar.

## **Change of Status from Nonresident to Resident**

A student who is at any time classified as a nonresident retains nonresident status until reclassification as a resident is applied for and officially approved by the Registrar.

## **Change of Status from Resident to Nonresident**

Students who are classified as residents but become nonresidents by virtue of any change of domicile must notify the Registrar of such change immediately. Students who believe they have been erroneously classified have the opportunity for appeal. The appeal is to be made to the authority by whom the original classification was assigned, either in the Office of Admissions or Office of the Registrar.

## **Undergraduate Semester Credit Hour Limit**

### **Tuition for Excessive Undergraduate Hours**

In accordance with Texas Education Code 54.014, all resident students enrolling for the first time at a state institution of higher education in Texas will be subject to paying non-resident tuition rates for excessive undergraduate credit hours. Undergraduate students who attempt 30 or more semester credit hours beyond the minimum number of hours required for completion of their degree program will be charged additional tuition amounts. For students with undeclared majors, their degree plan is normally 120 hours.

Undergraduate students who enrolled initially in the 1999 fall semesters or subsequent semesters will be charged additional tuition charges when the number of hours required for completion of the degree plan in which they are

enrolled exceeds more than 45 hours. Hours attempted by students who initially enrolled as undergraduates prior to the 1999 fall semester are exempt.

Undergraduate students who enroll initially in the 2006 fall semester of subsequent semesters will be charged additional tuition charges when the number of hours required for completion of the degree plan in which they are enrolled exceeds 30 hours.

The following credit hours count toward the excessive hour calculation:

- Hours earned in courses in which a grade is earned on the transcript;
- Courses dropped with a grade of "W," or "WF."

The following credit hours do not count toward the limit:

- Credit hours earned after a baccalaureate degree;
- Credit hours earned through examination, (AP or CLEP);
- Credit from remedial and development courses;
- Credit hours taken at a private institution or an out-of-state institution.

Please refer to [www.untDallas.edu/registrar/general/exhours](http://www.untDallas.edu/registrar/general/exhours) for specific information.

## **Tuition for Repeated Undergraduate Hours**

Undergraduate students who enroll in certain courses more than twice will be charged additional tuition amounts.

Students are encouraged to seek academic advisement throughout their college career, to minimize the number of excessive undergraduate hours and avoid the higher tuition rates. Students with excessive hours are encouraged to contact their academic advisor to review their degree plan and ensure that it is complete, accurate, and to verify the hours required for completion.

## **Graduate Tuition Rates**

(Fees are Subject to Change)

The UNT System Board of Regents has been granted the authority, within established guidelines, to set graduate tuition rates by program. Graduate tuition for all graduate-level courses (5000- and 6000-level courses) at UNT Dallas is \$50 per hour above the undergraduate rate.

## **Explanation of Fees**

(Fees are subject to change. Visit the Student Financial Services web site: [www.untDallas.edu/sfs](http://www.untDallas.edu/sfs) for current fees).

### **Mandatory Fees**

#### **Student Service Fee**

20.00 per hour with a \$250 per semester maximum.

(\$10.00 per hour for FOCUS Fixed Tuition Plan students that opted in prior to Fall 2018)

Student service fees are assessed in proportion to the number of semester credit hours for which a student registers to cover the cost of student services that directly involve or benefit students.

## **Medical Services Fee**

\$25.00 per semester

The medical services fee is used solely to provide medical services to students enrolled at the university.

## **Incidental Fees**

### **Undergraduate Advising Fee**

\$15.00 per hour with a \$225.00 per semester maximum

The undergraduate advising fee supports the advising function for undergraduate courses.

### **Technology Fee**

\$5.00 per hour with a \$75.00 per semester maximum.

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Technology fee is assessed in proportion to the number of credit hours for which a student registers to defray costs associated with the equipment in the open computer labs.

### **Library Fee**

\$5.00 per hour with a \$75.00 per semester maximum.

This fee applies only to undergraduate and graduate students enrolled at UNT Dallas. The Library fee is assessed in proportion to the number of credit hours for which a student registers to cover the expenses associated with electronic resources, library books, and software.

## **Other Fees**

### **Distance Learning Fee**

\$5.00 per hour with a \$75.00 per semester maximum.

A distance education fee of \$5.00 per semester credit hour will be assessed to all students enrolled in an online or hybrid course.

### **Science Laboratory Fee**

\$15.00 per hour

A science laboratory fee of \$15.00 per credit hour will be assessed to all students enrolled in a science laboratory section. Laboratory fees are collected to cover the cost of materials and supplies used by students in the laboratory.

## **Universities Center at Dallas Fee**

Students enrolling for upper-division undergraduate courses or graduate courses offered by the partner universities of the Universities Center at Dallas, may enroll at their home institution for courses offered by the other UCD universities. UCD is located in downtown Dallas. A \$15.00 per hour fee is collected from students who are enrolled at UCD.

## **New Student Orientation Fee - Freshman Students**

All new students must pay a \$140.00 fee for orientation.

## **New Student Orientation Fee - Transfer Students**

All transfer students must pay a \$80.00 fee for orientation.

## **Replacement ID Card**

Students receive the first ID card at no cost. Replacement cost for ID cards is \$5.00

## **Installment Plan Fee**

Students can elect to sign up for the installment plan and pay a \$20.00 non-refundable fee at the time of enrollment.

## **Late Registration Fee**

A flat fee of \$50.00 will be charged to students registering during the designated late registration period.

## **Late Payment Fee**

A \$25.00 fee for not paying charges by the due date will be charged to the student the day after the charge is due.

## **Returned Check Service Charge**

A \$25.00 fee is charged to students that have a paper or eCheck returned for non-sufficient funds.

## **Parking Fees**

Please refer to Parking Services at <https://www.untDallas.edu/parking>.

## **Undergraduate Admissions Application Fee**

All Undergraduate applicants new to UNT Dallas must pay a \$40 non-refundable application fee. The fee must be paid in U.S. dollars. If paying the application fee creates a financial hardship, the following fee waiver options are available:

Freshman Application Fee Waiver Options:

- Option 1: Submit an SAT or ACT application fee waiver form (see your high school counselor for more information).
- Option 2: Register for and attend a UNT Dallas Individual Experience.
- Option 3: Attend a True Blue Preview Day (Fall) or Jag 360 event (Spring).

Transfer Application Fee Waiver Options:

- Option 1: Register for and attend a UNT Dallas First Friday transfer information session.
- Option 2: Register for and attend a UNT Dallas Transfer Monday transfer information session.

## **Graduate Admissions Application Fee**

A \$50.00 non-refundable application fee for graduate students.

## **Placement Testing Fee**

\$30.00

## **Credit and Debit Processing Service Fee**

2.7% service fee assessed on all payments made by credit and debit card. There is no service fee for paying by eCheck.

## **Credit by Exam Fee**

UNT Dallas awards undergraduate college credit on the basis of local and national examinations, subject to general limitations. Examinations are offered by several UNT Dallas departments. A \$53.00 fee is collected from those students who take credit by examination at UNT Dallas.

## **Tuition and Fee Policies**

Students must purchase their own textbooks and supplies.

Fees charged for late registration and miscellaneous items are noted in the Explanation of Fees section above.

## **Full-Time Tuition Rate Information**

At UNT Dallas, full-time undergraduate students pay the same amount for university tuition and fees in a fall or spring semester regardless of how many hours they take. Students are considered full-time once they register for 12 hours or more. More information is available at [www.untdallas.edu/sfs](http://www.untdallas.edu/sfs).

## **Tuition and Fee Waivers and Exemptions**

Several exemptions and waivers are available to qualifying students. Brief descriptions of these are listed below. Waiver refunds must be requested during the term/semester application is made. Such requests must be made prior to the 12th class day in long terms/semesters, the 4th class day in the summer sessions (except 3W1), 2nd class day in 3W1. Requests for retroactive refunds are not honored. Information regarding waivers and exemptions is available at Student Financial Services or at [www.untdallas.edu/sfs/payment](http://www.untdallas.edu/sfs/payment). Posted waivers are subject to post audit and correction.

## Exemptions

1. Certain Texas veterans and dependents of deceased Texas veterans of the Armed Forces of the United States are exempted from payment of tuition. State application and other documents required. This exemption pays all tuition and fees except for the Student Service Fee and Property Deposit. The student must pay the Student Service Fee each term/semester.
2. Certain orphans of members of the Armed Forces, Texas National Guard and Texas Air National Guard are exempted from payment of tuition. Documentation required. This exemption pays all tuition and fees.
3. Certain students from other nations of the American hemisphere are exempted from payment of tuition. This waiver waives out-of-state tuition. The student pays in-state tuition rates.
4. Deaf or blind Texas residents are exempted from payment of tuition. Official letter required. This exemption pays all tuition and fees.
5. Certain disabled peace officers are exempted from payment of tuition and fees. Official letter required. This exemption pays all tuition and fees.
6. Children of disabled or deceased firemen, peace officers, employees of the Texas Department of Corrections and game wardens are exempted from the payment of tuition. Official letter required. This exemption pays all tuition and fees.
7. Children of U.S. prisoners of war or persons missing in action are granted exemption of tuition. Documentation required. This exemption pays all tuition and fees.
8. Certain university fees are waived for students enrolled only in courses designated as off-campus or internships. Students enrolled in all classes that are held off-campus automatically receive the off-campus waiver that waives certain fees.
9. Highest ranking graduates (valedictorians) of accredited Texas high schools are exempted from payment of tuition for the first two long semesters after graduation from high school. Student must pay mandatory fees and course fees. Official letter and UNT Dallas application required. This exempts the student from paying tuition.
10. Certain Texas residents who are or have been in foster care or other residential care are exempted from the payment of tuition and mandatory fees. Copy of official letter required. This exemption pays all tuition and fees.
11. Certain Texas residents who have received financial assistance under Ch. 31 of the Human Resources Code (AFDC) qualify for a resident tuition and fee waiver for one year. Official letter and UNT Dallas application required. This exemption pays all tuition and fees.
12. Students 65 years of age or older are exempt from paying tuition and graduate tuition up to 6 credit hours each semester. Students must pay mandatory fees and course fees. UNT Dallas application and copy of driver's license required. This exempts the student from paying tuition up to 6 hours each semester.
13. Certain Texas residents who have been adopted and were formerly in foster or other residential care are exempted from the payment of tuition and mandatory fees. Copy of official letter required. This exemption pays all tuition and fees.
14. Certain paid firefighters and police employed in the State of Texas may be exempted from payment of tuition and fees for designated degree programs.
15. Certain clinical preceptors and their children are exempted from payment of up to \$500 in tuition per semester. Completed application and current documentation required. This exemption pays up to \$500 in tuition each semester for a total of ten semesters.
16. Certain children/stepchildren of the U.S. Armed Forces deployed to active duty in a combat zone outside of the United States may qualify for exemption of tuition only. Deployment documentation must be provided to Student Financial Services.

## Waivers

1. Resident rather than non-resident tuition is applied to out-of-state students enrolled through the Academic Common Market Program. This waiver waives out-of-state tuition. The student pays in-state tuition rates.
2. Resident rather than non-resident tuition is applied to U.S. military personnel, their spouses and dependents if they meet designated criteria. (Certificate must be approved by the Registrar prior to registration.) Form submitted by the Registrar's office. This waiver waives out-of-state tuition. The student pays in-state tuition rates.
3. Resident rather than non-resident tuition is applied to teachers and professors of Texas state institutions of higher education, their spouses and children. Requires official application approved by hiring department. This waiver waives out-of-state tuition. The student pays in-state tuition rates.
4. Resident rather than non-resident tuition is applied to a teaching or research assistant provided the student is employed at least one-half time by UNT Dallas in a position that relates to the degree sought. Requires official application approved by hiring department. This waiver waives out-of-state tuition. The student pays in-state tuition rates.
5. Resident rather than non-resident tuition is applied to a non-resident holding a UNT Dallas competitive scholarship of at least \$1,000.00 for the academic year or summer for which the student is enrolled. Requires official approval from the department awarding the scholarship. This waiver waives out-of-state tuition. The student pays in-state tuition rates.
6. Resident rather than non-resident tuition is applied to individuals and dependents relocating to Texas as part of the program of state economic development and diversification. A list of companies participating in the Economic Diversification Program can be found at [www.collegeforalltexas.com/apps/financialaid/EcoDevDiv.cfm](http://www.collegeforalltexas.com/apps/financialaid/EcoDevDiv.cfm). This waiver waives out-of-state tuition. The student pays in-state tuition rates.

## Tuition and Fee Refunds

A student who drops a course or withdraws from the university within certain time periods may be entitled to a partial refund of tuition and fees. These refunds are calculated according to the category and time schedule listed below. Refund periods and rates are subject to change by the state legislature. Delinquent payment fees, late registration charges, publication fees and installment handling fees are non-refundable. Any financial obligation to UNT Dallas must be resolved before any refunds will be made.

### Class Drop Refunds

Refunds are made for any course dropped through the 12th class day for the long semester. Corresponding dates are set for summer terms/sessions. See the Academic Calendar at [www.untDallas.edu/registrar/acalendars](http://www.untDallas.edu/registrar/acalendars) for specific dates. The semester's first class day is always the first official university day of classes and not the first day of an individual's class. Refunds for dropped classes are processed after the mid-semester. Note: If all classes for the semester are dropped, see "Schedule of Withdrawal Refunds" in this section.

Students applying for financial aid are required to notify Student Financial Aid and Scholarships before dropping any class to learn how it will affect current or future financial aid eligibility. Contact Financial Aid at [www.untDallas.edu/finaid](http://www.untDallas.edu/finaid).

## Withdrawal from the University

Withdrawal refunds are determined by the number of enrolled semester credit hours at the time of withdrawal. Withdrawal percentages are applied to the total amount of tuition and fees as prescribed by state law, not the amount paid. The withdrawal schedule and percentages of refund shown below pertain to total withdrawal from the

term/semester and are mandated by the state legislature. The term/semester's first class day is always the first official university day of classes and not the first day the individual attends class. A withdrawal refund is based on the day of withdrawal, regardless of the date the class first meets.

Additional information may be found at [www.untDallas.edu/sfs/paymref](http://www.untDallas.edu/sfs/paymref) or by contacting Student Financial Services.

The withdrawal schedule and percentage of a pro-rata refund pertain to total withdrawal from the term/semester and are mandated by federal law. Please contact Student Financial Aid and Scholarships regarding pro-rata refund schedules and percentages.

## Withdrawal Dates Percent of Refund (less non-refundable fees\*)

See [www.untDallas.edu/registrar/withdraw](http://www.untDallas.edu/registrar/withdraw). \*Note: Delinquent payment fees, late registration charges, publication fees and installment handling fee are non-refundable.

## Students Called to Active Duty

Texas Education Code 54.006 (f) indicates, "Beginning with the summer semester of 1990, if a student withdraws from an institution of higher education because the student is called to active military service, the institution, at the student's option, shall: (1) refund the tuition and fees paid by the student for the semester in which the student withdraws; (2) grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating 'withdrawn-military' on the student's transcript; or (3) as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material."

In order to be eligible for options under this law, a UNT Dallas student must produce a copy of his or her orders. Withdrawal may or may not require that the student talk with each instructor depending on timing in the semester; however, the latter two options do require that the student talk with his or her instructors and come to a decision as to which solution is best for each class given timing and circumstances. A student called to active duty may consider the following options:

1. Withdrawal with a full refund of appropriate tuition/fees;
2. Incomplete grades with the one-year I (Incomplete) removal time limit starting with the end of active duty; and/or,
3. A final grade if the course is essentially over and the course material has been sufficiently mastered (determined by the instructor).

## Tuition Rebates for Certain Undergraduates

Section 54.0065 of the Texas Education Code provides up to a \$1,000 tuition rebate to resident undergraduate students. To be eligible for a rebate under this program, a student must:

1. Have enrolled for the first time in an institution of higher education in the Fall 1997 semester or later;
2. Request a rebate for course work related to a first baccalaureate degree received from a general academic teaching institution;
3. Have been a resident of Texas and have been entitled to pay resident tuition at all times while pursuing the degree;
4. If enrolled for the first time in Fall 2005 or later, graduate within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is in a program determined by the Texas Higher Education Coordinating Board to require more than four years to complete; and
5. Have attempted no more than 3 hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which the student will graduate.



Hours attempted include transfer credits, course credit earned exclusively by examination (except that, for the purpose of this program, only the number of semester credit hours earned exclusively by examination in excess of 9 semester credit hours is treated as hours attempted), courses dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program.

Any student with more than 3 hours of F, W, WF, NP or I is ineligible to receive the \$1,000 tuition rebate.

Effective for students who enroll for the first time in Fall 2005 or later, an otherwise eligible student may be eligible for a tuition rebate without satisfying the requirements of item 4 above if the student is awarded a baccalaureate degree and the institution determines that the student's failure to comply was caused by a demonstrated hardship condition.

For additional information concerning tuition rebates, contact the Office of the Registrar or your academic advisor.

## **Correction of Errors**

Students are responsible for any additional amounts due UNT Dallas resulting from auditing and correction of records after registration fees have been paid including all registration assessment errors, change from off-campus to on-campus classes, invalid employment waivers, etc.

## **Payments by Third Party**

Checks issued by a third party in payment of a student's tuition, fees or other charges made by UNT Dallas should be made payable to UNT Dallas. The student's name and/or student ID number should be included on the payment. Students are responsible to ensure that payments are made to their account by the due dates.

## **Returned Checks**

A returned check is defined as any check, similar sight order or electronic bank draft returned to the university unpaid due to no fault of the bank or the university.

Upon receipt of a returned check, notification is mailed to the issuing party or the individual in whose behalf the check was issued. The address on the check and/or the address in the official university records is used. The check is payable on or before 10 working days from the date of the notice. Only cash, cashier's check or money order is accepted for payment of the returned check and service charge (\$25 per check).

A student may be withdrawn immediately from the university if payment is not made within the stated time period. DO NOT, however, stop attending classes unless you receive official notification of your withdrawal. Notification of withdrawal is made to the address on the check and/or the address in the official university records.

Check-issuing privileges are suspended while any returned check and/or service charge are outstanding.

If the university receives three or more returned checks during an academic year, the check-issuing privileges of the individual are revoked. If all attempts to collect a returned check have failed, civil or criminal legal action may be taken in accordance with Texas state law (Sections 31.06 and 32.41 of the Texas Penal Code).

# Stop-Payment on Tuition Checks

A student who has not already done so, will be withdrawn from UNT Dallas on the date the returned stop-payment check is received by UNT Dallas. A returned check service charge (\$25 per check) will be assessed. Tuition refund charges are based on normal refund policy.

If a student wishes to be withdrawn, the Office of the Registrar should always be contacted as soon as possible.

## Financial Aid

UNT Dallas provides several methods of assisting students in financing their education. Financial assistance (financial aid) awarded through UNT Dallas may include a combination of federal grants, scholarships, state aid programs, loans, and/or part-time work-study opportunities for those who qualify. The different types of financial aid available to UNT Dallas students are explained later in this section.

Applications and complete descriptions of all programs, requirements and qualifications are available at Student Financial Aid & Scholarships Desk, Bldg. 1. You may also call 972-780-3662.

## Application Period and Deadlines

The application period begins October 1 of each year for the following academic year (fall, spring, summer). The Free Application for Federal Student Aid (FAFSA) or Renewal Application is available each October for the upcoming academic year and should be completed as early as possible. Students are encouraged to apply online at [www.fafsa.gov](http://www.fafsa.gov). Students whose application files are completed by the priority dates are ensured first consideration for awards. Application data is received electronically from the Central Processing System (Federal Student Aid Programs) through which applications are processed. It includes the data from the FAFSA or Renewal Application. The application data must reach our office before a file can be processed.

## UNT Dallas' Priority Dates

- Fall/spring term/semester: March 15
- Spring term/semester only: August 15
- Summer term: February 15

A separate UNT Dallas summer application must be completed for summer financial aid. This application is available online ([my.untDallas.edu](http://my.untDallas.edu)) in February for the following summer term. The FAFSA for the year preceding the summer is also required.

## General Eligibility Requirements

Before any assistance is granted (Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study, or loans from the Federal Stafford Loan Program), general eligibility and program requirements must be met. To be eligible for financial aid you must:

1. establish eligibility by completing and filing the Free Application for Federal Student Aid (FAFSA) or Renewal Application;
2. not be in default on any Title IV loan (Federal Perkins or Federal Stafford), or owe a refund or repayment on educational funds received at any institution;
3. be a U.S. citizen or eligible noncitizen;
4. be registered with the Selective Service if you are a male at least 18 years old born after December 31, 1959 (most males between the ages of 18 and 25, including permanent residents and other eligible noncitizens, are required to register with Selective Service);
5. enroll in and maintain at least a half-time class load for most programs;

6. use all funds received through financial aid for educational purposes;
7. be accepted for admission by the university and enrolled in a degree program;
8. be making satisfactory academic progress;
9. have a valid Social Security Number; and
10. have a high school diploma or a GED (general equivalency diploma).

*Note: Transient students and summer visiting students are not eligible for financial aid.*

### **Special Conditions for Financial Aid Applicants**

1. Students who withdraw from all classes must first go to the UNT Dallas Office of the Registrar, and then proceed to Student Financial Aid and Scholarships for official clearance before leaving the University.
2. Refunds and Repayments. If you officially withdraw, cease attendance, or are administratively withdrawn from UNT Dallas, any refund of tuition and fees and other university charges will be assessed for return to programs from which you (or your parents if they received a Federal Parent Loan) were originally paid. An additional "repayment" calculation will be performed to determine if you must repay a portion of the assistance paid directly to you for living expenses.

Student Financial Aid and Scholarships personnel will apply the federally mandated formula for the return of financial aid funds. Funds will be returned to the programs from which the money was paid to you in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
  - Subsidized Direct Stafford loans
  - Parent Plus loans
  - Direct PLUS loans
  - Federal Pell Grants for which a Return is required
  - Iraq and Afghanistan Service Grant for which a Return is required
  - Federal Supplemental Educational Opportunity Grant
  - Other Title IV assistance
  - State Tuition Assistance Grants (if applicable)
  - Private and institutional aid
  - The Student
  - In addition, it is possible you will owe a repayment of unearned financial aid funds if you cease enrollment prior to the 60 percent completion point of any enrollment period for which you received financial aid funds. The completion point is based on the total number of class days in an enrollment period.
3. Official transcripts are not issued to any student who has an unpaid account or owes a defaulted federal student loan received from any university.
  4. Federal and state regulations require that each student must maintain satisfactory academic progress (SAP) to be eligible for financial aid programs. Minimum standards must be achieved by the end of any given enrollment period at UNT Dallas. Satisfactory academic progress (SAP) is defined in both quantitative and qualitative measures. The quantitative measure requires a student to have:
    - The minimum cumulative UNTD grade point average for undergraduate students including post baccalaureate undergraduate students at UNTD is at least a least a 2.0 cumulative GPA for all terms.
    - The minimum cumulative UNTD grade point average for graduate students at UNTD is at least a 3.0 cumulative GPA for all terms. For College of Law requirements, please refer to the College of Law section.

a. The quantitative measure for SAP

There are two quantitative requirements for SAP:

- Pace of Progression: Students must pass at least 67% of all credit hours attempted. Attempted hours include repeated, failed, incomplete, withdrawn from, and transfer credit hours.
- Pace is measured by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted as shown below:

$$\text{Pace} = \frac{\text{Cumulative \# of hours successfully completed}}{\text{Cumulative \# of hours attempted}}$$

**Maximum Time Frame:**

According to 34 CFR 668.16(e), the University is required to establish a maximum time frame (total number of semester hours or years) during which a student is expected to complete their educational degree plan/program and remain eligible for federal student financial aid programs. The maximum time frame is imposed for all federal programs. This requirement excludes certain private loans (as specified by each lender).

For an undergraduate program, the maximum time frame cannot exceed 150% of the published length of the program measured by the number of hours for which a student has registered, earned, or attempted during Fall, Spring and Summer at UNTD and also at any other institution of higher education. This includes hours that were dropped, withdrawn from, failed, duplicated, never completed or transfers of credit from other institutions. It also includes hours earned in the Armed Forces and ESL. Student Financial Aid and Scholarships has currently established the maximum number of semester hours to be 150% of the student's degree plan. SFAS uses the official EIS Excess Hours Page to determine degree hours.

For a graduate program (master's or doctoral), the maximum time frame cannot exceed 150% of the published length of the program measured by the number of terms at UNTD. This includes Fall, Spring and Summer academic terms.

Post baccalaureate programs will be monitored for maximum time frame based on their twelve month or twenty-four month period of aid eligibility. Post baccalaureate graduate non-degree and preparation programs are not eligible for aid.

Financial aid recipients must notify Student Financial Aid and Scholarships before dropping courses or withdrawing from the university. Current award year or future aid eligibility may be affected. Enrollment hours for loan deferment and financial aid eligibility may differ from those published in this catalog. Also see "Enrollment Certification" in the Enrollment section of this catalog.

If students receive all failing grades (any combination of F's, WF's and NP's), attendance in all classes will be reviewed. If attendance cannot be confirmed via official UNT Dallas Registrar records, Student Financial Aid and Scholarships personnel will apply the federally mandated calculation for the return of financial aid funds. Unearned Title IV funds (aid) will be returned to the programs from which the money was paid to the student (or the student's parent) and it possible that the student will owe a repayment to the university.

Additional and specific financial aid and scholarship information is available at [www.untdallas.edu/finaid](http://www.untdallas.edu/finaid).

**Consumer Information for Return of Title IV****Return of Title IV, Higher Education Act (HEA) Policy**

When a student applies for financial aid, the student agrees that financial aid funds will be used for educational purposes only. Therefore, if a student withdraws before completing their program, a portion of the funds received may have to be returned. UNT Dallas will calculate the amount of financial aid to be returned to the Title IV programs according to the policies listed below.

**Return of Title IV Policy**

This policy applies to students who officially withdraw official, unofficially withdraw, fail to return from a leave of absence, or are dismissed from enrollment at UNT Dallas. It is separate and distinct from the UNT Dallas credit balance refund policy.

The calculated amount of the Return of Title IV (R2T4) funds that are required for the students affected by this policy are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV (federal) aid earned is based on the amount of time a student spent in academic attendance and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds do not include funds from sources other than the Title IV programs.

Title IV funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When a student withdraws, he/she may no longer be eligible for the full amount of Title IV funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

Eligibility for post withdraw disbursements will be confirmed within 30 days of the date that the student withdrew. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the post withdraw disbursement notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs.

### **Official Withdrawal from UNTD**

A student is considered to be officially withdrawn on:

1. The date the student provided official notification of intent to withdraw, in writing or orally; or
2. The date the student began the withdrawal from UNT Dallas records. A student is allowed to rescind his notification in writing to the Dean of Students Office and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Official dates and deadlines for withdrawing are specified in the UNT Dallas Annual Academic Calendar.

A student may withdraw from UNT Dallas at any time from the first class day to the official last day to withdraw as indicated in the UNT Dallas Annual Academic Calendar. The official last day to withdraw is approximately two weeks before the first day of final examinations for fall or spring terms or the equivalent dates for summer sessions.

Students with financial aid who are withdrawing from the university are required to complete the withdrawal form provided by the Registrar's office. For withdrawals processed prior to the end of the thirteenth week of classes for fall or spring terms or the equivalent dates for summer sessions, the grade of "W" is recorded for each course in which a withdrawn student was enrolled.

Students called to active military service during a term in which they are enrolled may be entitled to a refund of tuition and fees if they withdraw or the student may be entitled to receive a final grade or incomplete grade in courses. Students should contact the Associate Provost for Student Success to determine their options.

A student is considered a withdrawal from classes offered in a session of enrollment when the student ceases attendance at any point prior to completing the period of enrollment unless the school obtains confirmation from the student at the time of withdrawal that the student will attend a session that begins later in the same period of enrollment. This confirmation must be obtained at the time of the withdrawal even if the student has registered for subsequent courses.

Upon receipt of the official withdrawal information, UNT Dallas will complete the following:

1. UNT Dallas Student Financial Aid and Scholarships (SFAS) verifies the student's attendance through the financial aid withdrawal form or the school's attendance records (Audit Rolls);
2. The Return to Title IV (R2T4) calculation is performed to determine the amount of Federal funds the student has earned and the amount of unearned Federal funds for which the school and the student is responsible to return (if any).

- Calculations are completed using the U.S. Department of Education's Return of Title IV Funds Worksheets, student's attendance and withdrawal date, and are based upon the period of enrollment.
1. UNT Dallas SFAS will return the amount of any unearned portion of the Title IV funds for which the school and the student is responsible within 45 days of the date the official notice of withdrawal was provided.
  2. UNT Dallas SFAS will provide the student with a letter explaining any returns that have been made to the Title IV Federal programs on the student's behalf as a result of exiting the program.
  3. If a student's scheduled attendance is more than 60% of the period of enrollment, he/she is considered to have earned 100% of the Federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from Financial Aid.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study and intends to complete the period of enrollment. Title IV assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the period of enrollment, the student's withdrawal date is the original date of notification of intent to withdraw.

### **Unofficial Withdrawal from UNT Dallas**

Unofficial withdrawals encompass all other withdrawals where official notification is not provided to UNT Dallas. If a student does not officially withdraw and subsequently fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, the student has unofficially withdrawn, unless the institution can document that the student completed the enrollment period.

If a student receives Title IV grant or loan assistance and does **not** begin attendance in a period of enrollment, the student is considered to be ineligible for any Title IV aid.

When a recipient of Title IV grant or loan assistance unofficially withdraws from an institution, after having begun class attendance during a period of enrollment, the institution must determine the amount of Title IV grant or loan assistance that the student earned up to the date of withdrawal. For these unofficial withdrawals, commonly known as dropouts, the withdrawal date is the midpoint of the period of enrollment or the equivalent date for sessions of enrollment, as applicable, or the last date of an academically related activity in which the student participated as stated by the professor of record or authorized departmental representative.

Once grades are final for a term, the following procedures will take place:

1. SFAS will determine which students did not officially withdraw and failed to earn a passing grade in at least one course offered over an entire period.
  2. SFAS will notify students of their unofficial withdrawal status through at least three methods.
  3. Determine and record the student's last date of attendance as the withdrawal date.
    - The withdrawal date is the midpoint of the period of enrollment or the equivalent date for sessions of enrollment, as applicable, or the last date of an academically related activity in which the student participated as provided by the professor of record or authorized departmental representative.
  4. The Return to Title IV (R2T4) calculation is performed to determine the amount of Federal funds the student has earned and the amount of unearned Federal funds for which the school and the student is responsible to return (if any).
- Calculations are completed using the U.S. Department of Education's Return of Title IV Funds Worksheets, the student's withdrawal date, and are based upon the period of enrollment.
1. UNT Dallas SFAS will return the amount of any unearned portion of the Title IV funds for which the school and the student is responsible within 45 days of the date the official notice of withdrawal was provided.
  2. UNT Dallas SFAS will provide the student with a letter explaining any returns that have been made to the Title IV Federal programs on the student's behalf as a result of exiting the program.
  3. If a student's scheduled attendance is more than 60% of the period of enrollment, he/she is considered to have earned 100% of the Federal funds received for the period of enrollment. In this case, no funds need to be returned and no letter will be sent from Financial Aid.
  4. A copy of the completed worksheet and notification letter will be kept in the student's file.

Unofficially withdrawing from classes may affect the student's future eligibility for financial aid due to satisfactory academic progress requirements and R2T4 balances owed.

### **Withdrawal Before 60% Point of the Term**

The institution must perform a R2T4 calculation to determine the amount of earned aid up through the 60% point in each period of enrollment. The institution will use the U.S. Department of Education's prorata schedule to determine the amount of R2T4 funds the student has earned at the time of withdrawal.

### **Withdrawal After 60% Point of the Term**

For a student who withdraws after the 60% point of the period of enrollment, a student has earned 100% of the Title IV funds he or she was scheduled to receive during the period. Thus, there are no unearned funds. The institution must still perform a R2T4 to determine the amount of aid that the student has earned and whether or not the student is eligible for a post withdrawal disbursement..

### **Example of R2T4 Calculation**

1. SFAS determines the percentage of Title IV aid the student earned by taking the calendar days completed in the period of enrollment and dividing by the total calendar days in the period of enrollment (excluding breaks of 5 days or more and days the student was on an approved leave of absence.

Example:

18 completed days divided by 118 total days = 15.3% Aid Earned

2. SFAS determines the dollar amount of Title IV aid the student earned by multiplying the percentage of Title IV aid earned by the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the period of enrollment.

Example:

15.3% X (\$1800 disbursed + \$1005 that could have disbursed) = \$429.17 Aid Earned

3. If this percentage is greater than 60%, the student earns 100% of the disbursed Title IV funds or aid that could have been disbursed.

4. If this percentage is less than 60%, then the percentage earned is equal to the calculated dollar amount earned.

5. Funds are returned to the appropriate federal program based on the Percentage of Aid Earned and the Order of Return dictated by the U.S. Department of Education.

6. Aid to be returned is equal to 100% minus the Percent earned multiplied by the amount of aid disbursed toward institutional charges. If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds (UNT would return the student owed funds along with the funds that must be returned by the school). All Title IV fund returns must be completed no later than 45 calendar days after the date the school determines that the student withdrew.

7. When Title IV funds are returned, the student may owe a balance to the institution.

### **Order of Return**

UNT Dallas is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 worksheet performed on the student's behalf is available through the SFAS office upon written request.

In accordance with Federal regulations, when Title IV financial aid is involved, the calculated amount of the R2T4 funds is retracted in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Parent Plus loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

### **Earned Aid**

Title IV aid is earned in a prorated manner on a per diem basis (calendar days) up to the 60% point in the semester. Title IV aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested in writing from SFAS.

#### *Post-Withdrawal Disbursement Conditions*

If a student has accepted Title IV aid by the date of the withdrawal, but the aid has not disbursed, the student may be eligible for a post-withdrawal disbursement. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement for the earned aid that was not received. Under these circumstances, a R2T4 calculation must be performed to determine whether the student is actually eligible for a post-withdrawal disbursement. UNTD must make this determination within 30 calendar days after the student withdraws.

The following conditions apply when processing a post-withdrawal disbursement:

1. A student may not owe a prior year balance or fail to meet Satisfactory Academic Progress according to University and Student Financial Aid and Scholarships (SFAS) policy.
2. A student must have accepted aid by the date of the withdrawal.
3. If, before the student's withdrawal date, a loan offer has been accepted, the loan must also have been originated by UNT Dallas.
4. If the student is eligible for a post withdrawal disbursement of a loan, SFAS must send notification of post withdrawal disbursement eligibility to students within 30 calendar days after the student withdraws. Students will be given a minimum of 14 calendar days to respond to the post-withdrawal disbursement offer.

For students who provide notification back to UNT Dallas that they want the loan funds prior to the post withdrawal disbursement deadline, SFAS will disburse the loan.

### **Time Frame for the Return of Title IV, HEA Program Funds**

The following rules apply when completing a Return calculation for a student.

1. UNT Dallas will return any unearned Title IV funds it is responsible for returning within 45 calendar days of the date UNTD determined the student withdrew and offer any post withdrawal disbursement of loan funds within 30 calendar days of that date.
2. UNT Dallas will disburse any Title IV grant funds a student is due as part of a post withdrawal disbursement within 45 days of the date UNT Dallas determined the student withdrew and disburse any loan funds a



- student accepts by the post withdrawal disbursement deadline within 180 calendar days of the withdrawal date.
3. Unless a student subject to verification has provided all required verification documents in time for UNT Dallas to meet the Return deadlines, UNT Dallas includes as Aid Disbursed or Aid That Could Have Been Disbursed in the Return calculation.
  4. If it is determined that a student who failed to provide all required verification documents in time for UNT Dallas to meet the Return deadline and later provides those documents prior to the applicable verification deadline, UNT Dallas must perform a new Return calculation on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.
  5. To give a Pell grant to a student, UNT Dallas must have a valid output document (one with an official EFC computed from correct data) while the student is still enrolled for the award year or in the time frame the student qualifies for a late disbursement under 34 CFR 668.164(g)(4)(i).

### **Time Frame for the Return of an Unclaimed Title IV Credit Balance**

In the event UNT Dallas cannot locate the student (or parent) to whom a Title IV credit balance must be paid, Student Accounting (SAUCS) will determine what programs constitute the refund and will notify Student Financial Aid and Scholarships (SFAS) of any unclaimed credit balances that need to be returned to Title IV programs. SFAS must return the funds no later than 240 days after the date the school issued the check or 45 days after the EFT was rejected.

### **Institution Responsibilities**

UNT Dallas' responsibilities in regards to Title IV funds follow:

- Providing students with information in this policy;
- Identifying students who are affected by this policy and completing the Return to Title IV funds calculation for those students;
- Returning any Title IV funds required to the correct Title IV programs.

The institution will always return all of the excess funds, including funds the Return to Title IV calculation identifies as the student's responsibility to return.

### **Student Responsibilities**

- Any notification of withdraw should be in writing and sent to the Registrar's office.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing with the Registrar's office.
- These notifications, to either withdraw or rescind to withdraw, must be sent to the Registrar's office.
- Student must repay any funds to UNTD that were disbursed to the student in which the student was determined to be ineligible for via the R2T4 calculation

### **Refund vs. Return to Title IV Funds**

The requirements for the Title IV program funds when a student withdraws are separate from any refund policy that UNT Dallas may have to return to the student due to a cash credit balance. Therefore, the student may still owe funds to the school to cover unpaid institutional charges. UNT Dallas may also charge the student for any Title IV program funds that they were required to return on the student's behalf.

### **Return to Title IV Questions**

If you have questions regarding Title IV program funds after visiting with or emailing SFAS, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available at Student Aid on the Web [www.studentaid.ed.gov/sa](http://www.studentaid.ed.gov/sa).

\*This policy is subject to change at any time, and without prior notice.

## **Satisfactory Academic Progress**

### Policy Statement.

Federal regulations require the University of North Texas at Dallas to monitor student academic progress to ensure students establish and remain eligible to receive Federal Title IV sources of student aid. The office of Student Financial Aid and Scholarships ("SFAS") monitors the academic progress of each recipient and potential recipient of Title IV funds to evaluate academic progress and to determine continued eligibility for Title IV student aid.

### Application of Policy.

All undergraduate and graduate students who are applying for and receiving financial assistance.

### Definitions.

Academic Progress: "Academic Progress" means the qualitative and pace of progression measures of a student's progress towards completing requirements for a degree.

Academic Term: "Academic Term" means a period of student enrollment. The university academic calendar includes three (3) terms including fall, spring and summer semesters.

Financial Aid Warning: "Financial Aid Warning" is a financial aid status assigned to a student following an academic term in which the student did not make satisfactory academic progress. The student may still be eligible to receive Title IV, HEA program funds.

Financial Aid Probation: "Financial Aid Probation" is a financial aid status assigned to a student following an academic term in which the student was on Financial Aid Warning and did not make satisfactory progress but the student successfully appealed the determination of lack of satisfactory progress and the SFAS determines that the student should be able to meet satisfactory academic progress standards by the end of the academic term while on financial aid probation. The student may still be eligible to receive Title IV, HEA program funds.

Academic Plan Status: "Academic Plan Status" is a financial aid status assigned to a student who will be monitored in accordance with the terms of an approved academic plan. This status is assigned when a student's appeal is approved following a term on financial aid probation, and SFAS determines that the student will meet satisfactory academic progress standards by the end of the academic plan. The student may still be eligible to receive Title IV, HEA program funds.

Financial Aid Not Meeting: "Financial Aid Not Meeting" is a financial aid status assigned to a student during an academic term in which a student was not meeting Satisfactory Academic Progress ("SAP") requirements. Students are not eligible to receive Title IV, HEA program funds while at a Not Meeting status.

Grade Point Average ("GPA"): "Grade Point Average ("GPA")" is calculated by dividing the total number of grade points by the total number of semester hours attempted in residence at the University of North Texas at Dallas which includes all courses with grades of A (4.0), B (3.0), C (2.0), D (1.0), F and WF, unless replaced by a later grade. Courses with grades of I, N, P, PR, W or Z are not counted as courses attempted.

Office of Student Financial Aid and Scholarships ("SFAS"): "Office of Student Financial Aid and Scholarships ("SFAS")" means the University of North Texas at Dallas office with specific responsibility for evaluating student academic progress to determine initial and continued eligibility for Title IV student aid, HEA program funds.

### Procedures and Responsibilities.

1. Evaluation of Satisfactory Academic Progress ("SAP") - SFAS monitors the academic progress of each recipient and potential recipient of Title IV student aid. Student academic progress is evaluated at the end of every academic term following the posting of final grades to determine continued eligibility for Title IV student aid. Evaluations of SAP by SFAS are conducted exclusively to consider eligibility for Title IV student aid and neither replace nor override other University of North Texas at Dallas academic policies related to evaluation of a student's academic status. The standards of SAP are either the same as or stricter than the University of North Texas at Dallas academic standards for students who are not receiving Title IV student assistance.

2. Satisfactory Academic Progress - Every graduate, undergraduate, and law student who applies for and receives Title IV student aid must make SAP to remain eligible for such aid, regardless of whether the student is a first-time applicant or has received aid in the past, and regardless of whether the student attends University of North Texas at Dallas full-time or part-time. To achieve SAP, students must meet both qualitative and pace of progression standards at the end of each academic term as defined below:

A. Qualitative Requirement for SAP - To meet the standard for SAP, students must meet or exceed the following grade point average at the end of the academic term. Grades from transfer coursework at an institution other than University of North Texas at Dallas will not be factored into the calculation of a student's cumulative GPA.

i. Undergraduate students - 2.0 cumulative GPA for all terms.

ii. Graduate students - 3.0 cumulative GPA for all terms.

iii. Law students - 2.0 cumulative GPA for all terms.

B. Pace of Progression Requirements for Standard Academic Progress - An ongoing measure that ensures a student is on track to complete their program in the maximum timeframe. Pace is determined by dividing the cumulative number of hours a student has successfully completed by the cumulative number of hours a student has attempted. All attempts at a course, including repeated courses, are included in the calculation of total hours attempted and pace of progression. Students must pass at least 67% of all credit hours attempted. Attempted hours include repeated, failed, incomplete, withdrawn from, and transfer credit hours.

C. Incomplete Classes - Incomplete classes will be considered the same as an "F" when evaluating SAP.

3. Financial Aid Warning - Students failing to meet SAP will be placed on financial aid warning. Students on financial aid warning remain eligible to receive Title IV program aid for the academic term following the academic term during which the student did not meet SAP standards. Students will not be placed on financial aid warning for consecutive academic terms. If a student is not meeting SAP requirements at the conclusion of an academic term which s/he is on financial aid warning, the student will not be eligible for financial aid in any future academic terms until all SAP requirements are met or the student successfully appeals as set forth below.

4. Financial Aid Notices - Loss of Eligibility - SFAS will provide notice of the loss of eligibility for Title IV student aid to a student not meeting SAP including specific details regarding the process for re-establishing eligibility and the process for appeal of the determination.

5. Appeal of Eligibility - Failure to Meet SAP - A student may appeal a loss of Title IV eligibility by submitting a written notice to SFAS no later than the midpoint of the academic term for which a student is appealing that identifies circumstances to be considered in mitigation of the failure to make SAP. The notice of appeal must include a description of mitigating circumstances that may be considered by SFAS with an explanation of how the mitigating circumstances affected the student and how the student will be able to make SAP in the subsequent academic term. Mitigating circumstances that may be considered by SFAS include:

- A. Serious injury to the student, a member of the student's immediate family or a significant person in the student's life, or
- B. Serious extended illness of the student, a member of the student's immediate family or a significant person in the student's life, or

- C. Death of a student's relative, or
- D. Learning disability as documented in the Office of Disability Accommodation, or
- E. Military service, or
- F. Working towards a special degree, or
- G. Other special circumstances.

Appeal Approved: After a successful appeal, a student may be placed on financial aid probation or an academic plan as set forth in paragraphs 6 or 7 below. Title IV aid may be disbursed during these periods.

Appeal Denied: If a student appeal of financial aid eligibility is denied, the student is responsible for paying educational costs until the student improves his/her academic records to meet SAP. Students who are denied due to maximum time frame are responsible for paying educational costs for the remainder of their degree plan.

6. Financial Aid Probation - If an appeal of financial aid eligibility is approved, the student will be placed on Financial Aid Probation for one academic term and Title IV aid may be disbursed during the period of probation. If a student is not meeting SAP at the end of the financial aid probationary period, SFAS will notify the student that financial aid eligibility is denied until such time as the student is able to demonstrate SAP. Notice of loss of eligibility status following a period of financial aid probation may be appealed in accordance with the procedures set forth in paragraphs 5 and 7 of this policy.

7. Academic Plan - After a period of financial aid probation, a student may appeal a notice of loss of Title IV eligibility by submitting a written notice to SFAS no later than the midpoint of the academic term for which a student is appealing. The notice of appeal should include the details set forth in paragraph 5 above. SFAS will review the appeal on a case-by-case basis considering graduation date, degree plan hours remaining, GPA and pace of progression.

If SFAS approves a student's appeal of eligibility, the student may be placed on an academic plan. The academic plan must be developed in cooperation and agreement with the student's academic department/advisor. The academic plan must include requirements that a student must meet to achieve SAP by the end of the academic plan. Title IV aid may still be disbursed during the period of the academic plan. If a student fails to meet the requirements of the academic plan, SFAS will notify the student that financial aid eligibility is denied until such time as the student is able to demonstrate SAP.

8. Maximum Time Frame for Degree Completion - To remain eligible for Title IV student aid, undergraduate, graduate, and law students must complete degree program requirements within 150% of the published length of their degree.

The University offers a variety of competitive academic scholarships to entering freshmen, transfer students and continuing students. Information in this catalog is correct at the time of printing, but is subject to change without prior notification. Visit the UNT Dallas Office of Financial Aid and Scholarships web site for additional scholarship details at [www.untDallas.edu/finaid](http://www.untDallas.edu/finaid).

### **Scholarships Available to Entering Freshmen Students**

#### **Excellence Scholarship**

This scholarship has a value of up to \$20,000 (\$5,000 per year; \$2,500 per fall & spring term) over four years of undergraduate study. To qualify, a student must have a minimum 1100 SAT and/or 22 ACT; or a class rank of top 25%; and have submitted to UNTD a FAFSA or TASFA. The scholarship is renewable if the student maintains a 3.25 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP), and submits a renewal FAFSA or TASFA. This scholarship may not be combined with either the Jaguar or the Blue and Green scholarships.

#### **Jaguar Scholarship**

This scholarship has a value of up to \$16,000 (\$4,000 per year; \$2,000 per fall & spring term) over four years of undergraduate study. To qualify, a student must have a minimum 1020 SAR and/or 20 ACT; or a class rank of top

40%; and have submitted to UNTD a FAFSA or TASFA. The scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP), and submits a renewal FAFSA or TASFA. This scholarship may not be combined with either the Excellence or the Blue and Green scholarships.

### **Blue and Green Scholarship**

This scholarship has a value of up to \$12,000 (\$3,000 per year; \$1,500 per fall & spring term) over four years of undergraduate study. To qualify, a student must have a minimum 860 SAT and/or a class rank of top 50%; and have submitted to UNTD a FAFSA or TASFA. The scholarship is renewable if the student maintains a 2.75 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP), and submits a renewal FAFSA or TASFA. This scholarship may not be combined with either the Excellence or the Jaguar scholarships.

### **Cornerstone Scholarship**

This scholarship has a value of up to \$4,000 (\$1,000 per year; \$500 per fall & spring term) over four years of undergraduate study. To qualify, a student must be Pell eligible as indicated by the FAFSA (a TASFA can also be used to determine a student's Pell eligibility). The scholarship is renewable if the student maintains a 2.5 cumulative GPA in all UNTD coursework, earns 24 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP), and remains Pell eligible. This scholarship may be combined with any entering freshmen scholarship.

### Scholarships Available to Entering Transfer Students

#### **Phi Theta Kappa Scholarship**

This scholarship has an annual value of up to either \$4,000 or \$3,000 for two years of undergraduate study. To qualify for the \$4,000 (\$2,000 per fall & spring terms) level a student must have an overall cumulative transfer GPA of at least 3.5. To qualify for the \$3,000 (\$1,500 per fall & spring terms) level a student must have an overall cumulative transfer GPA of at least 3.25. The Scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP), and submits a renewal FAFSA or TASFA. This scholarship is limited to members of Phi Theta Kappa and confirmation of membership (PTK certificate or membership card) must be submitted to the Office of Financial Aid and Scholarships. This scholarship cannot be combined with any other scholarships for entering transfer students.

#### **Achieve the Dream**

This scholarship has an annual value of up to \$3,000 (\$1,500 per fall & spring terms) for two years of undergraduate study. To qualify, a student must have an overall cumulative transfer GPA of at least 3.00 and a minimum of 30 transferable hours. The scholarship is renewable if the student maintains a 3.00 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP), and submits a renewal FAFSA or TASFA. This scholarship cannot be combined with any other scholarships for entering transfers students.

#### **TRANSFERmation Scholarship**

This scholarship has an annual value of up to \$2,000 (\$1,000 per fall & spring terms) for two years of undergraduate study. To qualify, a student must have an overall cumulative transfer GPA of at least 2.75 and a minimum of 30 transferable hours. The scholarship is renewable if the student maintains a 2.75 cumulative GPA in all UNTD coursework, earns 30 hours of credit in the academic year, meets Satisfactory Academic Progress (SAP), and submits a renewal FAFSA or TASFA. This scholarship cannot be combined with any other scholarships for entering transfer students.

### Graduate Scholarships

### **Development of Leaders Scholarship**

This scholarship is awarded to new graduate students that are entering the M.Ed. Educational Administration program. The Graduate Record Exam must also have been taken by the student along with two years of experience teaching in grades K-12.

Students that are continuing on with their education at UNT Dallas are eligible for this scholarship with a cumulative 3.3 GPA, and are currently enrolled. The student must also have taken the Graduate Record Exam, and meet all the requirements for the cohort that is established.

The student must be enrolled a minimum of 6 hours each semester for the academic year (fall/spring semester), and maintain a 3.3 cumulative GPA at the end of each semester. There cannot be a break in enrollment. Students are awarded \$2,000 for the academic year (fall/spring semester) for a total of two academic years.

### **Business Leaders of Tomorrow Scholarship**

This scholarship is awarded to new graduate students that have applied and been accepted into the MBA program. The student must have a strong academic profile, including but not limited to work experience, MBA application essay, undergraduate and graduate GPA if applicable. Students must be enrolled in 6 credit hours, maintain a cumulative GPA of 3.3, and meet SAP requirements.

### **Counseling Scholarship**

This scholarship is awarded to new graduate students that have applied and been accepted into the M.Ed. in Counseling program. The student must have a strong academic profile, including but not limited to GRE score, work experience, application essay, undergraduate and graduate GPA if applicable. Student must be enrolled in 6 credit hours, maintain a cumulative GPA of 3.3, and meet SAP requirements.

### **Continuing Graduate General Academic Scholarship (application required)**

Continuing graduate students are eligible for the Graduate General Academic Scholarship. Continuing students must have successfully completed six or more master's level or approved undergraduate equivalent credit hours and have a 3.3 cumulative GPA. Students must be enrolled in at least 6 credit hours in order to receive the scholarship. Students are awarded \$1,000 per academic year (fall/spring semester) for two years. In order to remain eligible after each semester, students must maintain a 3.3 cumulative GPA, and enroll in 6 credit hours.

## **Grant Programs**

### **Federal Pell Grant**

Actual eligibility levels are determined by federal standards through the Central Processing System (Federal Student Aid Programs). To receive funds after eligibility is determined, a student must maintain satisfactory academic progress (SAP) standards as defined by Office of Financial Aid and Scholarships and be classified as an undergraduate. Pell grant awards are based on the student's actual enrollment.

### **Texas Public Education Grant**

Funds are awarded based upon availability of monies, established financial need, at least half-time enrollment, and maintaining satisfactory academic progress (SAP) standards as defined by Office of Financial Aid and Scholarships.

### **Iraq and Afghanistan Service Grant**

The grant award is equal to the amount of a maximum Federal Pell Grant for the *award year* but cannot exceed your cost of attendance for that award year. For more information about the Iraq and Afghanistan Service Grant please go to [www.untDallas.edu/finaid](http://www.untDallas.edu/finaid).

## Eligibility

You may be eligible to receive the Iraq and Afghanistan Service Grant if:

- you are not eligible for a Federal Pell Grant on the basis of your Expected Family Contribution but
- meet the remaining Federal Pell Grant eligibility requirements, and
- your parent or guardian was a member of the U.S. armed forces and died as a result of military service performed in Iraq or Afghanistan after the events of 9/11, and
- you were under 24 years old or enrolled in college at least part-time at the time of your parent's or guardian's death.

### **Teacher Assistance for College and Higher Education (TEACH) Grant Program**

This program provides grants up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families.

TEACH Grant recipients must agree to teach for at least four academic years within eight calendar years of completing the program of study for which a TEACH Grant was received.

**IMPORTANT:** If you receive the grant and fail to graduate or complete this service obligation, all amounts of TEACH Grants received will be converted to a Federal Direct Unsubsidized Stafford Loan. Please note that loan interest will be retroactive and calculated with an effective date from the original award disbursement. You must then repay this loan to the U.S. Department of Education, with interest charged from the date the grant(s) was disbursed.

### **Texas Grant Program**

This is a state grant program for undergraduate Texas residents. Eligibility is based on full time enrollment; established financial need; graduation from a public or accredited private high school in Texas; completion of the recommended, advanced, or distinguished high school curriculum; no felony conviction or crime involving a controlled substance; and the availability of funds. The student must enroll in an eligible institution within 16 months of high school graduation, or within 12 months of receiving an associate's degree (associate's degree must have been conferred after May 1, 2001).

### **Benefits for Veterans**

Students who have served in the military or who are currently serving or dependents/spouses of our veterans may be eligible to receive benefits from the federal Department of Veteran Affairs (VA). For information on benefit eligibility, how to apply and current pay rates please visit [www.gibill.va.gov](http://www.gibill.va.gov).

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.*

### Current Educational Programs:

- Selected Reserves (Chapter 1606)
- Reserve Educational Assistance Program (Chapter 1607)
- Montgomery GI Bill® (Chapter 30)
- Post 9/11 GI Bill® (Chapter 33)
- Survivors and Dependents Assistance Program (Chapter 35)
- Vocational Rehabilitation and Employment (Chapter 31)

Forms and information concerning certification for VA benefit purposes are available in the Office of the Registrar. The Office of the Registrar is located in room 105A, building 1, on the first floor, and can be contacted at 972-780-3664, or at [VA@untdallas.edu](mailto:VA@untdallas.edu). Veterans with specific questions concerning the administration of benefits should contact the Regional VA Office at 1-888-442-4551..

### **Hazelwood Act for Texas Veterans**

Qualifying Texas veterans, and their qualifying dependent spouses and children, may be eligible to receive the Hazlewood Act. The Hazlewood Act is a State of Texas program that exempts tuition and most fees for eligible Texas Veterans and their eligible dependents, at Texas, public post-secondary institutions. Application forms and information on tuition exemptions for qualified veterans, and their dependents, are available online at <http://www.tvc.texas.gov/Hazlewood-Act.aspx> or at the Office of the Registrar. The Office of the Registrar is located in room 105A, building 1, on the first floor, and can be contacted at 972-780-3664, or at [VA@untdallas.edu](mailto:VA@untdallas.edu).

### **Employment**

#### **Federal Work-Study Program**

Eligibility for the Federal Work-Study Program is determined by established financial need and availability of monies to make awards, at least half-time enrollment and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Financial Aid and Scholarships. Students awarded the Federal Work-Study Program are eligible to earn the financial aid amount awarded through a work-study job. Most positions require 15-20 hours of work per week. Students apply directly to the department with the open position listed on the web site. The employing department will select students for interviews based on availability of funds, student work skills, educational background and interest. Eligibility must be determined each term/semester to continue in the Federal Work-Study Program.

#### **Career Services**

Career Services provides a variety of employment opportunities- full-time and part-time and internships off campus to currently enrolled students and alumni. For information, call 972-338-1782.

### **Loan Programs**

#### **Direct Loan Program**

All Direct Loans (subsidized, unsubsidized, Parent Loan for Undergraduate Students [PLUS]) are awarded based upon established financial need, at least half-time enrollment and maintaining satisfactory academic progress (SAP) standards as defined by the Office of Financial Aid and Scholarships. The Free Application for Federal Student Aid (FAFSA) must be submitted before an award will be determined. Maximum and aggregate limits are imposed based upon classification status. Repayment criteria vary depending upon the time the funds are borrowed.

## **Enrollment**

The Enrollment section explains matters related to registering for classes, dropping classes, attending classes and taking final examinations.

#### **Mandatory New Student Orientation**

All accepted undergraduate students new to UNT Dallas are required to attend an orientation as part of their enrollment and transition to the University.



New first-time-in-college students entering in the Fall term/semester are required to attend an orientation session where they receive individual attention and assistance with completing their enrollment process. Orientation dates for students' particular major are listed at [my.untDallas.edu](http://my.untDallas.edu) where students can also register for orientation. These sessions are conducted during June, July, and August. Orientation includes campus life sessions, information on placement testing, key support services, and an opportunity to meet the academic advising team, and you will have the opportunity to complete the tuition and fee payment process and learn about ways to cover the cost of your education. Currently the fee for all orientation sessions is \$140.

Transfer students can choose to attend one of several half-day orientation sessions available based on their entry term. Each session focuses on registering for classes, meeting with an advisor, and learning about campus resources and ways to cover the cost of your education. Currently the fee for Transfer student orientation sessions is \$80.

Orientations are also held each December and January for students starting classes in the Spring term/semester.

All new undergraduate students receive orientation information following acceptance notification.

The orientation fee does NOT need to be paid up front or in order to attend an orientation. It will be applied to the student's account upon completion of the required orientation session and can be paid along with tuition and fees.

Students who do not complete the required new student orientation will have a registration hold placed on their account and will not be able to register for courses.

Questions regarding Orientation should be directed to the Office of Undergraduate Admissions at 972-780-3642, [orientation@untDallas.edu](mailto:orientation@untDallas.edu), or visit [www.untDallas.edu/undergrad/orientation](http://www.untDallas.edu/undergrad/orientation).

### **Change of Address**

It is the responsibility of the student to provide correct permanent and local mailing address information at all times and on all documents at the University. Students who change their mailing address must notify the Office of the Registrar immediately by submitting the change in writing or by updating their address at [my.untDallas.edu](http://my.untDallas.edu).

### **Student Load (Fall/Spring)**

#### **Undergraduate**

The normal load for full-time undergraduate students is 15 semester hours for each fall or spring term/semester, or 30 hours for the nine-month academic year. **Note:** For information pertaining to the required semester hours for enrollment verification purposes, refer to "Enrollment Certification" below.

No student who registers for or earns fewer than 9 undergraduate hours of college work each semester may hold a responsible Student Government Association (SGA) office.

Undergraduate students may schedule a maximum of 9 hours in one eight week session (8W1 or 8W2). Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean.

An undergraduate student with a GPA of less than 3.000 may schedule a maximum of 19 total semester hours. Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean.

An undergraduate student with a GPA of at least 3.000 may enroll for a maximum of 21 total hours for the fall or spring term/semester by meeting the following conditions:

1. at least a 3.000 GPA on a minimum 15-hour residence load for the term/semester just completed,
2. at least a 3.000 GPA on a minimum 12-hour residence load for the summer term/semester just completed, or

3. at least a 3.000 GPA on all work completed at UNT Dallas and a minimum 24 hours of credit in residence.

### **Graduate**

Graduate students may schedule a maximum of 16 total hours during any fall or spring term/semester. Graduate students may schedule a maximum of 9 hours in one eight week session (8W1 or 8W2). Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean. For the purpose of fulfilling the graduate residence requirement, a load of 9 graduate semester hours is considered to be a full load.

No student who registers for or earns fewer than 6 graduate hours of college work each semester may hold a responsible Student Government Association (SGA) office.

Graduate students enrolled only in undergraduate courses, for undergraduate credit, may request special consideration by the Office of Graduate Admissions to enroll in hours that exceed the 16 hour maximum.

### **Student Load (Summer)**

#### **Undergraduate**

The normal load for full-time students is 12 hours for the summer term/semester.

During the summer term/semester, a full-time undergraduate student with a GPA of at least 3.000 may select multiple sessions for a maximum of 18 total semester hours.

Undergraduate students may schedule a maximum of 4 hours in 3W1 session, a maximum of 9 hours in 8W1 session, a maximum of 8 hours in 5W1 session, a maximum of 7 hours in 5W2 session, and a maximum of 15 hours in 10W session. Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean.

**Note:** For 3W1 (three week one) the normal load for full-time students is 3 hours. Undergraduate students may schedule a maximum of 4 hours in 3W1 session.

#### **Graduate**

A full-time graduate student with a GPA of at least 3.000 may select multiple sessions for a maximum of 18 total hours.

Constraints apply to graduate courses. Graduate students may schedule a maximum of 4 hours in a three week session (3W1), a maximum of 7 hours in a five week session (5W1, 5W2), a maximum of 9 hours in a ten week session (10W), or a maximum of 9 hours in an eight week session (8W1). At no time during concurrently running summer sessions can graduate students' enrollment exceed 10 hours. For purposes of fulfilling the graduate residence requirements, a load of 9 semester hours is considered a full load. Any request for a course overload beyond the maximum hours listed must be approved in advance of registration by the appropriate Dean.

Graduate students enrolled only in undergraduate courses, for undergraduate credit, may request special consideration by the Office of Graduate Admissions to enroll in hours that exceed the 10 hour maximum.

### **Enrollment Certification**

Enrollment verification and loan deferments are requested online through the Student Center at [my.untDallas.edu](http://my.untDallas.edu) and are based upon a student having registered and paid tuition and fees according to the below criteria. Visit [www.untDallas.edu/registrar/general/enrverification](http://www.untDallas.edu/registrar/general/enrverification) for more information on generating an enrollment certification/verification from the National Student Clearinghouse (NSC). See "Special Conditions for Financial Aid Applicants" in the Tuition, Expenses, and Financial Aid section of this catalog for loan deferment requirements.

## **Undergraduate**

**Full Time:** fall, spring or summer term/semester, 12 or more hours.

**Three-Quarter Time:** fall, spring or summer term/semester, 9 to 11 hours.

**Half Time:** fall, spring or summer term/semester, 6 to 8 hours.

## **Graduate**

**Full Time:** fall, spring or summer term/semester, 9 or more hours.

**Three-Quarter Time:** fall, spring or summer term/semester, 6 to 8 hours.

**Half Time:** fall, spring or summer term/semester, 4 to 5 hours.

## **Registration**

All registration and student-requested schedule changes are conducted via web registration at [my.untDallas.edu](http://my.untDallas.edu). Specific information and instructions as well as dates are found online at [www.untDallas.edu/registrar](http://www.untDallas.edu/registrar) and at [my.untDallas.edu](http://my.untDallas.edu).

## **Late Registration**

Students who are unable to enroll during the official registration periods must pay an additional fee for late registration. Refer to [www.untDallas.edu/registrar](http://www.untDallas.edu/registrar) for late registration information.

## **Concurrent Registration**

A student in residence who wishes to enroll concurrently at another college must first secure the written permission of the appropriate dean at UNT Dallas. Failure to obtain advance approval may result in the refusal of the university to accept such work in transfer.

Graduate students must secure written permission from the Office of Graduate Admissions **before** registering for any course or courses at another institution while registered for any course at UNT Dallas. Failure to secure the required permission for concurrent enrollment prior to registration at the second institution may cause UNT Dallas to refuse degree credit for the work taken elsewhere. In no case may the combined total of semester hours enrolled for at the two institutions exceed the maximum load permitted to graduate students at UNT Dallas.

Special provisions for avoiding more than one minimum tuition charge are available for students enrolling concurrently in more than one state-supported institution of higher education. Students planning concurrent enrollment are cautioned to check these provisions prior to enrollment at any state institution.

## **Enrollment at the Universities Center at Dallas**

Students enrolling for upper-division undergraduate courses or graduate courses offered by the partner universities of the Universities Center at Dallas (UCD), a Multi-Institutional Teaching Center (MITC) located in downtown Dallas, may enroll at their home institution for courses offered by the other UCD universities.

## **Evening and Saturday Classes**

A large number of classes at the graduate level are scheduled for one three-hour meeting per week during the spring and fall terms/semesters, usually on Saturday morning or on a weekday evening. Consult the online schedule of classes at [my.untDallas.edu](http://my.untDallas.edu), available prior to spring and fall registration, for schedule details.

A few of these classes also are available during summer terms/sessions. Consult the online schedule of classes at [my.untDallas.edu](http://my.untDallas.edu).

### **Schedule Changes**

For information concerning adding or dropping courses, consult the online Academic Calendars at [www.untDallas.edu/registrar](http://www.untDallas.edu/registrar).

### **Advanced Placement and Credit by Examination**

UNT Dallas awards undergraduate college credit on the basis of local and national examinations, subject to general limitations. This also includes military service credit and classroom instruction offered through the non-academic institutions approved by the American Council on Education. Such credit is not included in determining grade point averages and has the following additional restrictions:

1. may not be used to reduce the general degree requirement of completing a minimum of 30 semester hours in residence at UNT Dallas;
2. may not be used to reduce the general degree requirement of completing at least 24 semester hours of advanced work at UNT Dallas;
3. may not be used to reduce the general degree requirement of completing at least 12 advanced hours in the major at UNT Dallas;
4. may not be earned in any course the student has previously completed at any university; and
5. may not be earned in any course prerequisite to another course in the same subject for which the student has previously earned credit.

UNT Dallas recognizes exam credit in transfer from other accredited institutions within the limits outlined above. Scores from exam credits accepted in transfer are not re-evaluated by UNT Dallas. Credit by examination cannot be substituted for any grade, including an F earned for a course in high school, at UNT Dallas or at another college or university. The credit earned through examination will not be included in the grade point average at UNT Dallas, but it will be included in accepted semester credit hours.

### **Advanced Placement (AP) Examinations**

Students who have received college-level training in secondary school and who present applicable scores on the appropriate Advanced Placement Examination will be granted, on request, placement and credit for comparable courses at the university following enrollment.

The College Board Advanced Placement Examinations are offered in May each year and are administered by The College Board in most school districts. Students typically complete an AP course offered by their high school before taking an AP examination in that subject. However, in consideration of homeschooled students and students whose schools do not offer AP courses, The College Board does not require a student to complete an AP course before taking an AP examination. All requests for information should be directed to the Advanced Placement Program of The College Board, 250 Vesey Street, New York, NY, 10281.

Visit <https://www.untDallas.edu/undergrad/forms> for updated information on accepted AP exams, scores, and UNT Dallas course equivalencies.

## **AP Credit Evaluation and Notification**

Entering freshmen who took the Advanced Placement (AP) Exam for credit (and who designated that their scores be sent to the University of North Texas at Dallas, code 5999) will receive an evaluation of their scores, if scores have been received and qualify for credit. Students who do not receive their AP evaluations at that time should check with the Office of Admissions prior to receiving academic advisement to confirm that their AP results have been received.

Former, continuing and transfer students who wish to have their AP test results applied to their UNT Dallas transcript must initiate this process through the Office of Admissions during their first term/semester enrolled at UNT Dallas. (Note: students who fail to initiate the process during their first term/semester at UNT Dallas may still be eligible to receive credit, but may be subject to the standards in place at the time of initiation, rather than those that were current when the test was taken.)

### **College-Level Examination Program (CLEP)**

UNT Dallas recognizes credit earned through College-Level Examinations of the College Board only if the credit is first certified by the Office of Admissions.

## **CLEP General Examinations**

UNT Dallas does not grant credit on the basis of College Board CLEP General Examination scores.

## **CLEP Subject Examinations**

Credit is certified but not necessarily applied to a degree if the student scores at or above the average scores of those students in the national norms sample who earned a C in regular college courses on the subject. A student may not earn examination credit for any course failed.

Effective July 1, 2001, CLEP began using a new "common recommended credit-granting score" for all CLEP exams. UNT Dallas recognizes CLEP credit recommendations as posted on the official student score report. Entering students who took the CLEP Subject (CLEP) Exam for credit (and who designated that their scores be sent to the University of North Texas at Dallas, code 3681) will receive an evaluation of their scores, if scores have been received and qualify for credit.

Visit <https://www.untdallas.edu/undergrad/forms> for updated information on accepted CLEP subject exams, scores, and UNT Dallas course equivalencies.

### **SAT Subject Tests**

UNT Dallas does not grant college credit on the basis of The College Board SAT Subject Test scores.

### **Educational Experience in the Armed Services**

Credit may be given for formal service school courses completed in the armed services after evaluation of official documents by the Office of Admissions and the Office of Academic Advisement. The student's academic dean decides if credit awarded for such courses will be applied toward requirements for the bachelor's degree.

### **Credit for Work Experience**

Credit will not be granted for knowledge acquired through prior work, certification, or performance experience regardless of whether these experiences were of a paid or voluntary nature.

## **International Baccalaureate (IB)**

UNT Dallas awards a minimum of 24 semester hours of credit to students who have completed the International Baccalaureate Program and have received the International Baccalaureate Diploma. Students must earn a minimum score of 4 on tests that count toward the diploma. The admissions office will certify the examination credit based on the qualifying scores.

A student who has completed a high school International Baccalaureate Program but has not earned the diploma and who has scored 5, 6 or 7 on the higher level IB examination will receive college credit at UNT Dallas. **Note:** The minimum score requirements for awarding credit based upon International Baccalaureate examinations is under review and subject to change.

The IB institution code for UNT Dallas is 01800. Students should use this code when requesting to have IB scores sent to the UNT Dallas undergraduate admissions office.

Visit <https://www.untDallas.edu/undergrad/forms> for updated information on accepted IB exams, scores, and UNT Dallas course equivalencies.

## **Student Attendance**

**Policy Statement:** The University of North Texas at Dallas ("UNTD" or "the University") recognizes that student success is promoted by the expectation of regular attendance and participation in class.

**Application of Policy:** This policy applies to all students.

### **Definitions:**

1. **Active Military Service:** "Active Military Service" includes active military service performed by a member of the Texas National Guard of the Texas State Guard.
2. **Reasonable Time:** "Reasonable Time" means no fewer than 10 days.
3. **Religious Holy Days:** "Religious Holy Days" means a holy day observed by a religion whose place of worship is exempt from state property tax.
4. **Student:** "Student" includes students enrolled in distance education, self-paced and other asynchronous courses.

### **Procedures and Responsibilities**

#### Class Attendance:

1. Responsibility for class attendance rests with students. Regular and punctual attendance at all scheduled classes is expected.
2. Faculty members will clearly state their policy regarding class absence and the impact of absences on course grades on their course syllabi. Absences may lower a student's grade where class attendance and class participation are deemed essential by the faculty member.

#### Excused Absences:

1. An absence may be excused for the following reasons:
  - a. Religious holy day, including travel for that purpose;
  - b. active military service;
  - c. participation in an official university function; or
  - d. illness or other extenuating circumstances.
2. A student is responsible for requesting an excused absence in writing, providing satisfactory evidence to the faculty member to substantiate the excused absence and delivering the request personally to the faculty member assigned to each course.
3. When the absence is excused, the faculty member will provide a reasonable time after the absence for the student to complete the assignment or examination.

#### Student Absence Due to Religious Holy Day:

A student may be excused from attending classes or other activities, including examinations, for observance of a religious holy day, including travel for that purpose.

1. A student should notify a faculty member of anticipated absence to observe religious holy days as early in semester as possible.
2. An excused student may not be penalized for the absence and must be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence. The faculty member may take appropriate action if a student fails to satisfactorily complete an assignment or examination.
3. If a student and faculty member disagree about the nature of the absence being for the observance of a religious holy day or about whether the student has been given reasonable time to complete any missed assignments or examination, either the student or the faculty member may appeal to the Provost. The student and faculty member will abide by the decision of the Provost.

#### Student Absence Due to Military Service:

A student will be excused from attending classes or other activities upon providing notice of participation in active military service.

1. A student called to active military service must provide a copy of the student's military order to each faculty member instructing a course in which the student is enrolled.
2. An excused student will not be penalized for an absence due to military service and will be allowed to take an examination or complete an assignment from which the student is excused within a reasonable period after the absence.
3. The course syllabus or instructional plan for a course in which a student was enrolled when called to active military service will be retained so that the student may complete the course without prejudice and pursuant to the course requirements that were in effect when the student enrolled in the course upon the student's return from active military service. All course work completed by the student prior to being called to active military service will be retained until the student returns.
4. A student who returns from active military service who will not be able to satisfactorily complete any outstanding assignments or examinations within a reasonable period of time must contact the Office of the Provost to develop a written plan and timeframe for completing all outstanding assignments or to make any other arrangements as may be appropriate under the circumstances.
5. The maximum period for which a student may be excused will be no more than 25% (twenty-five percent) of the total number of class meetings or the contract hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.
6. A student returning from active military service who believes that they have not been given full and fair treatment in accordance with this policy, or all other relevant state or federal laws relating to return from active military service, may seek review by the Provost. The Provost will review the complaint asserted by the student, meet with all university officials who may have knowledge of the circumstances, and attempt to resolve the dispute amicably in accordance with UNTD policy and state and federal law.

#### Student Absence for Official University Functions:

Student absences due to participating in a university function or activity must be approved in advance by the department chair and the academic dean. Within three (3) days after the absence, students must obtain absence cards from the Office of the Provost to be presented to faculty members. Excused students who present authorized absence cards will be permitted to make up missed work when practicable or will be given specialized consideration so that they are not penalized for their absence.

#### Student Absence Due to Illness:

In case of an illness that will require absence from class for more than one (1) week, the student should notify his or her academic dean. The dean's office will inform the appropriate faculty members. In case of class absence due to a brief illness, the student should inform the faculty member directly.

#### **Course Drop/Withdrawal**

1. A student may drop a course prior to the census date (the 12th class day of the fall or spring semester or the equivalent dates in a summer session) at [my.untDallas.edu](http://my.untDallas.edu) or in the Office of the Registrar. Courses dropped prior to the census date will not appear on the student's transcript and will not be included in the limitation of withdrawn courses as set forth below.
2. After the census date a student must receive written approval from the faculty member prior to withdrawing from a course.
  - a. If a course is withdrawn after census date and prior to the end of the eleventh (11th) week of classes for the fall or spring semester, or the equivalent dates for the summer sessions, the faculty member will assign a grade of W.
3. No student may withdraw from any course after the date designated by the Office of the Registrar during the eleventh (11th) week of the fall or spring semester, or the equivalent date of the summer session.
4. No student may withdraw from more than six (6) courses during their academic program except as set forth below. A faculty member or the Registrar may refuse to allow a student to withdraw from a course if the student has withdrawn six (6) courses previously.
5. Students applying for financial aid must contact the Office of Financial Aid prior to dropping or withdrawing from any class in order to understand the potential impact of the dropped or withdrawn course on student financial aid eligibility.
6. All relevant course drop and withdrawal dates will be published annually by the Registrar and will be made available on the UNT Dallas on-line academic calendar ([www.untDallas.edu/registrar](http://www.untDallas.edu/registrar)). All course drop/withdrawal procedures must be completed by 5:00 p.m. on the deadline dates specified on the UNT Dallas academic calendar.

## Limitations on Course Withdrawals

Undergraduate students who enrolled in higher education for the first time after fall 2007 will not be permitted to withdraw from a total of more than six (6) courses, including any course a transfer student withdrew from at another Texas public institution of higher education, unless the student shows good cause for withdrawing from more than six (6) courses; including but not limited to a showing that:

1. A severe illness or debilitating condition affects the student's ability to satisfactorily complete a course;
2. The student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
3. The death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
4. The active duty service as a member of the Texas national Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
5. The change of the student's work schedule that is beyond the control of the student and affects the student's ability to satisfactorily complete the course; or,
6. Other good cause as determined by the Provost's Office.

This limitation does not apply to courses dropped prior to the 12th day of classes (or the equivalent for a summer session). Courses withdrawn for complete withdrawal from UNT Dallas are not calculated for purposes of the course drop limitation.

Requests for exception to the course withdrawal limitation must be made in writing to the student's academic dean and must occur during the semester that the withdrawn course was taken.

## Leave of Absence



Leave of absence applies to students admitted to the master's or doctoral degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. Leave of absence may be granted by the academic program, which then notifies the Office of Graduate Admissions. If the student has begun thesis and is under the continuous enrollment requirement, a waiver of continuous enrollment must also be requested and approved by the Office of Graduate Admissions. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree. (See "Time Limitations" in the Graduate Admissions section).

### **Withdrawal from UNT Dallas**

A student may completely withdraw from all courses at UNT Dallas after the census date and any time prior to the end of the thirteenth (13th) week of classes for the fall or spring semester or the equivalent dates for a summer session. A student may withdraw from a course or courses (but not the student's last course) at UNT Dallas after the census date and any time prior to the end of the eleventh (11th) week of classes for the fall or spring semester or the equivalent dates for a summer session.

The Registrar will record a W for each course in which a student was enrolled for withdrawals processed after the 12th day of classes for the fall or spring semester or the equivalent for a summer session.

Students called to active military service during a semester in which they are enrolled may be entitled to a refund of tuition and fees if they withdraw or the student may be entitled to receive a final grade or incomplete grade in courses. Students should contact the Office of the Registrar at 972-780-3664 to determine their options.

Students seeking to withdraw for medical reasons should consult the relevant UNT Dallas policy.

Official dates and deadlines for withdrawing are specified in the Academic Calendar at [www.untDallas.edu/registrar](http://www.untDallas.edu/registrar).

#### **Notice:**

- Students receiving financial aid also must contact the Office of Financial Aid ([www.untDallas.edu/finaid](http://www.untDallas.edu/finaid)) before dropping a class or withdrawing. Students receiving financial aid may be required to go through an exit interview with a financial aid counselor before they are permitted to withdraw.
- Students who are on an installment plan contract are recommended to contact Student Financial Services at 972-780-3658 before dropping a class or withdrawing. Students on an installment plan may be responsible for the entire tuition/fees term amount even without completing their classes for the semester.
- Students who withdraw from UNT Dallas will have student services and privileges terminated.
- To receive a refund for a parking permit, a student must return the parking permit to UNT Dallas Police and Parking Office.

### **Effects of Withdrawal on Academic Status**

Any student who withdraws prior to the end of the thirteenth (13th) week of classes for the fall or spring semester (or the equivalent dates for a summer session) is given grades of W and is not penalized with a reduced CGPA. A student who does not officially withdraw from the university is held responsible for grades of F and is placed on probation or suspended from the university if the grades of F bring the CGPA below the minimum required.

### **Pre-Finals Week**

So that students can more adequately prepare for their final examinations, special rules apply to the seven calendar days preceding the final week of each fall and spring term/semester. During pre-finals week, student organizations do not meet; and activities requiring student participation such as field trips or performances by dance, drama or music ensembles are not scheduled.

### **Final Examinations**

Faculty members are expected to administer final examinations at the designated times during the exam week of each long semester and during the last class meeting day of each summer term. Any deviation from the published schedule of final examinations must be approved in advance by the appropriate academic dean.

Students who have as many as three final examinations scheduled on one day may appeal to their academic dean to

reschedule one of those examinations on another day during the final examination period.

## **Graduation and Commencement**

### **Application for Graduation**

Applications for graduation are available in online at the student center at [my.untDallas.edu](http://my.untDallas.edu). (Visit [www.untDallas.edu/registrar](http://www.untDallas.edu/registrar) for degree application deadlines.)

Degree applications are accepted only from undergraduate students who have a minimum overall C average. See "General University Requirements" in the Academic Information and Regulations section of this catalog for grade point calculation details.

Students otherwise eligible for graduation who complete their final course or courses elsewhere will not graduate at the end of the term/semester or summer session/term in which the work is completed, because of the time required for obtaining transcripts. Such students will have their degrees conferred at the close of a subsequent UNT Dallas term/semester.

### **Graduation with Honors**

Candidates for graduation whose overall grade point average, based on grades earned in University of North Texas at Dallas resident credit courses and transfer institution courses, is at least 3.500 but less than 3.700 are eligible to graduate cum laude; those whose GPA, as defined above, is at least 3.700 but less than 3.900 are eligible to graduate magna cum laude; and those whose GPA, as defined above, is 3.900 to 4.000 are eligible to graduate summa cum laude.

Hours earned through correspondence and extension courses, or pass/no pass courses, may not be counted in calculating the GPA for determination of eligibility for graduation with honors. Candidates for a second bachelor's degree are not eligible for graduation with honors.

### **Commencement Exercises**

Commencement exercises are held in May and December. Diplomas are mailed to candidates approximately eight weeks after the end of the semester in which the student has applied for graduation and the coursework has been verified.

# **Academic Information and Regulations**

Ease your transition into college life. Here you'll find academic information and regulations and the list of degrees offered at UNT Dallas. To get your UNT Dallas degree you will need to meet the requirements of the core curriculum and complete the courses deemed necessary for your major. Also in this section, you will find important information about grades, transfer credits, transcripts and graduation.

**Note:** A definition of academic terms may be found at the end of this section.

### **Degrees Offered**

Bachelor of Applied Arts and Sciences (**BAAS**)

Bachelor of Arts (**BA**)

Bachelor of Business Administration (**BBA**)

Bachelor of Science (**BS**)

Master of Business Administration (**MBA**)

Master of Education (**MEd**)

Master of Science (**MS**)

Juris Doctor (**JD**)

## Schools

UNT Dallas is organized into the following academic schools.

- College of Law
- School of Business
- School of Education
- School of Human Services
- School of Liberal Arts and Sciences

These schools offer the degrees, majors, concentrations under majors, minors, and certifications listed under <http://untdallas.edu/academics>. See individual areas in this catalog for information about graduate and undergraduate offerings.

## Current Academic Programs

University of North Texas at Dallas Degree Inventory					
Institutional Administrative Structure	Level			Minimum SCH Required	CIP Codes
	Baccalaureate	Master's	Doctoral		
School of Business					
<b>Department of Business</b>					
Accounting	BBA			120	52.0301.00
Business Administration		MBA		30	52.0201.00
Finance	BBA			120	52.0801.00
General Business	BBA			120	52.0101.00
Hospitality Management	BBA			120	52.0901.00
Logistics & Supply Chain Management	BS			120	52.0203.00
Organizational Behavior & Human Resource Management	BBA			120	52.1003.00
School of Education					
Curriculum & Instruction		MED		36	13.0301.00
Educational Leadership		MED		30	13.0401.00
Interdisciplinary Studies	BS			123	30.9999.01
School of Human Services					
Child Development and Family Studies	BS			120	19.0706.00

Clinical Mental Health Counseling		MS		60	42.2803.00
School Counseling		MED		48	13.1101.00
Human Services Management & Leadership	BS			120	44.0000.00
<b>School of Liberal Arts and Sciences</b>					
Applied Arts & Sciences	BAAS			120	30.9999.40
<b>Department of Criminal Justice</b>					
Criminal Justice	BS			120	43.0104.00
Criminal Justice		MS		36	43.0104.00
<b>Department of Languages &amp; Communications</b>					
Communication & Technology	BA			120	09.0702.00
<b>Department of Life &amp; Health Sciences</b>					
Biology	BA			120	26.0101.00
Biology	BS			120	26.0101.00
Public Health	BA			120	51.2201.00
Public Health	BS			120	51.2201.00
<b>Department of Mathematics &amp; Information Sciences</b>					
Information Technology	BA			120	11.0103.00
Mathematics	BA			120	27.0101.00
<b>Department of Social Sciences</b>					
Political Science	BA			120	45.1001.00
<b>Department of Sociology &amp; Psychology</b>					
Psychology	BA			120	42.0101.00
Sociology	BA			120	45.1101.00
<b>Department of Urban &amp; Public Leadership</b>					
Public Leadership		MS		39	44.0401.00
<b>College of Law</b>					
Law			JD	88	22.0101.00
Source: Texas Higher Education Coordinating Board (THECB), and UNT Dallas Office of Institutional Research and Planning. <a href="http://www.thecb.state.tx.us/apps/programinventory/InvSearch.cfm">http://www.thecb.state.tx.us/apps/programinventory/InvSearch.cfm</a>					

**Note:** Degrees, majors, concentrations under majors, professional fields, minors, and certifications are selected in

consultation with an advisor and, if approved, are incorporated into the student's degree plan and/or program of study.

### **General University Requirements**

UNT Dallas will confer the bachelor's degree when the following conditions have been met.

1. A minimum of 120 semester hours.
2. Completion of all requirements in the university core curriculum (42-hour minimum).
3. A major of at least 24 semester hours. At least 12 hours of advanced work (3000/4000 level) in the major must be earned at UNT Dallas (except for the BAAS degree). See "Major" in the Academics section of this catalog.
4. A minor, if required for a particular undergraduate degree, of a minimum of 18 semester hours, including at least 6 hours of advanced work (3000/4000 level). For details, see the individual requirements under specific degree programs in this catalog.
5. A minimum of 42 semester hours of advanced work, 24 of which must be completed at UNT Dallas. A lower level course that, when transferred, is determined to be equivalent to a UNT Dallas upper-level course does not satisfy the requirement of advanced hours.
6. An official degree plan must be on file. It is recommended that the degree plan be made no later than the beginning of the junior year.
7. A minimum grade point average of 2.000 (C) on all courses, including all transfer credits. It should be noted that the GPA that appears on grade reports and is used to determine the student's academic status, does not include correspondence, extension and transfer work. Thus, a 2.000 GPA on the grade report does not necessarily imply eligibility for graduation.
8. A minimum GPA of 2.000 (C) on all work at UNT Dallas. Transferred work may not be used to raise the GPA of work done at UNT Dallas.
9. Twenty-five (25) percent of the credit hours required for a degree must be earned in residence.
10. A proficiency in English composition. Students must show competence in written expression by receiving credit for or earning a grade of C or better in two general education English courses that have a strong writing component (ENGL 1313, 1323). Students who have earned a D in one or more of these two required courses must repeat the course and raise the grade to a C or better. Students who are transferring to UNT Dallas with more than 90 hours and who have earned a D in any of the basic English writing courses must retake the course during their first term/semester in residence.

### **General Undergraduate Degree Requirements**

## **Writing Proficiency**

UNT Dallas is committed to the discovery, acquisition, development, preservation and dissemination of knowledge and the enhancement of the intellectual, cultural and proficiency levels of all who enter its programs. Fulfilling this

commitment will contribute to both a better society and a more rewarding pattern of individual life. As students endeavor to complete their academic studies, they are expected to exhibit good college-level writing skills in all university course work as a consideration in grading.

## Graduation under a Particular Catalog

A student may meet the graduation requirements noted in the catalog in effect at the time of admission to UNT Dallas or the requirements in any later catalog published before the student's graduation.

Any student transferring directly from a Texas community college to UNT Dallas shall have the same choice of catalog published degree requirements as the student would have had if the dates of attendance at the university had been the same as the dates of attendance at the community college. Transfer students from senior institutions or out-of-state community colleges will use the catalog in effect at their date of enrollment at UNT Dallas.

All requirements of the chosen catalog must be met within eight years of that catalog's publication. This catalog will expire at the close of the 2026 Summer semester/term. Any student who does not attend UNT Dallas for a period of two consecutive academic years (or four consecutive fall/spring semesters) must meet the requirements of the catalog effective the semester of the student's return.

Changes in either major or non-major requirements made necessary by altered or discontinued courses or by requirements imposed by external accrediting or certification agencies become effective for degree audit purposes at the beginning of the academic year immediately following the academic year in which the changes are published in the university catalog. The changes may include additions, deletions and other changes in prerequisite requirements for existing courses. Whenever possible, new requirements are implemented with a beginning class or upon the expiration of the appropriate time limit.

## Texas Success Initiative (TSI)

The Texas Success Initiative (TSI) is a state statute requiring all undergraduate students (new students, transfer students, and international students) who enter a Texas public institution of higher education to either: (A) Demonstrate readiness for college-level reading, writing and mathematics before enrolling in college-level academic coursework by achieving the statutory threshold(s) on the state-approved readiness assessments; or (B) Meet one of the conditions for exemption from the testing requirement. Students must satisfy all TSI requirements before receiving a baccalaureate degree. Students who do not meet TSI requirements must complete developmental coursework to attain TSI compliance.

All first-year and transfer students coming into the University of North Texas at Dallas must have completed TSI testing or have a documented exemption before registering for classes. Your registration will be delayed if TSI status cannot be determined before your orientation session.

For more information on TSI testing, please consult the TSI Testing Information document.

### **Exemptions:**

Students are exempt from readiness testing if any of the exemption categories apply. If you are TSI Exempt, please review and fill out the TSI Exemption Form with the appropriate documentation and send it to the UNT Dallas Academic Support Services Office.

### **If Not Exempt:**

Minimum score thresholds required to demonstrate college readiness in each subject area are as follows:

### **Minimum Required Scores for College Readiness (by Subject)**

TSI Assessment	
READING	351
MATHEMATICS	350
WRITING	Multiple Choice 340/Essay 4 <b>OR</b> Essay Score of 5 or Higher

## Requirements for a Second Bachelor's Degree

To be eligible for a second bachelor's degree, a student must have completed an undergraduate degree and also must meet all current catalog requirements for the second degree, including 12 hours of advanced courses in a field different from the major for the first bachelor's degree.

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### Undergraduate Academic Certificate Programs

UNT Dallas offers upper-division undergraduate academic certificate programs to meet workforce needs or to provide students with life/career skills and knowledge and to allow for specialization in academic disciplines.

## Requirements

Undergraduate academic certificates require 12-20 semester credit hours, the majority of which must be advanced.

Students are responsible for all prerequisites specified in course requirements.

Students are expected to complete all hours for the undergraduate academic certificate requirements at UNT Dallas.

Upon completion of the requirements for an undergraduate academic certificate program, a student should apply for graduation through the Registrar's Office. All certificates must be earned and awarded in conjunction with completing a Bachelor's degree/major program at UNT Dallas.

The Registrar's Office posts undergraduate academic certificates to students' transcripts at the end of the semester earned. The school awarding them prints the certificates and mails them to the student.

**Note:** Hours used for attaining an undergraduate academic certificate could potentially exclude a student from consideration for the \$1,000 Tuition Rebate since all hours earned for the undergraduate academic certificate are counted in the total hours earned toward a degree.

### Grading System

UNT Dallas' grading system uses the letters A, B, C, D, F, P, NP, I, and W.

A	-	excellent work, four grade points for each semester hour.
B	-	good work, three grade points for each semester hour.

C	-	fair work, two grade points for each semester hour.
D	-	passing work, one grade point for each semester hour.
F	-	failure; given when a student (1) has failed the course while still officially enrolled at the end of the term/semester; (2) is failing a course and misses the final examination without satisfactory explanation; or (3) stops attending class without processing an official drop or withdrawal.
P	-	passed; a credit grade (1) on pass/no pass option, (2) on student teaching, and (3) in selected undergraduate and graduate individual problems, research, and thesis courses.
NP	-	not passed; a failing grade on the pass/no pass option; non-punitive.
I	-	I is a non-punitive grade given only during the last one-fourth of a term/semester and only if a student (1) is passing the course and (2) has justifiable and documented reason, beyond the control of the student (such as serious illness or military service), for not completing the work on schedule. The student must arrange with the instructor to finish the course at a later date by completing specific requirements. These requirements must be listed on a Request for Grade of Incomplete form signed by the instructor, student and department chair and must be entered on the grade roster by the instructor. Grades of I assigned to an undergraduate course at the end of the Fall 2007 semester and later will default to F after one calendar year unless the instructor has designated a different automatic grade. See also "Removal of a Grade of I" policy in this section of this catalog.
W	-	Withdrawal without penalty. Given when a student withdraws from a course or from the university prior to the end of the sixth week of classes of long terms/semesters or corresponding dates for summer sessions. After these dates, the appropriate grade earned by the student is recorded at the end of the term/semester.

**Note:** No grade points are allowed for grades F, I, NP, or P.

A complete record of all previously used grades and grading systems is detailed on the official transcript.

## Grade Point Average

The overall grade point average is used to determine student class loads, eligibility for admission to the university and certain programs, financial aid eligibility, and eligibility for graduation. It is calculated by dividing the total number of grade points by the total number of semester hours attempted. All GPA calculations are subject to post-audit and correction by the Office of the Registrar.

The number of semester hours attempted includes all courses with grades of A, B, C, D, and F unless replaced by a later grade. Courses with grades of I, NP, P, or W are not counted as courses attempted for GPA purposes. Students may repeat courses in which they receive a grade of "D" or "F".

## Grade Books

The University's records retention schedule requires that grade books be retained by the departmental chair or associate dean for five years.

## Grade Reports



The electronic grade report and student's academic standing are available online at my.untDallas.edu at the close of each term/semester. If the grade report or the student's academic standing is believed to be in error, the student should contact the Office of Registrar within 30 days following the first class day of the succeeding term/semester.

At mid-term/semester in the long session, instructors may provide individual written warnings to students who are doing unsatisfactory class work.

## Dean's List and President's List

Undergraduate students enrolled in at least 12 hours of class work in regularly graded courses taken in residence during the long session with a grade point average of 4.0 are placed on the president's list. Students enrolled in at least 12 hours of course work during the long semesters with a grade point average of 3.5 or above are placed on the dean's list. Students are notified of this recognition by the president or the appropriate academic dean.

## Pass/No Pass Option

- **Undergraduate Students**

An incoming freshman or any undergraduate in good standing with a C average or better on all work attempted in residence at UNT Dallas may schedule one course a term/semester on the pass/no pass option. Seniors may elect more than one pass/no pass course during their final term/semester.

A maximum of 18 semester hours of credit under the pass/no pass option may be applied toward the bachelor's degree. Only courses counted as electives on the student's degree plan may be scheduled under the pass/no pass option. These hours are not used in calculating the grade point average, but count as full credit.

A grade of D or better will be shown as a P. If the course is not passed, the record will show NP and the hours attempted will not be used in calculating the grade point average.

The pass/no pass option for a particular course is elected at the time of registration. Requests are processed after the term/semester begins. Students may change to the regular grading system in the office of their academic dean any time before the end of the sixth week of classes, or the corresponding point of a summer session, provided the eligibility requirements above are met.

Courses taken under the regular grading system may not be repeated as pass/no pass courses unless a grade of W was previously received.

A student who changes majors is not automatically denied credit for a pass/no pass course that becomes a degree requirement for the new major. The decision is made by the academic dean of the new department.

**However, under no circumstances is a grade of P changed to a letter grade.**

Transfer students have the same pass/no pass privileges and restrictions, but they must pass 30 semester hours of regularly graded courses at UNT Dallas to be eligible for graduation.

- **Graduate Students**

Graduate students may enroll under the pass/no pass option only for undergraduate courses that are not required as a deficiency makeup or as a graduate degree requirement.

- **Courses Automatically Graded Pass/No Pass**

Certain graduate-level individual instructional courses will be graded pass/no pass when classes are taught on campus in those departments whose faculty have voted for the use of this grading system for individual instruction.

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### **Academic Standards (Undergraduate)**

Minimum standards have been set that a student must achieve at the end of a given enrollment period in order to remain in good academic standing. The minimum academic requirement for undergraduate students is a 2.0 cumulative grade point average (CGPA).

The CGPA upon which academic standards are based is calculated by dividing the total number of grade points earned in residence at UNT Dallas by the total number of semester credit hours (SCH) attempted in residence at UNT Dallas. Excluded in this calculation are all courses in which the student received grades of I, NP, P, or W. The cumulative grade point average as defined here is used only for determining a student's academic status and is not necessarily related to the grade point average that governs eligibility for graduation.

In calculating grade points, grades count as follows: A = 4 points per semester credit hour, B = 3 points, C = 2 points, D = 1 point, F = 0 points.

Classification for the purpose of establishing the academic standing of the student is determined by the sum of all hours attempted in residence in regularly graded courses at UNT Dallas, hours passed in pass/no pass graded courses at UNT Dallas, and hours transferred from other institutions. Not included in the definition of student classification for academic standards are hours granted by the university for extension, service experience, advanced placement, credit by examination, CLEP or transfer hours attempted but not passed or accepted by the university for academic credit.

A student is placed on academic alert or academic probation at the end of any enrollment period in which the CGPA on work attempted in residence at this university does not equal or exceed 2.0.

## **Academic Standards for Transfer Students**

New UNT Dallas students who have fewer than 30 hours of transfer credit, excluding non-traditional credit, who are admitted via individual review and have less than a 2.0 grade point average will be placed on academic alert. Other transfer students with 30 or more hours of transfer credit who are admitted via individual review are placed automatically on academic probation if their transfer cumulative grade point average (CGPA) falls below 2.0. See "Transfer Students" in the Undergraduate Admissions section of this catalog for a statement of current minimum entrance requirements for transfer students. To avoid academic suspension, transfer students admitted on academic probation must make a grade point average equal to or exceeding the minimum 2.0.

Transfer students admitted to UNT Dallas in good standing are subject to the same minimum academic requirements as continuing students. Thus, if at the end of the first enrollment period a transfer student's grade point average on all work attempted at UNT Dallas does not meet the minimum 2.0 CGPA requirement, the student will be placed on academic alert or academic probation for the next period of enrollment and the section(s) Regulations Governing Students on Academic Alert or Academic Probation will apply.

Transfer students who have more than 30 credit hours and are admitted to UNT Dallas on academic probation are evaluated at the end of their first long term/semester in attendance, at which time they are either cleared from probation or suspended. To avoid academic suspension, the student must have earned a CGPA on all work attempted at UNT Dallas equal to or greater than the minimum 2.0.

Additional information concerning academic status is available from the offices of the academic deans or the Office of the Registrar.

## **Transfer Hours from Another Institution**

Students who complete work at another institution, to be applied toward a bachelor's degree at UNT Dallas, should make sure that the appropriate officer of the other institution furnishes to the Office of Admissions at UNT Dallas a complete official transcript of such work.

The Office of Admissions processes acceptable transfer credit from other institutions based on evaluation of course content as described in the catalogs of those institutions and in consultation with appropriate academic units at UNT Dallas as necessary for clarification.

Transfer credit may only be received for course work completed at an accredited institution of higher education. Transfer credit from other institutions will be converted to semester hours and a 4.0 grading system for evaluation purposes as appropriate. The student's academic dean determines applicability of the credit to a degree program. Students seeking a Bachelor of Applied Arts and Sciences (BAAS) degree should refer to the special provisions of the respective degree programs.

Students who have begun residence work at UNT Dallas and who have attained junior standing may, only with the prior written consent of their academic dean, enroll in and transfer hours from approved two-year colleges.

Grade points earned at other institutions are excluded in the computations of the CGPA, but transfer hours accepted are included in determining the classification and minimum required level of performance.

Additional information concerning academic status is available from Academic Advising or the Office of the Registrar.

Because of the time required for receipt of transcripts, students otherwise eligible for graduation who complete their last course or courses elsewhere do not graduate at the end of the term/semester or summer session in which the work is completed, but receive their degrees at the close of a subsequent UNT Dallas term/semester or summer session.

Transfer hours from another institution are included in the overall GPA when determining honors for graduation.

## **Regulations Governing Students on Academic Alert**

A freshman is placed on academic alert the first term/semester the CGPA drops below 2.0. To be removed from academic alert, the student must raise the CGPA to a minimum of 2.0 during the next period of enrollment.

A student on academic alert who does not raise the CGPA to at least the minimum 2.0 at the end of the next term/semester of enrollment is placed on academic probation.

## **Regulations Governing Students on Academic Probation**

A student who is not classified as a freshman, or a student who is a freshman and has been on academic alert, is placed on academic probation at the end of any enrollment period in which the CGPA drops below a 2.0.

A student remains on academic probation at the end of any enrollment period in which the student earns at least a 2.25 GPA but does not achieve the minimum 2.0 CGPA.

A student remains on academic probation during any summer enrollment in which the student fails to raise the CGPA to the minimum 2.0 CGPA.

A student who, during a probationary fall or spring term/semester, fails to raise the CGPA to the minimum 2.0 standard, or who fails to make at least a 2.25 GPA for the term/semester, is automatically suspended from UNT Dallas for one or more long terms/semesters. (See "Regulations Governing Students under Academic Suspension.")

The electronic grade report and student's academic standing are available online at the end of each term/semester at my.untdallas.edu. Each student is responsible for knowing whether the minimum CGPA has been achieved and whether they are eligible to re-enroll or remain enrolled in the university. Any student enrolled when ineligible will be withdrawn by the Registrar, and no special consideration will be given to such student on a plea of ignorance of academic status. If the cumulative record is believed incorrect, the student should contact the Registrar's Office.

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### **Regulations Governing Students under Academic Suspension**

A student who is suspended from the University for failure to meet the standards prescribed in the "Regulations Governing Students on Academic Probation" is prohibited from re-enrolling for the following long term(s)/semester(s) as outlined below:

- First suspension: One long term/semester
- Second suspension: Two long terms/semesters
- Third suspension: Indefinite

A student who has been suspended for an indefinite period may request, at the end of two calendar years from the time of the suspension, a review of the case by the appropriate academic dean.

A student may make submit an appeal to the Academic Suspension Appeals Committee. Further information about the process, appeal form/documentation, and the necessary procedures can be obtained in the Office of Academic Advising. For the 2018-19 academic year, the deadlines for submitting a suspension appeal are August 8, 2018 for the Fall 2018 semester and January 4, 2019 for the Spring 2019 semester.

Each student is responsible for knowing the minimum CGPA requirements and the standards for academic standing. Any ineligible student who enrolls during a long term/semester will be withdrawn by the Registrar, regardless of whether the student has registered or pre-registered and paid fees. The student should be aware that course work taken at another institution while the student is suspended from UNT Dallas may not apply to a degree.

A student who has been suspended from UNT Dallas re-enters on academic probation. A student under academic suspension may attend the UNT Dallas summer enrollment periods. If, at the end of the summer enrollment period, a student raises the CGPA to the 2.0 minimum standard, the student will be reinstated in good academic standing.

### **Course Duplications**

A student may take a course a second or subsequent time. The Office of the Registrar will post duplications at the request of the student, at the request of an academic advisor or upon review of the student's record. Until a duplication is posted the Office of the Registrar includes a repeated course in the student's cumulative record of hours attempted and grade points earned. The Registrar includes without exception any course repeated more than once in the student's cumulative record of hours attempted and grade points earned. Departments may count the highest grade for departmental GPA requirements; however, the academic dean uses only the last grade recorded in certifying the student's eligibility for graduation.

Undergraduate students who enroll in the same course more than twice may be charged additional tuition amounts.

### **Status Changes Due to Course Duplications**

A student request for the recording of a course duplication made before or on the last class day of any term or session will be reflected in the hours attempted and grade points earned at the beginning of the term/semester or session.

If a student who is on academic alert or academic probation requests the recording of course duplications, and the resulting adjusted CGPA equals or exceeds the minimum 2.0 academic standard, the academic alert or probation status will be removed if the student notifies the Office of the Registrar on or before the last class day for that term/semester or session. Otherwise, the student will remain on academic alert or probation for that enrollment period and be subject to attendant penalties.

If a student is suspended at the end of a term/semester during which the student has repeated a course and the posting of that duplication will result in a CGPA that would have been sufficient to be continued on probation at the end of that term/semester (or to be cleared), the student will be reinstated if the student requests the duplication and applies for reinstatement at the Office of the Registrar. The delayed posting of course duplications completed during prior enrollment periods cannot be used as a basis for altering suspension history or reinstating lost registration schedules.

Courses duplicated Fall 2005 and later will result in a re-evaluation of a student's suspension history beginning with the term that the duplication was completed. The delayed processing of course duplications and updating of suspension history cannot be used as justification for reinstating lost registration schedules.

### **Transcripts**

Transcripts contain the complete record of all courses in which the student was registered, including the grades, any degree, diploma, or certificate conferred. Transcript request information can be found on the Registrar web page ([www.untDallas.edu/registrar](http://www.untDallas.edu/registrar)). Students must request transcripts through their student account at [my.untDallas.edu](http://my.untDallas.edu) or access the online TranscriptsPlus website on the Registrar web page and complete all required information. Transcripts are only available for students if they have attended UNT Dallas starting with the Fall 2015 semester or later. Transcript requests are normally processed within 24 to 48 business hours.

Before an official transcript can be released, all financial or administrative obligations to the university must be resolved. To check for blocks, please refer to the Student Center at [my.untDallas.edu](http://my.untDallas.edu).

If you have any questions concerning transcripts, please visit the Office of the Registrar or call 972-780-3664.

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### **Tests**

University policy requires that departments retain tests for one year after the term/semester has been completed or return tests to students. If the tests are returned, students are responsible for producing the tests should a grade appeal be necessary.

### **Removal of a Grade of I**

A student who receives a grade of Incomplete (I) should not register for the course again. A student may remove a grade of I within one year by completing the stipulated work. After the student completes the stipulated work, the instructor records the final grade on a UNT Dallas Grade Change Form and obtains the department chair's or associate dean's signature. The instructor's academic dean completes processing with the Registrar's Office, where the grade point average is adjusted accordingly. For undergraduate courses taken Fall 2007 or later, if a student does not complete the stipulated work within the time specified, the grade of I will default to F unless the instructor has designated a different automatic grade. The GPA is adjusted accordingly, and the student will be subject to academic penalty should any exist.

### **Grade Changes**

No grade except I may be removed from a student's record once properly recorded. Changes are not permitted after grades have been filed except to correct clerical errors.

Requests for error correction must be initiated immediately after the close of the term/semester for which the grade was recorded.

A faculty member who believes an error has been made in calculating or recording a grade may submit in person a request for a grade change to the department chair and the appropriate dean. The Registrar accepts requests for grade changes only from the academic deans.

### **Policy on Grade Appeal**

The University of North Texas at Dallas encourages students to resolve grade disputes through informal discussion with their instructors and through a formal process only when necessary. The UNT Dallas grade appeal policy is based on the principles that faculty are responsible for selecting instructional materials as well as determining grades in accordance with the course goals and student learning outcomes. A student may dispute a grade based on one or more of the criteria described in this policy. Only the final course grade may be appealed.

- **Definitions**

1. "Arbitrary": a substantial departure from accepted academic norms such that the instructor did not actually exercise professional judgment.
2. "Business Days": those days the university's business offices operate.

- Criteria for Grade Appeal

1. A clerical or administrative error was made in the calculation or assignment of the student's grade.
2. The grade was not calculated in accordance with the grading criteria stated in the syllabus.
3. The grade was based on an arbitrary or unlawful reason, including discrimination, harassment, retaliation, or observance of religious holy days.

#### Grade Appeal Procedures and Responsibilities

1. A student who wishes to appeal a final course grade should first arrange an informal meeting with the instructor to discuss the student's concern.
2. If the concern is not resolved after the informal meeting with the instructor, the student may appeal the final course grade to the chair of the department. The student must forward a grade appeal form to the chair within 10 business days of the first class day of the following semester.
3. The chair may solicit written feedback from the student and instructor and may meet with each separately before rendering a decision. The chair will notify the student and instructor of his/her decision within 10 business days of receiving the student's appeal. The student or the instructor may appeal the decision of the chair.
4. The student or instructor has 10 business days from receipt of the chair's decision to send a written appeal of the chair's decision to the dean of the respective division/school/college. The dean will appoint a three-person *ad hoc* committee of faculty members to hear the appeal.
5. The *ad hoc* committee will review the appeal and may request an in-person meeting with the student and instructor separately.
6. The *ad hoc* committee will notify the dean of its decision within 10 business days of its appointment. The dean will notify the student and instructor of the *ad hoc* committee's decision within three business days of his/her receipt of the decision.
7. All rulings made by the *ad hoc* committee are final.
8. All records related to the appeal will be filed with the chair of the department in which the grade was originally assigned and retained in accordance with the UNT Dallas record retention policy.

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### **Graduate Academic Standards and Policies**

## **Graduate Credit for Work Experience**

Graduate credit will not be granted for knowledge acquired through prior work or performance experience regardless of whether these experiences were of a paid or voluntary nature.

## **Quality of Coursework Required**

The graduate student must maintain a B average on all courses that receive graduate credit, whether or not the courses are to be applied toward a graduate degree. Grades received in all courses numbered 5000 or higher are included in the computation of the graduate student's grade point average.

The student whose graduate GPA earned at another institution is below B will be required to make up the deficiency either at the other institution or at UNT Dallas. This regulation applies not only to graduate work attempted elsewhere before the student was first admitted to graduate studies at UNT Dallas, but also to graduate work attempted elsewhere after the student's admission at UNT Dallas.

Students must make satisfactory progress toward completion of degree requirements to remain in good standing within a specific degree program. Students whose progress is unsatisfactory may be removed from the program by the dean on recommendation of the major department or school. Courses in which the grade is D cannot be used toward completion of graduate degree requirements.

A grade of C or better must be earned in each undergraduate or graduate course assigned as a deficiency by the student's major department. Departments that wish to do so may establish more stringent requirements.

## **Probation and Suspension (Graduate)**

A student who fails to achieve the required cumulative average of 3.0 GPA (B average) on all courses carrying graduate credit in a term/semester will be placed on academic probation for the subsequent term/semester. If the student achieves a 3.0 semester GPA in the subsequent term/ semester, but the cumulative GPA is still below 3.0, the student will remain on academic probation. The student will be removed from probation when the 3.0 cumulative GPA is achieved. A student who is on probation cannot apply for graduation and cannot graduate.

A student who is placed on academic probation who does not receive either a semester or a cumulative 3.0 GPA during the term/semester of probation will be subject to academic suspension for a period of up to one calendar year before becoming eligible to re-enroll for further graduate courses. Graduate work completed elsewhere during a period of graduate suspension at UNT Dallas may not be counted for graduate credit at UNT Dallas. After the one-year period of suspension, students must reapply for admission to graduate school (see "Readmission of Graduate Students" in the Graduate Admissions section of this catalog); students may then enroll in graduate courses under probation with the same probation conditions as previously described. Students who are then suspended a second time without having returned to good academic standing by achieving a cumulative GPA of 3.0 or better will be dismissed from the university.

The student whose UNT Dallas GPA in graduate work falls below 3.0 must make up the deficit, either by repeating courses in which the grades are low, or by completing other UNT Dallas courses with grades high enough to bring the UNT Dallas GPA up to 3.0. Low grades made in graduate courses at UNT Dallas may not be duplicated at other institutions.

## **Masters Degree Requirements**

# **Application for Admission**

*Applications must be submitted online at [www.applytexas.org](http://www.applytexas.org). Application is made through the UNT Dallas Office of Graduate Admissions. Most master's degree programs require supplemental application materials. Contact the academic unit for additional information.*

## General Requirements

The candidate must earn 30 or more hours of graduate credit, depending upon the requirements for the degree sought. Specific graduate degree requirements are determined by the catalog currently in force at the time the student's degree plan is approved by the Office of Graduate Admissions.

Consult subsequent sections of this publication for the specific course requirements for each master's degree.

## Level of Work Required

All of the course work to be credited toward the master's degree plan must be numbered 5000 or higher. Deficiencies or background courses are completed in addition to course work to be credited toward the master's degree plan regardless of course number. *A maximum of 12 semester hours* earned in non-degree or certification status prior to admission to a degree program may be counted toward degree requirements.

## Time Limitations

All course work and other requirements to be credited toward the master's degree must be completed within the following time periods, depending on the number of semester hours required for the degree.

- 42 or fewer hours: 6 years
- 43 to 49 hours: 7 years
- 50 or more hours: 8 years

As individual courses exceed these time limits they lose all value for degree purposes. Credits more than six years old at the time of first registration for graduate work are not transferable from other institutions.

Time limits are strictly enforced. Students exceeding the time limit may be required to repeat the comprehensive exam, replace out-of-date credits with up-to-date work, and/or show other evidence of being up-to-date in their major and minor fields. Students anticipating they will exceed the time limit should apply for an extension two semesters **before** the normal time period to complete the degree expires. Holding a full-time job is not considered in itself sufficient grounds for granting an extension. For time extension procedure/forms, contact the Office of Graduate Admissions.

Time spent in active service in the U.S. armed forces will not be used in computing the time limit. However, career members of the armed forces should consult the graduate admissions office concerning the credit given to work completed before or during active military service.

## Leave of Absence

Leave of absence applies to students admitted to the master's degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. Leave of absence may be granted by the academic program, which then notifies the Office of Graduate Admissions. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree.

## Use of Transfer Credit



Subject to the approval of the Office of Graduate Admission and the department or school concerned, a student who holds a bachelor's degree and who has been admitted to graduate studies at UNT Dallas may apply toward a master's degree the following amount of graduate work completed elsewhere:

1. up to 6 semester hours in a 30- to 35-hour program,
2. up to 9 semester hours in a 36- to 41-hour program,
3. up to 12 semester hours in a program of 42 hours or more.

It is the student's responsibility to make sure official transcripts of courses completed elsewhere are furnished to the Office of Graduate Admissions, and that graduate credit has been assigned by the other institution or institutions to whatever courses are to be counted toward the UNT Dallas degree. Such courses, although listed on the UNT Dallas degree plan, will not be counted toward the degree until official transcripts showing graduate credit have been received and the credit has been approved by the graduate office. All transfer courses are subject to the time limitation described previously.

If transfer credits do not show a B average, the student is required to make up the deficiency either at the institution where the credit was earned or at UNT Dallas.

In accordance with the rules of the Texas Higher Education Coordinating Board, at least one-third of the semester hours required for any graduate degree must be completed in course work on the campus of UNT Dallas.

**The number of hours accepted by transfer from an institution within the UNT System is determined by a student's department and/or program.**

## **Degree Plan: Admission to Candidacy**

The student who desires to become a candidate for the master's degree should, before or at the time of registration, confer with the major department concerning the selection of a major professor and, if a minor is desired, with the intended minor department concerning the selection of a minor professor. The major professor, minor professor, and the chair of the major department or a representative designated by the chair will constitute the student's advisory committee. The major professor will act as chair of the committee.

The student's program is planned under the direction of the major and minor professors immediately after the completion of the first term/semester of graduate study. The degree plan is submitted to the graduate office when all admission provisions are complete. When the degree plan is approved by the graduate office, the student will then be admitted to candidacy for the master's degree.

Certain degree programs require successful completion of a specific course for admission to candidacy. Consult the appropriate section of this catalog for the specific course requirement. Immediately after the student has completed the admission course, the proposed degree plan will be sent to the UNT Dallas Office of Graduate Admissions for final approval. When the degree plan is approved, the student is admitted to candidacy for the master's degree.

All changes in the degree plan must be approved by the major professor and the department chair or department graduate advisor, and must be submitted in writing to the Office of Graduate Admissions.

Courses listed on the degree plan must carry letter grades, with the exception of those courses in which the student is engaged in individual research and is not attending an organized class. These courses, with the approval of the department, may be assigned pass/no pass grades.

No student whose academic or personal record is unsatisfactory will be admitted to candidacy for the master's degree.

Applicants will be notified by the Office of Graduate Admissions of their admission to candidacy for a graduate degree program.

## **Major and Minor Field**

The candidate for the master's degree ordinarily is required to select a major and a minor field. To major in any field, the candidate must have completed a minimum of 24 semester hours of undergraduate courses in the field, including at least 12 hours of advanced courses prior to beginning graduate course work. Certain graduate majors require more extensive undergraduate preparation. Consult the section of this catalog describing the particular major desired for information concerning undergraduate preparation requirements.

A minor is defined as graduate work completed outside of the student's major department or school. Minor areas of study can only be chosen from academic areas in which UNT Dallas is already authorized to offer a major or concentration, or where specific Texas Higher Education Coordinating Board approval has been given to offer courses for the purposes of a minor. When an official minor is required or opted, the candidate's graduate advisory committee must include a faculty member from that area who will verify accountability in the minor area through comprehensive examinations, thesis, problem in lieu of thesis, dissertation projects, or other appropriate means.

For a master's degree, the student must complete at least 6 hours in a single area to have the area count as a minor. For master's students all hours counted toward a minor must carry graduate credit and must be numbered 5000 or above.

Twelve hours of undergraduate credit are the usual prerequisites for a minor in any field. (*Exception:* In the case of a minor in a foreign language, the student is required to have completed the second term/semester of the sophomore year of study in the intended minor language.) In departments that offer no freshman courses only 6 hours of undergraduate credit are required as prerequisite to a graduate minor in that field.

Minors are not required on certain graduate degrees. Consult subsequent sections of this publication for specific regulations governing the degree sought.

## **The Master's Degree without Thesis Requirement**

In programs leading to the master's degree that do not require the preparation of a thesis or problem in lieu of thesis, required or elective courses are substituted for the thesis requirement. The graduate curricula at UNT Dallas foster research and/or independent learning including research experiences, mentoring between graduate faculty and graduate students, and practical training that allows for contributions to the field of study, the development of new knowledge and practical experience. These programs are identified and described in subsequent sections of this catalog.

The candidate for the master's degree under the non-thesis option is required to pass a comprehensive final examination, scheduled in accordance with the rules governing the comprehensive examination. Information concerning this requirement is available from the student's major department or school.

## **Requirements for the Second Master's Degree**

Subject to the approval of the Office of Graduate Admissions and the department or school concerned, a graduate student may be allowed to apply up to 12 semester hours previously earned at UNT Dallas and applied toward a master's degree at an accredited institution toward a second master's degree, providing the 12 hours are in a minor or related field of study for the second master's degree.

This provision is subject to the rules governing the maximum amount of transfer and extension work that may be credited toward any master's degree and the age of work offered on a master's degree. A student simultaneously pursuing two master's degrees must complete the requirements for one degree in full before any final decision is made concerning application of any of the work on that degree toward the second degree.

## **Milestones for the Master's Student**

- **OGA** - Office of Graduate Admissions, Director

- **ADCom** - Advisory Committee
- **GA** - Graduate Advisor
- **MP** - Major Professor
- **PC** - Program Coordinator
- **RO** - Registrar's Office

Procedure	Initiate Through	Approved By	Time
1. Apply for admission. Submit all official transcripts and an official copy of the appropriate standardized test score, if applicable.	OGA	PC and OGA	At least six weeks prior to registration. <b>Note:</b> Some programs have specific deadlines in advance of these suggested time periods.
2. Become familiar with general regulations and appropriate master's degree section of catalog.	Student		Before registration.
3. Meet with graduate advisor assigned by department chair to plan course of study for first semester.	PC and GA	GA	Before first semester registration.
4. Prepare proposed degree program.	GA and PC	MP, PC, and OGA	Upon or before completion of 12 semester hours.
5. Submit degree plan to the Graduate Admissions Office for approval.	MP, GA, and Student	OGA	Upon or before completion of 12 semester hours.
6. Apply for graduation.	RO	PC	See graduate deadline and information at <a href="http://dallascatalog.unt.edu">dallascatalog.unt.edu</a> .
7. Schedule and complete final comprehensive examination.	PC		Consult with Program Coordinator to schedule date.
8. File graduate application to continue graduate study, if the student so plans.	OGA	PC and OGA	Immediately upon completion of all requirements for master's degree.
9. Arrange for cap and gown at University Bookstore.			By deadline date for placing order.

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## **Definition of Terms**

### Academic Status

This term is used as an indication of a student's academic standing with the university. Students must maintain a minimum cumulative grade point average (CGPA) of 2.0 to remain in good academic standing. Graduate students must maintain a minimum cumulative grade point average (CGPA) of 3.0 to remain in good academic standing.

### Academic Alert

A freshman is placed on academic alert the first term/semester the CGPA drops below a 2.0. To be removed from academic alert, the student must raise the CGPA to a minimum of 2.0 during the next period of enrollment. A student on academic alert who does not raise the CGPA to at least the minimum 2.0 at the end of the next term/semester of enrollment is placed on academic probation.

### Academic Probation/Suspension (Undergraduate Students)

A student who is not classified as a freshman, or a student who is a freshman and has been on academic alert, is placed on academic probation at the end of any enrollment period in which the CGPA drops below a 2.0.

A student who, during a probationary fall or spring term/semester, fails to raise the CGPA to the minimum 2.0 standard, or who fails to make at least a 2.25 for the term/semester, is automatically suspended from UNT Dallas for one or more long terms/semesters.

### Academic Probation/Suspension (Graduate Students)

A graduate student is placed on academic probation at the end of any enrollment period in which the CGPA drops below 3.0.

A graduate student who is placed on academic probation and who does not receive either a semester or a cumulative 3.0 graduate GPA during the term/semester of probation will be subject to academic suspension for a period of up to one calendar year before becoming eligible to reapply for graduate admission (see "Readmission of Graduate Students" in the Graduate Admissions section) and enroll for further graduate courses. After the one-year period of suspension, students may re-enroll in graduate courses under probation. Students who are then suspended a second time without having returned to good academic standing by achieving a CGPA of 3.0 or better will be dismissed from the university.

### Certification-Only Students

Certification-only students are admitted to graduate studies to pursue professional or teacher certification only. Up to 12 graduate semester credit hours taken as a non-degree seeking or certification-only student may be used toward a degree with approval from the academic department. These students must meet graduate school admission requirements.

### Classification of Students

Students are classified on the basis of term/semester hours passed. Semester hours passed are computed by adding transfer hours accepted, pass/no pass hours passed, graded hours passed and non-traditional credit accepted at UNT Dallas.

Undergraduate classifications are: freshmen, those who have completed less than 30 semester hours of college credit; sophomores, 30 to 59 hours completed; juniors, 60 to 89 hours completed; seniors, 90 or more hours completed but who have not received a bachelor's degree. Graduate students are those who have graduated with a baccalaureate degree from an accredited college or university.

### Classification of Graduate Students

Any student who holds a bachelor's degree from a regionally accredited institution is classified as a graduate student, whether or not admission to a degree program has been granted, and is subject to the regulations contained in this catalog concerning graduate students. Records concerning admission, continuation and graduation of such students are maintained in the Office of Graduate Admissions.

Classification as a graduate student on this basis does not guarantee financial aid eligibility. Students should consult the Office of Financial Aid and Scholarships for details.

#### Concentration

A concentration is a recognized focus in a subfield of a major field of study.

#### Concurrent Enrollment

Concurrent enrollment is enrollment for any course or courses at another institution while registered for courses at UNT Dallas. Graduate students must secure written permission for concurrent enrollment from the Office of Graduate Admissions prior to registration, and students must not exceed the maximum enrollment limitation set by UNT Dallas.

#### Concurrent Programs

Concurrent programs are defined as programs (degrees, graduate academic certificates or teacher certification) that a student is pursuing simultaneously. Students in their first semester of graduate enrollment must satisfy the admission test requirement prior to submitting an application for a concurrent degree.

#### Continuing Students

Continuing students are those students who have been officially enrolled at UNT Dallas at least once during the 12 consecutive months **prior** to the term/semester of planned enrollment and/or have not received a degree during the same period. Students who receive a degree and reapply to the university are considered new graduate students.

#### Core Complete

A student who transfers to UNT Dallas as core complete has successfully completed a 42- to 48-hour common core curriculum at another state-assisted institution of higher education in Texas and will have satisfied the core curriculum at UNT Dallas.

#### Inactive Continuing Students (Undergraduate students only)

Inactive students are undergraduates who have not been officially enrolled at UNT Dallas in the last 12 consecutive months and who have not received a degree during the same period.

Inactive students are required to complete the following requirements to re-enroll:

1. complete the Texas Common Application for returning students;
2. submit transcripts from all colleges attended, if any, since leaving UNT Dallas;
3. if previous UNT Dallas enrollment was as a transient, dual credit, summer visiting student or special student, all academic credentials are required prior to re-enrollment.

#### Course Numbering System

Freshmen courses, *1000-1999*.

Sophomore courses, *2000-2999*.

Junior courses, *3000-3999*.

Senior courses, *4000-4999*.

Graduate courses, *5000-5999*.

Law Courses, *7000-7999*.

The graduate student enrolled in a 5000-level course that meets with a senior-level undergraduate course will be expected to complete additional requirements beyond those expected of undergraduates in the same course.

Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the department chair or dean for individual instruction in any department to cover course content in special circumstances. Courses 5900, 5910, 5920 and 5930 are used in any department that offers graduate work.

**Experimental Courses**, 1980, 2980 and 4980, are new courses offered on a trial basis for 1-4 hours credit each. Registration is permitted only upon approval of the department chair.

**Advanced Courses**, numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the

department. In some instances, school requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

#### Cumulative Grade Point Average

The cumulative grade point average (CGPA) upon which academic standards are based is calculated by dividing the total number of grade points earned in residence at UNT Dallas by the total number of semester credit hours (SCH) attempted in residence at UNT Dallas.

Not included in the definition of student classification for academic standards are hours granted by this university for extension courses, service experience, advanced placement, credit by examination, CLEP or transfer hours attempted but not passed.

Excluded from the calculation of the CGPA are all courses in which the student received grades of I, NP, P, or W.

The cumulative grade point average as defined here is used only for determining a student's academic status and is not necessarily related to the grade point average that governs eligibility for graduation or graduating with honors.

#### Degree Plan (Graduate Students)

The degree plan is an official document prepared and approved in the student's major department that lists courses completed, courses to be completed, proficiency examinations and all other requirements for a particular degree program. The degree plan should be prepared and approved in the department and submitted for approval by the Office of Graduate Admissions during the student's first term/semester of enrollment. The degree plan is subject to the requirements of the catalog in effect at the time the degree plan is approved.

Changes in either major or non-major requirements made necessary by altered or discontinued courses or by requirements imposed by external accrediting or certification agencies become effective for degree plan purposes at the beginning of the academic year immediately following the academic year in which the changes are published in the university catalog. The changes may include additions, deletions and other changes in prerequisite requirements for existing courses. Whenever possible, new requirements are implemented with a beginning class or upon the expiration of the appropriate time limit.

#### Former Students (Graduate Students only)

Former students are those graduate students who have not been enrolled at least once during the 12 consecutive months **prior** to planned enrollment and/or those who have received a degree.

#### Grade Point Average

The overall grade point average is used to determine student class loads, eligibility for admission to the university and certain programs, and eligibility for graduation. All GPA calculations are subject to post-audit and correction by the Office of the Registrar. Visit [www.untDallas.edu/academics](http://www.untDallas.edu/academics) for additional information.

The GPA is calculated by dividing the total number of grade points by the total number of semester hours attempted. The number of semester hours attempted includes all courses with grades of A, B, C, D, and F unless replaced by a later grade. Courses with grades of I, NP, P, or W are not counted as courses attempted for GPA purposes.

#### Leave of Absence

Leave of absence applies to students admitted to the master's degree who wish to discontinue work toward the degree for a specified period of time due to exigent circumstances. Leave of absence may be granted by the academic program, which then notifies the Office of Graduate Admissions. Degree requirements and graduation must be completed within the appropriate time limit for completion of the degree. (See "Time Limitations" in the Master's Degree Requirements section of this catalog.)

#### Non-Degree Students

Non-degree seeking students are admitted to graduate studies to enroll in graduate or undergraduate courses and are not admitted to a degree program or do not intend to complete a degree at UNT Dallas. Up to 12 graduate semester credit hours taken as a non-degree seeking student may be used toward a degree only with approval from the academic department. Non-degree seeking students must meet graduate studies admission requirements.

Students who continue to register for courses beyond the first 12 hours risk earning credits that cannot be applied to a degree program if admission is obtained later. Satisfactory completion of course work and/or other degree requirements does not imply acceptance of those credits toward a degree program. It is the responsibility of the student to know his or her admission status and seek admission to a degree program in a timely manner.

#### Major

At least 24 semester hours in a given subject are required for a major, including 12 hours of advanced work. The number of hours required depends on the department selected

The term "professional field" is used in the School of Business to designate the major for the Bachelor of Business Administration (BBA) and the Master of Business Administration in Strategic Management (MBA) degrees.

#### Double Major

A student seeking a double major must consult with an advisor from the second department. If approved, the requirements for the second major are incorporated into the student's degree audit.

#### Minor

A minor requires at least 18 semester hours in a given subject, including 6 hours of advanced work. Specific course sequences for a minor are determined by the department offering the minor. Not all degrees require a minor.

#### Prerequisite

A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

#### Schedule Changes (Add/Drop, Withdrawal)

Students may make adjustments to their schedules by adding and/or dropping classes or by withdrawing. Specific procedures must be followed in making these changes. (See Enrollment section of this catalog for details.)

**Note:** Students dropping all of their courses must go to the Registrar's Office or send a written request to the Registrar's Office to withdraw.

#### Semester Hour

A semester hour is the unit of credit at UNT Dallas; the credit allows for 1 lecture hour a week for 15 weeks or the equivalent. In course listings, figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week.

#### Summer Visiting Student

A summer visiting student is an undergraduate student (U.S. citizen or permanent resident alien) who has been enrolled at another college or university and who enrolls at UNT Dallas for any summer session/term with the intent of returning to the home institution upon completion of summer studies. Summer visiting students must reapply each summer that enrollment is sought.

#### Term/Semester/Session

The academic year includes three terms/semesters: fall, spring and summer. During the summer term, a number of sessions are scheduled. Presently the options include 3W1 (Three-Week I), 5W1 and 5W2 (Five-Week I and II), 8W1 (Eight-Week I), and 10W (Ten-Week).

#### Time Limitation (Master's Degrees)

A time limitation is the length of time a student has to complete all requirements for the degree program. Master's students have six to eight years to complete their degree requirements depending on the number of semester hours required for the degree. Students anticipating that they will exceed the time limit must apply for a time extension through the academic department and school, then approval by the Office of Graduate Admissions, before the time limit has expired. Information on filing a time extension can be obtained by contacting the Office of Graduate Admissions. Time limitations also apply to transfer credits used toward a degree.

### Track

A track is a group of courses designed for students seeking specialized training toward specific career objectives or a group of courses designed to meet a specific need within a degree program.

### Transient Student

A transient student is an undergraduate student who has been enrolled at another college or university and who plans to attend UNT Dallas for one long term/semester only and then to return to the college or university where previously enrolled.

### Undergraduate Academic Certificates

UNT Dallas offers upper-division undergraduate academic certificates to meet workforce needs or to provide students with life/career skills and knowledge and to allow for specialization in academic disciplines. Undergraduate academic certificates require 12-20 hours, the majority of which must be advanced, and must be earned in conjunction with a Bachelor's degree/major program at UNT Dallas. Visit [www.untDallas.edu/academics](http://www.untDallas.edu/academics) for additional details.

## **Code of Student Rights and Responsibilities, and Conduct**

The following section includes, in its entirety, university policies on the Code of Student's Rights, Responsibilities and Conduct and the Code of Academic Integrity. These policies are an articulation of the University's commitment to recognize and support the rights of its students and to provide a guide for defining behaviors that the University may consider a violation of such policies. It is not, however, meant to be an exhaustive list of all actions which may be considered misconduct.

## **Code of Student's Rights, Responsibilities and Conduct**

### **Policy Statement:**

The University of North Texas at Dallas, as a student-centered public University, has established standards of conduct to foster an educational environment conducive to learning and development. Students and University student organizations are expected to conduct themselves in a manner that demonstrates respect for the rights and property of others and upholds the integrity of the University community. The standards of conduct outlined in the Code of Student's Rights and Responsibilities and Conduct have been developed to ensure the well-being, honor and dignity of all who live, learn and work in our educational community.

### **Application of Policy:**

This policy applies to all individuals who apply for admission to, enroll in and matriculate or graduate from the University of North Texas at Dallas (UNT Dallas), student organizations, and to conduct that occurs on the premises of UNT Dallas, at any location, program or other activity sponsored by or associated with UNT Dallas sponsored activities. The policy also applies when conduct that occurs off-campus adversely affects or has a reasonable likelihood of adversely affecting the educational environment or UNT Dallas community and the pursuit of its objectives.



# Definitions

1. **Code of Student Rights and Responsibilities ("the Code")** - The official university policy that sets out the rights and responsibilities of UNT Dallas students and student organizations, as defined by this policy, the manner in which students and student organizations are expected to conduct themselves at all times, and the procedures established to fairly address conduct that departs from these expectations.
2. **Complainant** - Complainant means an individual who may have been the subject of conduct prohibited under the policy regardless of whether the individual reports the conduct.
3. **Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) while at UNT-Dallas.
4. **Conduct Process** - The procedures provided in the Code from the initial notice of complaint through final resolution to consider whether a student has engaged in misconduct, and whether conduct sanctions should be imposed.
5. **Conduct Sanction** - An official action assigned by the University for a violation of the Code.
6. **Consent** - Words or actions that show an active, knowing and voluntary agreement to engage in sexual activity. Consent cannot be gained by force, coercion, manipulation, threats, or by taking advantage of the incapacitation of another when the individual knows or reasonably should know of such incapacity by use of alcohol or drugs. Consent is absent when the activity in question exceeds the scope of previously given consent, or the person is unconscious or otherwise unaware that the prohibited conduct is occurring. Consent may be revoked at any time.
7. **Day** - Day means calendar days unless otherwise stated in the policy.
8. **Dating Violence** - Abuse or violence, or threat of abuse or violence, against a person with whom the actor has or has had a social relationship of a romantic or intimate nature.
9. **Dean of Students (DOS)** - The University official responsible for administering the student disciplinary conduct process in accordance with the Code, for maintaining student disciplinary conduct records, and for assisting students in resolving conflicts with one another.
10. **Domestic Violence** - A physical act perpetrated against a person's will by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.
11. **Good Conduct Standing** - Status in which a student is fully eligible to participate in University activities and privileges.
12. **Initial Meeting** - An opportunity for a student to review alleged misconduct and provide an opportunity for the student to respond.
13. **No-Contact Order** - Administrative directive issued by a UNTDSA Representative prohibiting contact between individuals. The directive may be given as an interim measure during an investigation or as a sanction.
14. **Notice of Complaint** - The initial document in the conduct process that identifies alleged misconduct in violation of the Code, and schedules a meeting between the student and a UNTDSA Representative to discuss possible violations of the Code and sanctions.
15. **Notice of Disciplinary Sanctions** - A document in the disciplinary process that identifies conduct sanctions based on a violation of the Code.
16. **Permanent Student Conduct Record** - Documentation of a student's conduct violation(s) and sanction(s) that are permanently maintained by UNTDSA subject to the University records retention schedule. This record is separate from an academic record.
17. **Preponderance of the Evidence** - Preponderance of the evidence means the amount information necessary to establish whether an allegation is more likely than not to have occurred (i.e. more likely true than not true). Preponderance of the evidence also is referred to as the greater weight of the evidence.
18. **Respondent** - Respondent means an individual or organization identified as possibly having engaged in conduct prohibited under the policy regardless of whether a formal complaint is made.
19. **Sexual Assault** - "Sexual Assault" means the intentional or knowing penetration, no matter how slight, of the sex organ or anus with any body part or object, or oral sex, without consent of the complainant. The term sexual assault also is referred to as rape.
20. **Sexual Coercion** - The use of manipulation or threat to force someone to have sex.
21. **Sexual Exploitation** - Taking non-consensual or abusive sexual advantage of another for another's own advantage or benefit, or to benefit or advantage anyone other than the person being exploited, including, but

not limited to, non-consensual video or audio-taping of sexual activity or undetected viewing of another's sexual activity.

22. **Sexual Harassment** - "Sexual harassment" means unwelcome verbal, nonverbal or physical conduct of a sexual nature (including gender-based and sex-stereotyping conduct of a sexual nature) that:
  - a. in the employment context unreasonably interferes with the person's work performance or creates an intimidating, hostile, or offensive work environment; or
  - b. in the education context is sufficiently severe, persistent or pervasive that the conduct interferes with a student's ability to participate in or benefit from the university's educational programs or activities. For purposes of this policy, conduct is sufficiently severe, persistent or pervasive in the education context if its frequency, or threatening or humiliating nature unreasonably interferes with or limits the student's ability to participate in or benefit from the university's educational program or activity, including when the conduct reasonably creates an intimidating, hostile, abusive or offensive educational environment.

Examples of unwelcomed conduct that may constitute sexual harassment under this policy (regardless of the medium or platform) include but are not limited to:

- repeated requests for dates, sexual flirtations or propositions of a sexual nature;
- subtle pressure for a sexual relationship;
- sexist remarks about a person's clothing, body or sexual activities;
- unnecessary touching, hugging or brushing against a person's body;
- direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status, grades, or letter of recommendation;
- comments of a sexual nature that cause humiliation, such as use of inappropriate terms of address;
- sexual assault; and
- sexually explicit or sexist comments, questions or jokes.

23. **Sexual Misconduct** - Conduct including sexual harassment, sexual exploitation, sexual assault, domestic violence, stalking, and sexual violence.
24. **Sexual Violence** - A physical sexual act perpetrated against a person's will, or when a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability (including sexual assault). Sexual violence is a form of sexual harassment.
25. **Stalking**- A course of conduct directed at a person that would cause a reasonable person to fear for the person's safety or to suffer substantial emotional distress.
26. **Student** - Student means an individual who has applied for admission or readmission to the University of North Texas at Dallas, who is registered or enrolled in one or more courses for credit at the University, or who currently is not enrolled but has continuing academic relationship with the University.
27. **Student Conduct Committee ("the Committee")** - A group convened at the request of a student or student organization for the purpose of providing an opportunity for impartial evaluation of alleged violations of misconduct and sanctions.
28. **Title IX Coordinator** - Title IX Coordinator means a University of North Texas at Dallas employee designated by the President to implement, monitor, and enforce the University's Title IX program. In this policy, reference to the Title IX Coordinator also means their designees.
29. **University** - The University of North Texas at Dallas
30. **University Community** - The collective group of students, faculty, staff, and any other person employed by or contributing to the University.
31. **University Premises** - All land, buildings, and portion of buildings owned or leased by the University or a component of the UNT System.
32. **University Privilege** - A benefit that is granted by the University or enjoyed by students, including but not limited to, participating in social events or University sponsored activities, election to student leadership positions, and membership in student organization(s).
33. **UNTDSA Representative** - A University official authorized by the President to investigate alleged violations of the Code and to administer the procedures and sanctions as set forth in the Code.

34. **University Sponsored Activity** - All functions, events, and programs on the University premises or conducted under the authority of the University.
35. **University Student Group/Student Organization ("Student Group" or "Student Organization")** - A group of students who share a common interest and who are registered as a recognized student group in accordance with student organization policies.

## Procedures and Responsibilities:

### Interim Removal

A student who presents a substantial and imminent threat to the health, safety, or welfare of the University community or its property may be temporarily removed from campus premises and prohibited from participating in all University sponsored activities pending a determination of the threat. A student temporarily removed under this provision must meet with a member of the C.A.R.E. team within two days or as soon as reasonably possible to determine whether the student may return to campus and participate in activities pending conclusion of the student conduct process. A student will be informed in writing whether the interim removal will remain in effect.

### Amnesty Policy

Any student who in good faith reports being the victim of or witness to sexual harassment, sexual assault, dating violence and stalking, will not be subject to disciplinary action for a violation of the code of conduct that occurred at or near the time of the incident, unless the student is found responsible for the offense.

#### *Student Rights and Responsibilities (Section 1):*

##### I. Student Rights

The University is an academic community in which all persons share responsibility for its quality and wellbeing. As members of the University community, students can reasonably expect all the guarantees and protections afforded students of public institutions, including:

1. The right to fair and equitable process in all matters concerning the Code.
2. The right to exercise their privileges and responsibilities as student.
3. The right to be free from discrimination on the basis of race, ethnicity, gender, age, religion, creed, national origin, disability, veteran status, sexual orientation, or gender identity.
4. The right to engage in inquiry and discussion, to exchange thought and opinion, and to speak, write, and print freely on any subject in accordance with the guarantees of federal and state laws.
5. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum to the extent such activities do not disrupt the academic and administrative functions of the University. The University reserves the right, in accordance with federal and state law, to approve the time, place and manner of such activities.
6. The right to participate in the formulation of policy directly affecting students when allowed by law.
7. The right to participate in student organizations within the University.
8. The right to ready access to established University policies and procedures.

Responsible Party: Office of Community Standards

##### II. Student Rights in the Conduct Process

When a student is charged with an alleged violation of the Code that student has the right to:

1. Receive notice of the alleged violation(s), know who to contact for a meeting, and the date by which that contact must occur.
2. Present information in response to the allegations of misconduct, including an oral and written statement, witnesses, documents, and any other information that reasonably responds to the allegations.
3. Be accompanied by an advisor. Advisors may not speak or participate directly in the conduct process.
4. Choose to not participate or answer questions in a meeting.
5. Ask questions of any statements or witnesses presented.
6. Review by impartial officials and students participating in the conduct process.
7. Appeal the findings, suspension, and expulsion as allowed by the Code.

### III. Student Responsibilities

#### 1. **Witnesses of Student Conduct Violations**

Members of the UNT Dallas community are strongly encouraged to participate in any conduct proceedings and to appear as witnesses when reasonably notified.

#### 2. **Guests of University Students**

Guests must adhere to all University rules, and the hosting student is responsible for all guests' actions. It is the responsibility of the host to inform the guests of these rules. The host can be held financially responsible for the actions of a guest, as well as face Code charges for any guests' behavior. In the University's sole and absolute discretion, guests may be prohibited from entering University premises.

#### 3. **Responsible Action Protocol:**

At UNT Dallas, the health, safety and welfare of our students and community are paramount concerns. As such, all UNT Dallas students are expected to alert appropriate officials in the event of any health or safety emergency -specifically including those involving the abuse of alcohol or drugs.

Because the University understands that fear of possible disciplinary actions may act as a barrier to students seeking requests for emergency assistance, the University has adopted the following Responsible Action Protocol to alleviate such concerns and promote responsible action on the part of students. In a situation involving imminent threat or danger to the health or safety of any individual(s), students are expected:

1. to contact emergency officials by calling 911 to report the incident
2. to remain with the individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and
3. to meet with appropriate University officials after the incident and cooperate with any University investigation.

The University will consider the positive impact of taking responsible action in an emergency situation when determining the appropriate response for alleged conduct violations by the reporting student that may have occurred prior to or contemporaneously with the emergency situation. In some situations, this may mean that no University disciplinary action is taken or no disciplinary sanctions are imposed, but the incident will be documented, and educational, community, and health initiatives -as well as contact with a student's parent(s) or guardian(s) - may be required.

The protocol does not preclude or prevent action by police or other local authorities. Nor does this protocol preclude disciplinary action regarding other violations of the Code, such as causing or threatening physical harm, sexual misconduct, property damage, harassment, hazing, etc. Failure of students to take responsible actions in an emergency situation, however, may void all protections under this provision, may constitute an aggravating factor for purposes of

sanctioning, and may lead to further disciplinary actions when such failure to act otherwise constitutes a violation of University rules, regulations, or policies

4. **Student Organization Responsibility**

A student organization will be responsible for the actions and conduct of its members, when one or more of its members, acting in the capacity of their membership, commit a violation of the Code. Group misconduct need not be officially approved by the entire membership in order to be considered grounds for possible conduct action towards the organization. There is no minimum number of organization members who must be involved in an incident before conduct action may be taken towards the entire organization.

Any Notice of Complaint regarding alleged misconduct involving a student group will be delivered to the President as outlined in this policy. A Notice of Complaint will be sent to the attention of the president or other leader of the student organization with a copy to the on campus advisor and other advisors as appropriate along with the appropriate Student Affairs Staff member. Student organizations are responsible for responding to all Notices of Complaint and failure to respond may result in resolution of the matter in the absence of any representative of the student group.

Responsible Party: Office of Community Standards

5. **Categories of Misconduct:**

- A. Trespassing, forcefully entering and/or occupying University-owned, leased, or controlled premises without authorization.
- B. Destroying or vandalizing personal and/or public property; unauthorized, mischievous and/or inappropriate use of such property.
- C. Unauthorized use or abuse of a computer system, access code[s], keys, or similar device to access controlled data, UNT Dallas's property, or a restricted area of any of the University's campuses.
- D. Theft or unauthorized use of property or services of the University, its members, or its visitors.
- E. Providing false information to a University official who is performing their official duties or engaging in other similar forms of dishonesty, including making a wrongful accusation against any member of the University community.
- F. Failing to comply with reasonable directive of University officials (i.e. faculty, staff, graduate assistants, resident assistants, student employees) or law enforcement officers who have identified themselves as such and are performing their duties; and/or failing to identify oneself to such persons when requested to do so.
- G. Falsifying or withholding required information in any form from a University official, including information on an application for admission.
- H. Committing academic misconduct:
  1. Using the words or ideas of another, from the Internet or any source, without proper citation of the source(s), commonly called plagiarism.
  2. Receiving unauthorized external assistance during an examination or any academic exercise for credit. This includes, but is not limited to:
    - a. Providing or receiving aid in connection with any academic assignment;
    - b. Use or possession of camera telephones, text messages, computer disks, audio recorders, calculators, solution materials, photocopies, materials from previous classes, commercial research services, notes or other means to copy or photograph materials used or intended

- for academic evaluation for use during the academic evaluation or assignment;
    - c. Communication in any manner with another student;
    - d. Working with others on graded coursework, including in-class, on-line and take-home examinations; or
    - e. Possessing, reading, buying, selling or using any materials intended for an academic evaluation or assignment in advance of its administration.
  - 3. Turning in the same work in more than one class (or when repeating a class), unless permission is received in advance from the instructor.
  - 4. Falsifying information for inclusion in an assigned paper, project or exercise; including inventing or altering data from a laboratory or field project, or creating fictional citations for a paper.
  - 5. Attempting to influence or change any academic evaluation, assignment or academic records for reasons having no relevance to academic achievement. This includes, but is not limited to, bribery, threats and making unauthorized changes to any academic record.
  - 6. Falsifying or misrepresenting attendance, hours, or activities in relationship to any class, internship, externship, field experience, clinical activity or similar activity.
  - 7. Acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment.
  - 8. Facilitating, permitting or tolerating any of the above-listed items.
- I. Disrupting classroom activity, University functions, and/or the operations of the University by an action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevent the right of others to freely participate in an activity, program, or service of the University.
- J. Violating any institutional safety regulation, including, but not limited to:
  - 1. Falsely reporting a fire, bomb, or any other emergency by any means, including activation of an alarm;
  - 2. Engaging in the unauthorized possession, use, or alteration or tampering of any University-owned emergency or safety equipment;
  - 3. Failing to evacuate a building or other structure during an emergency or an emergency drill; and
  - 4. Taking any action that creates a substantial risk that potentially compromises the safety of an individual or the community.
- K. Operating a vehicle, including a motorized cart, in any manner that endangers any person or property.
- L. Possessing, storing, controlling, or using a functioning or nonfunctioning firearm, firework, explosive, incendiary device, or other weapon or device classified as a weapon by the State of Texas or utilizing any instrument to simulate a weapon in a manner that endangers or tends to endanger, threaten, or intimidate any person. Individuals who are licensed to carry a handgun must be in compliance with UNT Dallas Policy No. 12.0006 Carrying of Concealed Handguns on Campus. For more information please visit

[http://www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/12\\_006\\_concealed\\_handguns\\_adopted.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/12_006_concealed_handguns_adopted.pdf). NOTE: "Firearm" is defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots -including paintballs - regardless of the propellant used. "Other weapon" is defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include, but are not limited to: knives with fixed blades or pocketknives with blades longer than four inches, metal knuckles, hatchets, nunchakus, or any explosive or incendiary device.

- M. Using, selling, possessing, distributing, or being under the influence of an alcoholic beverage, except as permitted by law and University policy. Members of the University community are accountable for their decisions regarding their use of alcohol, as well as their behavior which occurs as a result of those decisions.
- N. Using, possessing, distributing, selling, or being under the influence of an illegal drug or narcotic; manufacturing, growing, or synthesizing an illegal drug or narcotic; possessing drug paraphernalia; or setting up or possessing laboratory equipment or materials for the purpose of making or distributing an illegal drug or narcotic.
- O. Threatening, assaulting, or causing physical harm to oneself or to another. Uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, including but not limited to the following:
  - 1. words or actions that would cause an individual to fear for his or her immediate safety.
  - 2. the use of physical force against an individual.
  - 3. repeatedly contacting another person when the contact is unwanted.
- P. Hazing (as defined in the Texas Education Code), including engaging in, soliciting, encouraging, direction, aiding or intentionally, knowingly or recklessly permitting behavior such as physical brutality, risk of harm to mental or physical health or safety, intimidation, threat or ostracism, mental stress, humiliation, or other behaviors adverse to health or human dignity in association with pledging, initiation, affiliation with, holding office in, or maintain membership in a student group; or having firsthand knowledge of the planning of hazing or of its occurrence and failing to report it to school authorities
- Q. Harassment, which is any verbal, visual, electronic, or physical conduct that is sufficiently severe, and ongoing that it adversely affects, or has the purpose or logical consequence of interfering with any student's educational program; or creates an intimidating, hostile, or offensive environment within the University community. Harassment can include, but is not limited to, the above behaviors towards any person because of race, ethnicity, religion, gender, sexual orientation, gender identity, age, creed, national origin, disability, veteran status, or on any other basis.
- R. Sexually harassing any person, by making one or more unwelcome sex-related comments or sexual overtures, engaging in other similar physical behaviors, or displaying offensive visual materials which interfere with, or are intended to interfere with another person's work or study. Even one incident, if it is sufficiently serious, may constitute sexual harassment.
- S. Engaging in sexual misconduct, including any physical act which is sexual in nature that is committed under pressure, force, threat, intimidation, or without the full and informed consent of all persons involved. For the purposes of this policy, consent must be freely and actively given through mutually understandable terms or actions. A person is deemed incapable of giving consent when that person is a minor, mentally disabled, mentally incapacitated, physically helpless, under the

influence of drugs or alcohol to the point of being unable to make a rational decision, unconscious, or asleep. A person always has the right to revoke consent at any time during a sexual act.

- T. Abusing the Code of Student's Rights and Responsibilities and Conduct, including but not limited to:
  - 1. Knowingly filing a false, inaccurate, or misleading statement or accusation against another person;
  - 2. Knowingly providing false, inaccurate, or misleading information to a conduct officer or body;
  - 3. Disrupting or interfering with the orderly business of a conduct proceeding;
  - 4. Discouraging, or attempting to discourage, an individual's participation in, or access to the student conduct process;
  - 5. Influencing, or attempting to influence, the impartiality of any conduct officer or member of a conduct body prior to, during, and/or after a conduct proceeding;
  - 6. Intimidating or harassing, or attempting to intimidate or harass, any participant of a conduct process prior to, during, and/or after a conduct proceeding;
  - 7. Failing to comply with sanctions imposed under the Code;
  - 8. Violating the terms of a conduct sanction; and
  - 9. Influencing, or attempting to influence, another person to commit an abuse of the Code of Student's Rights and Responsibilities and Conduct.
- U. Misusing, falsely representing, defacing, mutilating, or stealing a University document.
- V. Assisting in or inciting others into violating any provision of the Code.
- W. Attempting to violate any provision of the Code.
- X. Possessing or manufacturing any false or altered form of identification, improperly using any identification card, knowingly altering or mutilating a UNT Dallas student identification card, using the identification card of another, or allowing use of one's own card by another.
- Y. Littering and/or inappropriate disposal of refuse, including ejecting any objects from vehicles or from windows in residence halls, balconies, or other University buildings.
- Z. Being present during any violation of the Code in such a way as to condone, support, or encourage such violation. Students who anticipate or observe a violation of University policy are expected to remove themselves from participation and are encouraged to report the violation.
- AA. Retaliation against an individual who reports allegations of harassment or any other code violation and provides information in an investigation related to such complaint.
- BB. Any act or conduct that obstructs or hinders the application and enforcement of the Code.
- CC. Any violation of the UNT Dallas College of Law Honor Code.
- DD. Any act or actions that is contrary to federal, state, or local law, or University policy.

## 2. **Student Records:**

Student records will be maintained in accordance with the Family Educational Rights and Privacy Act ("FERPA") of 1974 and the U.S. Department of Education's guidelines for implementation. Academic and conduct records will be maintained separately. Transcripts of academic records will contain information concerning academic status, including disqualification for academic reasons, expulsion, suspension and revocation of admission for conduct reasons. With the exception of records relating to expulsion, suspension and revocation of admission, all conduct records will be



destroyed seven (7) years after the date of the incident. Records relating to expulsion, suspension and revocation of admission will be held permanently.

Responsible Party: Office of Community Standards

*Student Conduct Process and Procedure (Section 2):*

I. Filing a Complaint

Complaints alleging a violation of the Student Code will be filed with the Office of Community Standards. Such complaints must meet the following criteria:

1. The complaint must be submitted in writing or electronically and dated;
2. The complaint must clearly indicate the name of the respondent. If necessary, follow-up documentation may be requested before a complaint is acted upon;
3. To the extent possible; the date, time, place, name of person(s) involved, and the circumstances of the alleged violation should be specified; and
4. The name(s) of any person(s) who may have witnessed the alleged prohibited conduct should be listed.
5. The complaint must be filed no later than thirty (30) days after discovery of the incident which is the topic of the complaint. The Office of Community Standards may waive the thirty-day limitation upon demonstration of good cause.
6. All cases involving possible violations of Title IX will be referred to the Title IX Coordinator and will follow the policies and procedures for investigating a Title IX Case.

Responsible Party: Office of Community Standards

II. Notification and Information Gathering

1. Reports of alleged violations of the Code will be reviewed by the Office of Community Standards for possible administrative action. When necessary the Office of Community Standards may appoint a designee to review the incident and assess the information provided.
2. The Office of Community Standards will notify the student(s) named in the report of the alleged violation(s), who they need to contact for a meeting, and the date by which they call to set up the appointment. The notice of complaint or call in letter, will be sent to the student's official University issued UNT Dallas email account, which will serve as official notice. In the event that the primary notice is not successful, and at the Office of Community Standard's discretion, a secondary notice may also be sent via US Mail to the student's official address on file with the University, or by hand delivery.
3. All communications sent by the Office of Community Standards are considered received when sent, provided:
  - a. If sent by electronic mail: One (1) day has elapsed from the time the official electronic mail is sent.
  - b. If by U.S. Mail: Three (3) days have elapsed from the time notice was sent off-campus by U.S. Mail.
4. The notice of complaint will describe the alleged violation and advise the student that an administrative transcript and a registration hold may be placed on the student's academic records pending investigation and resolution of the report. The notice will include the Office of Community Standards website address where the Code is posted, as well as electronic addresses where any other relevant University policies and/or procedures are posted.
5. The Office of Community Standards will gather information relevant to any report indicating that a Code violation may have occurred. The Office of Community Standards or its responsible designee for gathering that information has the authority to contact and meet with any person(s) believed to have information relevant to the report and encourage them to discuss the allegations in the report. In the absence of compelling circumstances, the information gathering process will be completed within sixty (60) days after the receipt of the complaint.

6. During the information gathering process, a "No Contact Order" may be issued by the Office of Community Standards if it is determined by the Office of Community Standards to be in the best interest of the investigation or protection of individuals involved. A "No Contact Order" prohibits a student from initiating or contributing to any verbal, physical, written, or electronic contact with a specifically identified individual(s), and such individual's immediate families or physical possessions. A "No Contact Order" may also prohibit a student from entering specific University-owned or controlled properties. Failure to comply with a "No Contact Order" may result in further conduct proceedings and may result in an emergency removal from the University.
7. Based on the information gathered, the Office of Community Standards will decide whether to: 1) dismiss the code violation 2) find the student not responsible, or 3) make a recommendation to the DOS or their designee for conduct action.
8. The Office of Community Standards may dismiss the code violation or find the student not responsible at any stage if it finds that the report is baseless or otherwise unsupported by preponderance of the evidence, or that the underlying grievance or problem is better resolved in a different manner. If the complaint is dismissed or student is found not responsible, the Office of Community Standards will notify the student either verbally at the agreed resolution meeting, or in accordance with the conditions set forth in this policy about communication from the Office of Community Standards.
9. If the charges assigned to the report are to be forwarded for conduct action, the Office of Community Standards will notify the respondent, the complainant, and any witnesses in the manner and conditions set forth in this policy; and will clearly outline the appropriate procedures to be followed.
10. If the proposed action against the student may lead, in the opinion of the Office of Community Standards, to suspension or expulsion and the respondent is under the age of eighteen (18) years, the parents or legal guardians of the respondent may be notified of the charges and of the pending meeting at least ten (10) days in advance. The notice of Complaint will be sent by certified or registered mail, return receipt requested, to the parent's or legal guardian's last known address.

Responsible Party: Office of Community Standards

### III. Agreed Resolution Meeting

In all cases, respondents have the right to a Student Conduct Committee meeting. A respondent, however, may request in writing that the Office of Community Standards resolve the report without proceeding to a Conduct Committee meeting.

1. The Office of Community Standards may resolve the report with the consent of the respondent by:
  - a. Reaching consensus with the complainant and the respondent as mediated by the Office of Community Standards.
  - b. Permitting the complainant to voluntarily drop the complaint; or
  - c. Permitting the student charged to voluntarily accept conduct sanctions.
2. In all Agreed Resolution meetings, the Office of Community Standards will conduct a resolution discussion at which the respondent may have an advisor present. The respondent has the right to be assisted by an advisor of their choice, at their own expense. The respondent is responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any agreed resolution meeting.
  - a. All information-gathering will be completed before the conclusion of the agreed resolution meeting process.
  - b. After the information gathering and agreed resolution meeting, the Office of Community Standards will provide the respondent with a letter containing a complete accounting of the proposed sanctions and violations within five (5) of the date of the agreed resolution meeting at which the sanctions were outlined. If the sanctions contained in the written report differ from what was presented at the agreed resolution meeting, the Office of Community Standards must note and explain those differences.
  - c. In addition, the letter will inform the respondent that they or it may accept or reject the sanctions. If the respondent rejects the sanctions in whole or in part, the agreed resolution meeting process ends and a Student Conduct Committee meeting will be scheduled.

- d. The agreed resolution meeting process is final and is not appealable.
- e. The respondent has the responsibility to notify the Office of Community Standards in writing of the student's choice to accept or reject the sanctions within five (5) days of the date the respondent received the notice of the proposed sanctions. If the respondent rejects the proposed sanctions, the Office of Community Standards will notify the respondent that the agreed resolution meeting process has ended and the Student Conduct Committee process will begin.
- f. The respondent has the right to request a Student Conduct Committee meeting at any time during the agreed resolution meeting process. This Student Conduct Committee meeting may be based on responsibility or, when responsibility is already accepted, strictly on acceptance of sanctions.

Responsible Party: Office of Community Standards

#### IV. Student Conduct Committee Meeting

##### A. *Process: Student Conduct Committee Meeting procedures will be followed:*

1. The DOS or their designee may determine that the matter should not proceed to a Student Conduct Committee Meeting. Unless new information sufficient in the opinion of the DOS or their designee to reopen the case is discovered, the conduct procedures will be closed.
2. Within five (5) days of the completion of the initial information gathering process, or the agreed resolution meeting process, the Office of Community Standards will make a determination on whether to proceed to a Student Conduct Committee Meeting.
3. Once the Office of Community Standards determines that the matter should proceed to a Student Conduct Committee Meeting, any additional investigation by the Office of Community Standards must be concluded within five (5) days, absent compelling circumstances.
4. Within five (5) days after the decision of the Office of Community Standards to conduct a committee meeting, the Office of Community Standards will identify which meeting type the student will receive. This decision will be made by the student. If the student does not choose after five (5) days it will be at the discretion of the Office of Community Standards to decide which of the following type of meeting will be held:
  - a. **Individual Committee Member Meeting:** An Individual Committee meeting will be held individually with a Committee Member who is appointed by the DOS or their designee. The Committee Members role is to be an impartial and objective party, aware of and knowledgeable about the Code and committee meeting procedures.
  - b. **Committee Meeting:** A committee meeting, administered by the Office of Community Standards, with members drawn from a pool of faculty, staff, and students who have completed the approved conduct committee training. The Student Conduct Committee will be composed of a chair and at least three (3) additional members, one of whom is a student. The chair will serve without a vote and direct the committee meeting. In the event of an unplanned absence, a representative from the Office of Community Standards may serve as the non-voting Chair of a Committee Meeting.
5. A student may petition the DOS or their designee to request, or the DOS or their designee may choose, to hold a meeting before a Special Committee member or a Special Conduct Committee. The decision rests with the DOS or their designee.
  - a. **Special Individual Committee Member Meeting:** An Individual Committee Member Meeting held before a Committee member, appointed by the DOS or their designee, who has the professional experience in presiding a conduct proceedings and who holds no contractual relationship with UNT Dallas or any other UNT institution during the term of the appointment as a Special Committee member
  - b. **Special Committee Meeting:** A Student Conduct Committee, administered by a Committee member, appointed by the DOS or their designee and an elected Student Conduct Committee. The composition of the committee will be consistent with the Student Conduct Committee Meeting
6. The student may challenge any representative or committee member(s) for cause, and may challenge a decision by the DOS or their designee to appoint a Special Committee Member or Special Committee Meeting.

B. *Notice: Notice for all Student Conduct Committee Meeting options will follow this process:*

1. The Office of Community Standards will give a notice of the Student Conduct Committee Meeting to the student at least ten (10) days prior to any committee meeting. That notice of the Student Conduct Committee Meeting will include the following information:
  - a. Date, time, and place of the meeting;
  - b. Specific violations of the Code that the student is charged with;
  - c. Name of the complainant or University department submitting complaint;
  - d. Specification, to the extent possible, of the time, place, person(s) involved, circumstances of alleged prohibited conduct, and name(s) of possible witness(es);.
  - e. Notification that an advisor selected by the student may accompany the student to the committee meeting. The advisor will not be permitted to present information on the student's behalf;
  - f. A statement of the applicable type of Committee Meeting; and
  - g. Such other information as the Office of Community Standards may wish to include that is relevant to the case.
2. Notices will be delivered to the respondents in the manner and according to the timelines set forth in this policy in regards to communication
3. If the student intends to have an advisor or other representative present, they must notify the Office of Community Standards at least five (5) days in advance of the Committee Meeting and specify the name and address of the advisor, and whether the advisor is an attorney in writing. If, at any time during the process, the student desires to obtain a representative or change their representative, the student may invoke such right. Under such circumstances, the proceeding may be stayed for a period of no fewer than five (5) and no more than fifteen (15) days as determined by the Office of Community Standards. The student may invoke the right to obtain or change their representative only once in any conduct process, unless the Office of Community Standards agrees to any additional requests for such changes.
4. During the Student Conduct Committee Meeting the Office of Community Standards is responsible for providing a written summary and verbal presentation of the charges, including all relevant information that resulted from the investigation process, to the committee members and the student. This role is assumed by the Office of Community Standards in all Committee Meetings, whether the complainant is present or not. The summary of charges and supporting information will provide the basis of the Student Conduct Committee Meeting proceedings.
5. Upon request, the respondent, the advisor, and the Office of Community Standards have the right to examine any supporting documentation to be presented at the meeting, at least five (5) days prior to the meeting during regular business hours. Thus, all documentation for the meeting file must be submitted by the complainant, respondent, witnesses, and the Office of Community Standards by this deadline.
6. All Student Conduct Committee Meetings are closed unless the student requests an open meeting. The DOS or their designee must approve the opening of said meeting.
7. All Student Conduct Committee Meetings conducted by a Committee, or Special Committee require a majority vote of the committee to find a student responsible for violating the Code.
8. All determinations by a Student Conduct Committee will be made on the basis of whether it is more likely than not (preponderance of the evidence) that the student violated the Code.
9. During the Student Conduct Committee Meeting the complainant and respondent are responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any committee meeting.
10. The complainant, the respondent, and Community Standards representative, Committee member, are the only individuals in a Student Conduct Committee Meeting who have the right to present information and question witnesses.
11. The student has the right to appear at a Student Conduct Committee Meeting to hear the evidence, offer explanatory and clarifying information and evidence, and question any witnesses. The student may choose not to attend the Student Conduct Committee Meeting. If the student, with notice, does not appear for a Student Conduct Committee Meeting, the information in support of the charges

will still be presented and considered. In such cases, failure to respond or appear will not create a presumption of either responsibility or non-responsibility.

12. All findings of fact, recommendations, and decisions must be based solely on the information made available for use at the Student Conduct Committee Meeting. This includes, but is not limited to, all information made available to the student as part of the Student Conduct Committee Meeting file.
13. A single Student Conduct Committee Meeting may be held for more than one person charged in cases arising out of a single or multiple occurrences. The Office of Community Standards makes such determinations, subject to review by the DOS or their designee. Each student, however, retains the right to request that his/her or its case be heard individually.
14. A recording will be made of the meeting for the purpose of review by a Student Conduct Committee Appeal Meeting. The recording will be the property of UNT Dallas and will be maintained as such for a period of two (2) calendar years after the meeting. However, it will be maintained for a longer period if the matter is subject to a litigation hold and/or pending in a court of law. Upon the written request of the student, a copy of the recording will be made available to the student by the Office of Community Standard, within fifteen (15) days of the request.
15. Findings of fact and recommended sanction(s), if any, will be made in writing by the Community Standards representative, or Student Conduct /Committee/Committee Chair to the DOS or their designee within five (5) days after the close of the meeting.
16. The DOS or their designee will review the findings of fact and recommended sanctions reported by the Community Standards representative or Student Conduct /Committee/Committee Chair, and may:
  - a. Dismiss the charge or charges, in any combination;
  - b. Affirm the recommended sanctions;
  - c. Impose a greater or lesser sanction than recommended; or
  - d. Order a new meeting.
17. The DOS or their designee will submit a written decision within five (5) days after receipt of the findings and recommended sanctions. Concurrently, the DOS or their designee will provide notice and copies of the decision to the student and to the Office of Community Standards. The notice will also contain a notice of appeal rights and procedures and will be in accordance with delivery methods and conditions set forth in this policy. An additional five (5) days will be added in cases of suspension or expulsion. When a student under the age of eighteen years is suspended or expelled, the student's parent(s) or legal guardian(s) will be notified by certified mail, return receipt requested, sent to last known address on file with the University.
18. If the student does not appeal the decision of the DOS or their designee such decision will be final

Responsible Party: Office of Community Standards

#### V. Appeal Rights

1. A student found responsible for a violation of the Code has the right to appeal that decision imposed to the DOS or their designee. A request for appeal must be filed within five (5) days from the student's receipt of findings.
2. The right of appeal is the right to seek review of a Student Conduct Committee Meeting decision or other action by the DOS; it is not a right to a new meeting.
3. To prepare the appeal request, the student and the advisor have the right to review the student's conduct file, including any recording of the meeting.
4. Any sanction imposed as a result of a committee meeting will not become effective during the five (5) days during which an appeal may be filed, or until any such appeal has been decided, except that the DOS or their designee has the authority, in their absolute discretion that extenuating circumstances exist, to immediately impose the sanction.

Responsible Party: Office of Community Standards

#### VI. Appeal Procedures

1. Appeal to the DOS: A student may appeal a decision from the Office of Community Standards on at least one (1) of the following:
  - a. The conduct procedures were not followed.
  - b. New information that was not present at the time of the meeting has been made available.
  - c. Imposition of a sanction of suspension or expulsion
2. Procedures for appeals from committee meeting decisions:
  - a. All appeals will be submitted in writing within five day of receipt of the decision from the Office of Community Standards.
  - b. The appeal must identify the procedures that were not followed or any new information that was not present at the time of the decision by the Office of Community Standard. In cases of suspension or expulsion, the appeal must include the reason(s) the student believes the sanction is not supported by the information considered by the Office of Community Standards or the students conduct. The appeals also must include any information the student wants the DOS to consider.
  - c. The student may request a meeting with the DOS to discuss the appeal.
3. Student Appeal Record: In considering the appeal, the DOS will consider all information used in determining the findings and sanctions including the notice of complaint, recommendation of the committee meeting, written decision of the Office of Community Standards, and the letter of appeal.
4. Appeal Result: The DOS may find the student not responsible, modify the decision of the Office of Community Standards including greater or lesser sanctions, or affirm the decision of the Office of Community Standards. The decision of the DOS is final except for findings resulting in the sanction of expulsion.
5. The DOS will send copies of the appeal decision, within five days (5) to the student charged The Office of Community Standards.
6. Appeal to the Vice President of Student Access and Success: A student whose sanction of expulsion is upheld by the DOS may appeal to the Vice President of Student Access and Success.
  - a. The appeal must be submitted in writing within five (5) days of receipt of the decision from the DOS and state why expulsion is not supported by the record.
  - b. The Vice President of Student Access and Success will consider all information used in determining the findings and sanctions and inform the student of the result in writing. The decision usual will be made within 5 days.
  - c. The decision of the Vice President of Student Access and Success is final.

Responsible Party: Office of Community Standards

## VII. Sanctions

Depending upon the severity of the violation, and whether a repeat or multiple violations are involved, sanctions may be imposed by the Hearing Coordinator, Committee, Office of Community Standards, the DOS or their designee, or the Vice President of Student Access and Success in any order or combination.

In addition to the disciplinary, educational, community, and health initiative sanctions identified below, and in the University's sole discretion, a student may be required to perform specific restitution service, to complete counseling or other specialized treatment or support services, and/or be required to participate in an activity or program whose purpose is to redirect behavior.

Any violation of the Code that is motivated by race, ethnicity, religion, gender, sexual orientation, age, creed, national origin, disability, or veteran status may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.

A sanction may have an accompanying administrative fee, in which case the student will be notified at the time the sanction is assigned. Payment of an administrative fee will be considered part of the successful completion of the sanction.

Failure to comply with any such sanction or requirements will constitute an additional violation of the Code, and may result in additional and increased sanctions in accordance with the procedures set forth in this Code.

*Sanctions:*

- A. Warning: Notice, oral or written, that continued or repeated violations of UNT Dallas policies may be cause for further conduct action. These actions would normally be in the form of censure, loss of privileges, exclusion from activities, probation, suspension, or expulsion.
- B. Restrictions, Loss of Privileges and Exclusion from Activities: Exclusion or restriction from participation in privileges, extracurricular activities, holding office, or represent the University. Removal from a University-living environment, loss of use privileges for designated University facilities, denial of the use of a vehicle on campus, and other restrictions consistent with the violation committed.
- C. Restitution Payment or Services: The requirement to provide restoration or restitution for a loss due to violations including, but not limited to: defacement, damage, fraud, theft, and misappropriation of property. Restitution may be imposed either exclusively or in combination with other sanctions. Restitution may take the form of monetary payment or appropriate services to repair or otherwise compensate for damages.
- D. Conduct Probation: The terms of probation will be determined at the time the probation is imposed. Probation may include exclusion from participation in privileges or extracurricular activities. The student placed on probation shall be notified in writing that the commission of prohibited acts will lead to additional and/or increased conduct sanctions.
- E. Disciplinary Conduct Suspension: This is the temporary separation of the student from the University for a specified period of time and until specific conditions, if imposed, have been met. A disciplinary suspended student shall not participate in any University-sponsored activity and shall be barred from all University campuses and properties. The student will be notified in writing of the suspension. The official transcript of the student shall be marked "Conduct Suspension Effective (date) to (date)." The parent(s) or legal guardian(s) of students under the age of eighteen (18) years shall be notified of the action. After the suspension period has elapsed, the student will be placed on conduct probation for a period of time that is equal to the amount of time that the student was suspended. At the end of the probationary period, the student will be classified as being in "good standing" provided that no further Code violations have occurred.
- F. Expulsion or Termination: Permanent separation of the student from the University. The expelled student shall not participate in any University-sponsored activity and shall be barred from all UNT campuses and properties. The official transcript of the student shall be marked "Conduct Expulsion Effective (date)." The parent(s) or legal guardian(s) of a student under the age of eighteen (18) years shall be notified of the action.
- G. Parent or Guardian Notification of Drugs and Alcohol Related Violations: UNT-Dallas may notify the parent(s) or legal guardian(s) of any student under 21 years of age who is found responsible for violating the Alcohol and/or Controlled Substance policy.
- H. Required Educational or Restitution Activities: Mandatory participation in educational activities or programs of community restitution service on campus or in the community, as approved.
- I. Administrative Conduct Hold: A status documented in the Registrar's official file that precludes the student from registering for classes and accessing official transcripts until clearance from the Office of Community Standards or the DOS or their designee.
- J. Proof of Payment or Resolution of UNT-Dallas Citations: A student may need to provide proof that a citation for parking and/or other issues have been resolved.
- K. Intake, Assessment, or Treatment Referrals: A student may be referred to UNT-Dallas Counseling & Wellness Office or a community mental health provider to complete an intake and assessment involving alcohol, controlled substance, or other identified issues arising from a violation. In the University's discretion, proof of participation or completion of treatment may be required. When appropriate, a student may be referred to an off-campus provider for such services at the student's expense.
- L. Reflection Letter of Understanding: A student will reflect on what has been learned from the experience. The length and structure of such letter will be specifically assigned to the student by the Office of Community Standards.
- M. Alcohol or Controlled Substance Education Responses: A student will complete an alcohol and controlled substance program/workshop, or attend an identified off-campus education or intervention resource.
- N. Academic Misconduct: Potential sanctions for academic misconduct include, but are not limited to, the following, either singularly or in any combination:
  - 1. Academic Sanctions
    - a. Resubmitting an assignment

- b. Reduction of points or letter grade for the assignment
  - c. Dropping a class
  - d. Reduction of points or letter grade for class
  - e. Failing grade for assignment
  - f. Failing grade for class
2. Conduct Sanctions
- a. Reflection Letter of Understanding
  - b. Skill Remediation
  - c. Academic Integrity Seminar
  - d. Conduct Warning or Probation
  - e. Loss of Privileges
  - f. Transcript notation
  - g. Suspension or removal from program, school, or college
  - h. Suspension from the University
  - i. Expulsion
  - j. Withdrawal of credit for previously accepted course or requirement
  - k. Revocation of a degree or certificate
  - l. Referral to the appropriate legal authority
- O. Additional Sanctions: Any other sanctions assigned by the Office of Community Standards that is meant to be educational in nature.

Responsible Party: Office of Community Standards

## Interpretation and Revision

1. **Interpretation** - Questions of interpretation or application of the Code will be referred to the DOS, or their designee, for final determination following consultation with the Office of General Counsel.
2. **Revision** -The Code will be reviewed every three (3) years under the direction of the Office of Community Standards Associate Provost for Student Success.

## Policy Statement

The University of North Texas at Dallas expects all students to exhibit a high level of personal responsibility, accountability and honesty in all academic endeavors. The value of the UNT Dallas degree depends upon the absolute integrity of the student work submitted to attain a UNT Dallas degree. Therefore, it is imperative that all students demonstrate a high standard of individual honor in their scholastic work. Such standards are aligned with the Code of Academic Integrity values of UNT Dallas: Virtue, Civility, Reasoning and Accountability. This policy applies to all students.

## Definitions

**Academic Dishonesty Review Process.** "Academic Dishonesty Review Process" means the procedures provided in the Code of Academic Integrity from the initial meeting with the faculty member through final resolution. The academic dishonesty review process does not include the disciplinary review process which is initiated by the Dean of Students.

**Academic Disciplinary History.** "Academic Disciplinary History" means the record of a student's violations of the Code of Academic Integrity that is maintained in the Office of the Dean of Students.

**Academic Work.** "Academic Work" means work submitted by a student for the purposes of receiving academic credit, including but not limited to: papers, reports, examinations, exercises, quizzes, performances, presentations, artwork,



laboratory work and scientific experiments. May be submitted in any form including written, oral, pictorial or electronic.

Academic Misconduct Sanction. "Academic Misconduct Sanction means penalty for engaging in academic dishonesty that may be assigned by a faculty member.

Code of Student's Rights, Responsibilities and Conduct. "Code of Student's Right, Responsibilities and Conduct" means the standards of conduct and procedures established to provide a full and fair opportunity for review of alleged student misconduct.

Conduct Sanction. "Code Sanction" means penalty for violating the Code of Student's Rights, Responsibilities and Conduct that may be assigned by the Dean of Students.

Day. "Day" means the period between 9:00 a.m. and 6:00 p.m. when UNT Dallas is open for official business.

Examination. "Examination" means a set of questions or exercises to test a student's knowledge.

Greater Weight of the Evidence. "Greater Weight of the Evidence" means the standard of review in the academic dishonesty review process which evaluates whether academic dishonesty is more likely than not to have occurred.

University Community. "University Community" means the collective group of students, faculty, staff, UNT Dallas officials and any other persons employed by UNT Dallas.

## **Definitions of Academic Misconduct**

The Code of Academic Integrity was not written with specificity, nor was the Code of Academic Integrity intended to cover every instance of potentially prohibited academic misconduct. A student's lack of intent to engage in academic misconduct, or lack of knowledge of the Code of Academic Integrity, is not a defense to academic misconduct.

Abuse of the academic process - Engaging in activity which interferes with the academic process; including but not limited to:

Falsifying or attempting to falsify class attendance, course registration and grade records, transcripts or any other academic records.

Fabricating excuses for class or examination absence.

Falsifying evidence or intimidating or exerting improper influence on another in connection with an alleged violation of the Code of Academic Integrity.

Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.

Cheating - Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in academic work, including but not limited to:

Purchasing academic work from a commercial service or another individual.

Copying information from another student during an examination.

Giving or receiving unauthorized assistance to another student by knowingly permitting the other student to see or copy all or a part of an examination or any academic work.

Obtaining unauthorized advance knowledge of an examination; including accessing previously administered examinations.

Distributing unauthorized copies of examinations, by sale or otherwise, to another student.

Fabrication - Falsification or invention of any information, data, research or citation in academic work, including but not limited to:

Falsifying scientific or other data.

Changing information on examinations or other academic work that has been graded and resubmitting the work for the purpose of improving the grade.

Multiple submissions - Submitting substantial portions of the same work for credit more than once without authorization from the faculty member for the class in which the student submits the work, including but not limited to:

Submitting the same paper for credit in more than one course without the faculty member's permission.

Representing group work done in one class as one's own work for the purpose of using it in another class.

Plagiarism - Using another's ideas, processes, results or words without proper attribution; including but not limited to:

Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).

Quoting or paraphrasing another without citing proper sources.

Complicity - Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty; including but not limited to:

Use of another person's work or ideas without proper acknowledgement of source.

Knowingly allowing another to copy from one's paper during an examination.

Distributing test questions or substantive information about materials to be tested without the faculty member's permission.

Unauthorized collaboration on academic work.

Sitting for an examination in place of another student, or requesting that another student sit for an examination on their behalf.

Conspiring or agreeing with others to commit an act of academic dishonesty.

## **Procedures and Responsibilities**

### **Student Responsibility**

Student's Role in Maintaining Academic Integrity - Whenever a student is uncertain as to whether conduct would violate the University's Code of Academic Integrity, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record prior to engaging in such conduct.

Independent work - All ideas, arguments, phrases and other written or created work, submitted by a student without attribution to other sources, must be the creative product of the student. All passages and text from other works must be properly cited.

Authentic data - All experimental data, observation, interviews, statistical surveys and other information collected and reported as part of academic work must be authentic.

Approved collaboration - Students may only collaborate within the limits prescribed by their faculty member.

Maintain assignment guidelines - Students must adhere to the guidelines provided by their faculty member to complete course assignments.

## **Faculty Role in Maintaining Academic Integrity**

Faculty members are encouraged to:

- i. Include an academic integrity statement on all syllabi and course materials which summarizes the principles of the Code of Academic Integrity.
- ii. Request that students affirm compliance with the Code of Academic Integrity by including a statement on all academic work, including exams, papers and written assignments as follows:  
On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNT Dallas Academic Integrity Policy.
- iii. Take reasonable steps to foster a climate of academic honesty by:
  - iv. Informing students of the Code of Academic Integrity and its application to any particular academic work, and the specific types of academic assistance that may be permissible in connection with the academic work.
  - v. Maintaining adequate security precautions in the preparation and handling of tests.
  - vi. Providing ample room for proper spacing of students during exams.
  - vii. Monitoring exams, especially in large classes.
  - viii. Faculty members are not required to assume these responsibilities and a faculty member's failure to take the encouraged steps is not a defense to academic dishonesty.
- ix. Sanctions for Engaging in Academic Dishonesty.
- x. Any student engaging in academic dishonesty in violation of the Code of Academic Integrity may be subject to one or more of the following sanctions.

## **Academic Sanctions**

Any student engaging in academic dishonesty in violation of the Code of Academic Integrity may be subject to one or more of the following sanctions.

### **Academic sanctions assigned by University faculty and/or administration.**

Admonition - A verbal or written warning.

Education sanction - A remedy determined at the discretion of the faculty member; including but not limited to: assignment of additional academic work, attendance at an educational program, interviews with appropriate UNT Dallas officials.

Partial or no credit for academic work - Credit assigned at the discretion of the faculty member. If review of academic dishonesty extends beyond the date for assignment of semester grades, the grade will reflect the penalty. The grade will be adjusted, if appropriate, after the academic dishonesty review process is complete.

Withdrawal from the course - Student will be removed from a course and assigned a grade of "WF". A student will be permitted to remain in a class in pending final resolution of an allegation of academic dishonesty.

## Conduct sanctions (assigned in accordance with the Code of Student's Rights, Responsibilities and Conduct)

Suspension - Separation of the student from UNT Dallas for a specified period of time. Student will be removed from enrollment and withdrawn from all courses. Student grades will be assigned in accordance with UNT Dallas policy and a "WF" will be assigned by the faculty member in the course in which academic dishonesty was committed. Student will be blocked from future registration until reviewed and approved by the Dean of Students and Success.

Expulsion - Permanent separation of the student from UNT Dallas with no provision for readmission. An expelled student will be removed from enrollment and withdrawn from all courses. Student grades will be assigned in accordance with UNT Dallas policy and a WF will be assigned by the faculty member in the course in which academic dishonesty was committed.

Procedures for Review of Academic Dishonesty

Reporting academic dishonesty - All members of the university community are expected to report academic dishonesty to the faculty member of the class in which the academic dishonesty is alleged to have occurred. Reports of academic dishonesty may also be made to the Dean of Students and Success. Reports may be verbal, in writing or electronic.

## Jurisdiction to Issue Sanctions For Academic Dishonesty

Faculty member - Any faculty member may issue academic sanctions based on a finding of academic dishonesty. A faculty member may refer an allegation of academic dishonesty to the Dean of Students for consideration and process at any time for review in accordance with the Code of Student's Rights Responsibilities and Conduct.

Dean of Students - The Dean of Students may issue conduct sanctions in cases of serious or flagrant academic dishonesty or repeated acts of academic dishonesty. Conduct sanctions will be assessed in accordance with the procedures established in the Code of Student's Rights Responsibilities and Conduct.

## Faculty Review of Academic Dishonesty

Initial faculty contact with student - No more than three (3) days after establishing a reasonable basis to believe that a student may have engaged in academic dishonesty, a faculty member must make a good faith effort to contact the student either orally or in writing to:

Inform the student of the allegations.

Request a meeting with the student to review the allegations and offer an opportunity for the student to respond.

Inform the student that failure to attend a requested meeting with the faculty member could result in a decision in the student's absence.

Inform the student that the process for review of academic dishonesty can be found in the Code of Academic Integrity which is available on-line or in the Office of the Dean of Students and Success.

After a reasonable period of time but no less than five (5) days after initially attempting to contact the student, the faculty member may review the allegation of academic dishonesty and impose academic sanctions in the absence of the student.

Meeting with the student - No more than five (5) days after initially contacting a student, the faculty member will hold an informal conference with the student, either in person or by telephone, at which time the faculty member will review all information available to support the allegation of academic dishonesty and offer the student the opportunity to respond and provide any additional relevant information.

If the student fails to attend a scheduled meeting, the faculty member can make a determination in the student's absence.

If the faculty member requires additional information to reach a decision, the faculty member may continue the meeting to collect additional information.

Notice of the outcome of a meeting with a student - A meeting between the student and the faculty member may result in any one of the following outcomes which will be confirmed in writing and provided to the student no more than five (5) days after the faculty member finishes the meeting with the student:

No finding of academic dishonesty. The notice will be retained by the faculty member and will not be submitted to the Dean of Students; or

Student accepts responsibility for academic dishonesty and agrees to the faculty member's proposed sanction - The faculty member and student will develop a written agreement identifying the violation and the sanction. The agreement will be submitted to the Dean of Students; or,

Student accepts responsibility for academic dishonesty but disagrees with the faculty member's proposed sanction - The faculty member and student will develop a written agreement identifying the violation.

The student will seek review of the proposed sanction by submitting a request for review and any supporting documentation to the faculty member's chair no later than three (3) days after receiving notice of the outcome of the meeting with the faculty member.

The faculty member's chair will review the student's request for review of sanctions and may consult with the faculty member to determine whether the proposed sanction is disproportionate to the admitted offense. Within five (5) days of receiving the student's request, the chair will approve, reject or modify the proposed sanction but in no event will the chair increase the proposed sanction. The chair will provide notice of the decision to the student and the faculty member. The decision of the chair will be final.

The written agreement between the student and the faculty member and the chair's decision will be submitted together to the Dean of Students; or

Student denies responsibility for academic dishonesty and the faculty member determines by the greater weight of the evidence that the student has engaged in academic dishonesty -

The faculty member will consult with the Dean of Students to evaluate whether the academic dishonesty may be serious enough to warrant conduct sanctions under the Code of Student's Responsibilities, Rights and Conduct.

Academic dishonesty not warranting conduct sanctions - Written notice to the student will include:

- a summary of findings related to academic dishonesty.
- the academic misconduct sanction to be imposed.
- information regarding the process for appeal to the chair.
- A copy of the notice will be submitted to the Dean of Students.

Academic dishonesty warranting conduct sanctions - Written notice to the student will include:

- a summary of the findings related to academic dishonesty,
- the academic misconduct sanction to be imposed,
- a copy of the notice referring the matter to the Dean of Students for further consideration of the complaint in accordance with the Code of Student's Rights Responsibilities and Conduct which will be delivered after the date for appeal to the faculty member's chair has expired.

**Faculty member is unable to reach a conclusion regarding academic dishonesty.** Written notice to the student that a complaint has been referred to the Dean of Students for further investigation and review in accordance with the Code of Student's Rights Responsibilities and Conduct

**Allegations involving multiple students** - If more than one student is involved in an allegation of academic dishonesty, a faculty member must convene separate meetings for each individual student. Personally identifiable information will not be shared with other students without the students' express written consent.

## Appeal of a Faculty Member's Academic Penalty to Department Chair

If a student disagrees with a faculty member's finding of academic dishonesty or with the academic sanction, the student may appeal to the chair of the faculty member's department within three (3) days of receiving the faculty member's written decision. In the case of notice issued under section VII(C)(3)(d)(ii) of the Code of Student's Rights Responsibilities and Conduct, no complaint will be referred to the Dean of Students until after the period of appeal has expired.

The student's written request for appeal must state:

- i. Whether the student is appealing the finding of academic dishonesty or the academic sanction.
- ii. The specific basis for the appeal.
- iii. Any factual information to be considered on appeal.

On appeal the chair will review:

- i. All information submitted by the student.
- ii. The written findings of the faculty member.
- iii. Any information submitted by the faculty member if requested by chair.
- iv. Within 10 days after receiving the request for appeal, the chair will issue a written decision.
- v. The chair may approve or reject the finding of academic dishonesty and/or approve, reject or modify the academic sanction.

The decision of the chair will be final.

If the chair rejects a faculty member's finding of academic dishonesty no complaint will be referred to the Dean of Students.

If the chair approves the faculty member's finding of academic dishonesty, a copy of the chair's decision will be submitted to the Dean of Students along with the complaint if a complaint will be referred.

Jurisdiction of the Dean of Students and Student Conduct Committee

The Dean of Students will review complaints of academic dishonesty when:

A confirmed case academic dishonesty is referred as a complaint by a faculty member or chair to consider whether the academic dishonesty is sufficiently serious or flagrant to consider conduct sanctions.

A complaint is referred by a faculty member who is unable to determine whether the student engaged in academic dishonesty in which case the Director will fully investigate the complaint and any will meet with the student to consider whether the student engaged in academic dishonesty and what misconduct sanctions may be appropriate.

On the Director's own initiative a student's academic disciplinary record evidences repeat violations of academic dishonesty.

Upon receiving a complaint or initiating an investigation based on repeat violations, the Dean of Students will provide all process required for a student under the Code of Student's Rights, Responsibilities and Conduct, Section XI, including notice and an opportunity to respond to the allegation of academic dishonesty.

Except in situations where the allegation of academic dishonesty has not been conclusively determined by the faculty member, the Dean of Students will not consider whether the student has engaged in academic dishonesty, but will focus exclusively on whether the established violation was sufficiently serious or flagrant to warrant suspension or expulsion, or whether a student's disciplinary record reflects repeat acts of academic dishonesty which merit conduct sanctions.

If the Director assigns conduct sanctions based on a finding of academic dishonesty, the student will have all rights of review and process by the Student Conduct Committee as set forth in Section X (B) of the Code of Student's Rights Responsibilities and Conduct.

If the Student Conduct Committee affirms a misconduct sanction based on a finding of academic dishonesty, the student will have all rights of review and process before the Associate Provost for Student Success as set forth in Section X(C) of the Code of Student's Rights Responsibilities and Conduct.

## **Referral for misconduct violations**

Student who engages in an alleged misconduct violation in addition to alleged academic dishonesty may be immediately referred to the Dean of Students for consideration of conduct sanctions under the Code of Student's Rights, Responsibilities and Conduct.

## **Grade penalties**

Grade penalties will be effective when all appeal deadlines have expired or at the end of the semester, whichever occurs first. If appeal of an academic sanction extends beyond the semester of the allegation and the grade penalty is modified on appeal to the chair, the chair will notify the registrar to change the course grade. Academic sanctions assigned through this process are not subject to appeal through the UNT Dallas appeal process.

## **Notices**

All notices will either be delivered to a student's official UNT Dallas email address or hand-delivered to the student. No refunds of tuition or fees - Students who fail a course as an academic sanction are not be eligible for a refund of any tuition or fees for the failed course.

## **Continuation of coursework**

Additionally, a student will not be permitted to withdraw from or drop a class without the faculty member's permission unless the final outcome of the process dictates that no academic penalty will be imposed.

## **Timelines**

The timelines established in the Code of Academic Integrity are guidelines and failure to meet any specific time frame will not impact the jurisdiction of any faculty member, chair or other UNT Dallas official to proceed.

## **Student responsibility to respond to requests and complete sanctions**

Students are expected to respond to all notices and contacts by faculty members or any other UNT Dallas official who is carrying out their responsibility under the Code of Academic Integrity. Failure to comply with a directive issued under the Code of Academic Integrity or to complete any sanctions imposed under the Code of Academic Integrity may result in discipline in accordance with section IX(B)(5) of the Code of Student's Responsibilities, Rights and Conduct.

## **Records**

Documents that are created and maintained as part of the disciplinary process and the academic dishonesty process are subject to the protections of the Family Education Rights and Privacy Act, 20 U.S.C. § 1232g. Disciplinary records, including conduct and academic disciplinary records are maintained by the office of the Dean of Students and Success in accordance with the university records retention policy.

## **Interpretation**

Questions of interpretation or application of the Code of Academic Integrity will be referred to the Associate Provost for Student Success, or a designee, for final determination following consultation with the Office of General Counsel.

## **Revision**

The Code of Academic Integrity will be reviewed every three (3) years under the direction of the Associate Provost for Student Success.

The University may make an official request or summon a student to appear before a university administrator when a student's conduct or behavior is reasonably believed to be in violation of these policies or any published university policy or rule. A student who receives a summons should always consider it important and respond immediately. Failure to answer a summons can result in disciplinary action up to and including administrative withdrawal from the University.

Questions or concerns regarding these policies should be referred to the Dean of Students at (972) 338-1775.

## **Student Life**

## **Student Affairs**



The following section includes some of the many services provided to students from Student Affairs. For more information, call (972) 338-1775 or e-mail: [StudentAffairs@untdallas.edu](mailto:StudentAffairs@untdallas.edu).

## **Disability Services**

UNT Dallas provides reasonable accommodations to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Disability Services Coordinator assists qualified students with disabilities in determining and coordinating appropriate reasonable accommodations and/or auxiliary aids and services, to the extent necessary, for qualified prospective, newly admitted or currently enrolled students. Students with disabilities can register for services with the Disability Services Coordinator after being accepted to UNT Dallas and registering for classes. In order to register for services, students must contact the Disability Services Coordinator to set up an intake appointment.

Students must provide documentation of their disability in accordance with University policy. Students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must provide the supporting documentation to the Disability Services Coordinator from their physician, educational diagnostician, licensed psychologist, psychiatrist, or other qualified professional. Documentation received will be considered in determining whether a student is disabled as defined by the ADA, and therefore entitled to reasonable accommodation. For more information, see the University's policy on disability accommodation for students (7.004) at: <http://www.untdallas.edu/hr/upol>.

Students with questions or concerns and those wishing to request an accommodation should call Cynthia Suarez, the Disability Services Coordinator, at 972-338-1777. Individuals who are deaf, hard-of-hearing, deaf-blind or speech-disabled may contact the Disability Services Office by using Relay Texas. To contact Relay TX dial 7-1-1.

## **Student Organizations**

We know from research that student satisfaction with their college experience stems in large part of their opportunities to participate in programming outside of the classroom and the Office of Student Affairs hopes to provide you with those opportunities through our growing number of Student Clubs and Organization. The University of North Texas at Dallas is home to more than 40 student organizations, representing the diverse interests of students across campus, including majors, cultural background, sports, service, and more!

Not only do student groups offer you an opportunity to socialize and develop relationships with other students who have similar interests, but this experience will also help cultivate and enhance the skills that employers and graduate schools are looking for in college graduates. From leadership and decision-making, to cooperation and communication, you won't just be building your résumé during your time with this group, but you will also build self-confidence, lasting relationships, and school traditions that will become a lasting legacy at UNT Dallas.

If you'd like to form a new organization and/or have questions about the process, please email Student Affairs at [StudentAffairs@untdallas.edu](mailto:StudentAffairs@untdallas.edu) for more information.

## **Career Fairs**

Organizations from various industries come to UNT Dallas to find qualified and motivated employees for all types of employment opportunities each semester coordinated by Career Services.

## **Career Services**

Whether you are undecided for your major/career or know where you want to end up, Career Services is a great place to start. We offer a variety of services to help you explore your options and gain real world experiences through workshops, career assessments, networking events, industry tours, and more. Career Services also assists students with using social media for the job search and how to create academic and career portfolios. Finally, Career Services provides a variety of employment opportunities; full-time and part-time employment opportunities, and internships and volunteer experiences off campus, to currently enrolled students and alumni. For information, call 972-338-1782 or email [CareerServices@untdallas.edu](mailto:CareerServices@untdallas.edu).

## **Student Resources**

# **Academic Advising**

## **Contact Information**

Academic Advising  
(972) 338-1645  
[Advising@UNTDallas.edu](mailto:Advising@UNTDallas.edu)

## **What is Academic Advising?**

Academic Advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and life-long learning. Advisors evaluate students' transcript, help students transfer credits for prior coursework, set class schedule, prepare degree plans, and track progress toward degree completion.

## **Mission/Vision of Academic Advising at UNT Dallas**

### **Mission Statement**

UNT Dallas Academic Advising and Student Success supports our students with empathy and informed advice, while challenging them to explore their academic, personal and professional goals through their education in a nonjudgmental space.

UNT Dallas Academic Advising strives to:

- Provide accurate academic and career information.
- Help students clarify their academic goals and career choices.
- Assist students in understanding University policies and procedures.
- Provide informational and planning tools to enable students to accomplish their goals.
- Work cooperatively with academic departments, faculty and student services offices to provide comprehensive advising information.

# Student learning outcomes

Working with your advisor, you will learn to:

- Develop, implement, and maintain a clear academic plan suited to life and career goals.
- Develop skills in locating and effectively using information and resources that help you achieve your academic goals.
- Navigate UNT Dallas' culture and systems.
- Feel empowered to make your own academic decisions.
- Develop communication, decision-making, and problem solving skills.

## Student/Advisor Responsibilities

### Student Responsibilities

Students are expected to:

- Come prepared to your advising session (be on-time, have questions ready, and if applicable bring documents/forms or resources that you may have questions about). Students may bring guests to their appointments but the student must always be in attendance.
- Put away all cell phones and technology that could interrupt the appointment.
- Make an appointment with an advisor in a timely manner when in need of assistance. Call prior to your appointment (24 hours or more if possible) to let us know if you need to reschedule. (Reasons to reschedule: sick, more than 10 minutes late, lack of transportation, etc.).
- Familiarize yourself with the general education and major specific requirements for your degree and schedule courses each semester in accordance with those requirements. We highly recommended utilizing the catalog.
- Be aware of the prerequisites for each course that you include in your semester schedule and to discuss with your advisor how prerequisites will affect the sequencing of your courses.
- Actively check and read emails sent to your student email.
- Be an active participant in your educational development by utilizing college resources: tutoring, time management and study skills workshops, and understanding your learning style.
- Be resourceful! Use resource (handouts, websites, My.UNTDallas.edu) to find answers to question you may have.
- Seek and gather sources of information which will assist you in making academic/career decisions, including internships, research opportunities, and professional organizations.
- Ask questions! If you don't understand a policy or a procedure, ask questions until you do understand. Be knowledgeable about policies, procedures and requirements.
- Understand that advisors are available to provide information and make recommendations. However, you are responsible for choosing the best option given your unique situation, responsibilities, and abilities.

### Advisor Responsibilities

The UNT Dallas Academic Advisors are committed to providing excellent academic advising and support services and to partner with you to accomplish your educational and career goals. Academic Advising is a shared responsibility and we will work together in order for you to make the best decisions to achieve your goals.

Advisors are here to:

- Offer advice on course selection and to assist you in developing an academic plan that satisfies degree requirements.
- Understand and effectively communicate curriculum, graduation requirements, and university policies and procedures.
- Clearly communicate the UNT Dallas major requirements (including, but not limited to prerequisites, curriculum, and graduation requirements). Actively seek out the answer to any question and respond to student with the answer.
- Evaluate and discuss your academic performance and the implications of your performance as it relates to degree progress and university requirements.
- Clarify university policies, regulations, programs, and procedures about which you may have questions.
- Treat you with respect and as an adult.
- Be available to answer your questions through scheduled meetings, phone calls, or emails.
- Be supportive and respectful listeners, and refer you to appropriate support services within the university in response to your individual needs.
- Maintain confidentiality (will not discuss issues with parents or non-university persons without your written permission; will respond to academic questions only via untDallas.edu email accounts).

## Drop in advising vs. appointment vs. email

			Scheduled Appointment	Drop-In Advising	Email
<ul style="list-style-type: none"> <li>• Generally a 30-minute allotted meeting time</li> <li>• More involved questions and detailed discussion, such as:               <ul style="list-style-type: none"> <li>○ Academic Difficulty</li> <li>○ Change of Major</li> <li>○ Academic Plan and Goals</li> <li>○ Leave of Absence</li> <li>○ University Withdrawal</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Generally a 15-minute allotted meeting time</li> <li>• As it is first-come, first-served, there may involve a wait</li> <li>• Common Examples:               <ul style="list-style-type: none"> <li>○ Quick Questions</li> <li>○ Add/Drop within the deadline</li> <li>○ Time sensitive issues</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Clarification if you are unsure an appointment is necessary</li> <li>• Scheduling an appointment</li> <li>• Any other inquiries</li> </ul>			

## Guidelines for contacting your advisor

- Student Name (First & Last) and Student ID#
- Days and Times available
- Brief statement of issue/concern, reason for appointment, or comments/questions
- Return phone number if a phone call is desired
- Other relevant information

# Important Dates

- Prior to the start of your first semester
  - Activate your UNT Dallas email account.
  - Identify books, websites, and study aids for each class.
  - Familiarize yourself with Blackboard/Canvas.
  - Review transfer credit in my.untdallas.edu portal and make sure everything is correct.
- During your first year
  - If you are not sure about your major, meet with your academic advisor and research possible career paths at the Career Center.
  - Develop an academic plan with your academic advisor.
- Each Semester
  - Look at the academic calendar on the registrar's website.
  - Secure and maintain funding resources to pay for tuition, fees, and other needs.
  - Talk with the instructors of your classes if you are concerned or have questions about your progress.
  - Maintain a balance of zero on your student account to avoid being dropped from your classes next term.
  - Complete a degree audit report within my.UNTDallas.edu before registering for classes to ensure you are on track with your graduation goal.
- Ongoing/Anytime
  - Review requirements for your program of study with your academic advisor.
  - Review and update your personal and contact information as needed, and confirm your program of study/major.
- Yearly
  - File FAFSA for the upcoming academic year as needed, complete all requirements, and review/respond to financial aid requests for information.
- In the semester prior to your expected graduation term
  - Senior Audit
- In your final Semester
  - Attend classes needed to complete your degree or certificate.
  - Submit an application for graduation.

# Academic Support

Academic Support Office provides services for:

- Texas Success Initiative
- Testing/Placement
- Learning Commons (labs and tutoring support)

# Texas Success Initiative (TSI)

TSI is a program which requires testing in reading, mathematics, and writing to ensure that all students attending public universities in Texas have the skills necessary to perform effectively in college-level coursework. The Academic Support Office administers the TSI Assessment. A fee is charged to take the TSI Assessment.

# Math Placement

Students interested in placing into College Algebra or a higher math class should schedule with Academic Support to take the math placement exam. The placement exam may be taken once per semester of enrollment at no cost. The following are prerequisites for College Algebra:

- Passed a UNT Dallas math course with a minimum grade of C, or
- Passed a transfer course at the level of UNT Dallas' MATH 1100 (or above) with a minimum grade of C

# The Learning Commons

The Learning Commons offers three areas for additional academic support in the form of tutoring. The commons' hours are posted on the websites, and scheduling policies vary by center. Students are also encouraged to use the labs for individual or group study. All labs are equipped with computers and appropriate software.

**Writing Center** - The Writing Center is a free service for UNT Dallas students to help them with all their writing and communication needs. Appointments are required for writing consultations. Students may schedule tutoring sessions online by visiting [www.untDallas.edu/wc](http://www.untDallas.edu/wc) and logging on to WOnline. Walk-ins are limited, so we ask students to prepare and book appointments in advance. For more questions on scheduling your writing appointment email [learningcommons@untDallas.edu](mailto:learningcommons@untDallas.edu) or contact the front desk at 972.338.1755.

**Math Lab** - The Math Lab provides free tutoring and homework assistance for students in UNT Dallas math related classes for undergraduate students. The Math Lab staff assists students with homework, test preparation, and general math preparation for all lower-level and upper-level courses, including Math Education courses. No appointment is needed in the math lab.

**Peer Tutoring** - Peer tutoring is available for subjects other than math and writing, when available. All of our tutors are current UNT Dallas students, and all of our tutors are faculty recommended and go through a vigorous hiring and training process to ensure that our students have the best experience while visiting the Learning Commons. Subject tutoring varies upon tutor availability every semester, so please check the Learning Commons website for an updated list of subjects and times for specific peer tutors.

**Smarthinking**-- Smarthinking is a 3<sup>rd</sup> party online tutoring service that is free for enrolled UNT Dallas students. Smarthinking provides tutoring in Writing, Mathematics, Biology, Intro Human A&P, Chemistry, Organic Chemistry, Physics, Economics, Accounting, Intro to Finance, Statistics, Spanish, and other subjects. For a complete list of subject availability and/or to set up your free account, please visit [www.untDallas.edu/smart](http://www.untDallas.edu/smart).

# Workshops

Students can attend a variety of academic success workshops throughout the semester. Topics include: Writing APA; Test-taking strategies; Time Management, Studying for Math Classes, Acing Algebra, and more.

Check the activities calendar for scheduled workshops or contact the Office of Student Affairs, Wellness Services, or the Learning Commons for more information about that semester's workshop availability and topics.

The Office of Counseling and Wellness Services maintains strict confidentiality of records and counseling relationships in accordance with FERPA and HIPPA. No information disclosed in a counseling relationship is shared with anyone inside or outside the University unless the student signs a release of information, the student is a threat to self or others, reports abusing a child or elder, or if the records are ordered to be released by a court of law.

Student Advocacy is available through Student Affairs. Students may come discuss issues with staff and receive referrals to campus/community resources for a number of concerns, including: academic and other adjustment problems; test anxiety; career indecision; romantic or other relationship problems; grief related to the loss of family member or friend; stress; family conflict; major-life changes; depression; thoughts of suicide; hopelessness; anxiety; alcohol and drug problems.

Contact Student Affairs at (972) 338-1775 or Dr. Shanda Riley, Assistant Director of Counseling and Wellness at (972) 338-1779, for more information.

The University of North Texas at Dallas (the "University") is committed to maintaining a work and educational environment free from sexual assault and retaliation. Conduct that is inconsistent with this commitment will not be tolerated at any location, program or other activity associated with the university. Application of Policy.

This policy applies to all students, faculty, staff, and applicants for employment or admission, individuals and organizations conducting business on behalf of or for the University of North Texas at Dallas, visitors and participants at any location, program or other activity associated with the University. The University may act under this policy when prohibited conduct that occurs off-campus adversely affects or has a reasonable likelihood of adversely affecting the academic or work environment.

The policy in its entirety may be viewed by clicking on this link or by viewing <http://www.untDallas.edu/svr>. Information concerning resources for sexual assault prevention may be viewed at <http://www.untDallas.edu/svr>.

The counseling program's Community Counseling Clinic is an instructional facility in which master's level counselors-in-training practice counseling skills under faculty supervision. As a training lab, the counseling clinic is dedicated to preparing individuals for exemplary clinical service to individuals of all ages, couples, families and groups.

### **Library Services**

The UNTD Library's digital collection provides access to extensive learning and research resources pursuant to a University of North Texas System (UNTS) agreement between the University of North Texas (UNT) and UNTD (FY2018 Library Intra-System Agreement). Through this agreement, UNTD faculty, staff, and students have access to a shared catalog and circulation system, electronic resources, interlibrary loan, video-on-demand, the media collection, the circulating print collection, reserve materials, TexShare services, membership in the Center for Research Libraries, special services for distance learning students, technical and preservation services, and virtual reference services. These resources provide members of the UNTD community with user privileges to library collections, services, and other learning and information resources consistent with the degrees offered by UNTD.

### **Computer Services**

Computing services support for instruction, research and student learning are provided through the UNT Dallas Office of Information Technology department. These services include support for a wide range of computing platforms, student messaging, training, consulting and a university help desk (<http://www.untDallas.edu/itss/servnow>).

Wireless networking access (UNT and JagNet) is available in campus buildings, providing internet connectivity. Online elements of courses are offered with support from the Center for Learning, Enhancement, Assessment and Redesign using computing systems supported by the Office of Information Technology.

### **Student Computing Services**

Two general access computer labs, housing approximately 70 computers, are available to all students for use of Windows personal computers. Printing is available in the General Access Lab in Founders Hall. Three computer classrooms serve students in particular courses.

UNT Dallas provides web-based e-mail and calendar through Office 365. Outlook for Office 365 is used as an official communication medium between the university and students. Office 365 is available to students and includes e-mail (Outlook) and online file storage (OneDrive).

### **Research Computing Support**

The UNT Dallas Office of Information Technology provides support for a variety of computer-based software applications. Licenses are maintained for Windows versions of SPSS, SAS, STATA, and Matlab, which provide statistical analysis capabilities on university owned computers.

Several statistical analysis packages, including SAS and SPSS are provided in the general access labs.

The University Libraries also maintain an extensive collection of scholarly databases, electronic research journals, and multimedia research materials that are accessible through the campus network.

### **Consulting, Training and Help Desk Services**

Consulting and training are provided by Information and Instructional Technology to facilitate the use of research and instructional computing facilities by students.

Experienced consultants are available to assist students with technical problems.

The Information and Technology Shared Services (ITSS) department operates a campus-wide help desk service to provide students with information and help on a variety of computing problems (<http://www.untdallas.edu/itss/servnow>).

### **Identification Card**

The identification card is distributed during registration after all fees have been paid. The card entitles the bearer to student admission to campus programs, dances, and movies. It provides identification at the libraries for checking out materials. As the student's official university identification, the ID should be worn visible. Lanyards and card holders are provided for students by the University help desk with ID card.

Lost ID cards may be replaced for a \$5 charge. Misplaced ID cards that have been turned in are held at the police station. The card is void upon termination or interruption of enrollment. Students are asked to retain their ID cards, even though they may not be enrolled. The cards are reactivated upon subsequent enrollment.

Fraudulent use of the ID card subjects the user to a fine not to exceed \$4,000, confinement not to exceed one year, or both (Class A Misdemeanor). Anyone who uses the ID card to give false information to a police officer is subject to a fine of not more than \$500 (Class C Misdemeanor).

## **Disability Services**

UNT Dallas provides reasonable accommodations to qualified students with disabilities in accordance with state and federal laws, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Disability Services Office assists qualified students with disabilities in determining and coordinating appropriate reasonable accommodations and/or auxiliary aids and services, to the extent necessary, for qualified prospective, newly admitted or currently enrolled students. Students with disabilities can register for services with the Disability Services Office after being accepted to UNT Dallas and registering for classes. In order to register for services, students must contact the Assistant Director of Disability Services to set up an intake appointment.

Students requesting a reasonable accommodation under the Americans with Disabilities Act (ADA) must provide current supporting documentation from their physician, educational diagnostician, licensed psychologist, psychiatrist,



or other qualified professional to the Disability Services Office. Submitted documentation will be reviewed to determine whether the student meets the criteria for disabled as defined by the ADA, and therefore is entitled to reasonable accommodation. For more information, see the University's policy on disability accommodation for students (7.004) at: [www.untDallas.edu/hr/upol](http://www.untDallas.edu/hr/upol).

Students with questions or concerns and those wishing to request an accommodation should call the Disability Services Office at 972-338-1777. Individuals who are deaf, hard-of-hearing, deaf-blind or speech-disabled may contact the Disability Services Office by using Relay Texas. To contact Relay TX dial 7-1-1.

## Copyright/Intellectual Property

Copyright infringement is the act of exercising, without permission or legal authority, one of or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work in the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be order to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at <http://copyright.gov/>.

### Copyright Infringement and Peer-to-Peer File Sharing Policies and Procedures

The following links provide information about UNT Dallas policies and Procedures related to copyright infringement and unauthorized peer-to-peer file sharing, including disciplinary action taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using UNT Dallas information technology systems. The information also includes a notice that informs students that unauthorized distribution of copyrighted material may subject the students to civil and criminal liabilities. A summary of the penalties for violation of federal copyright laws is also provided.

- *Policy on Intellectual Property Rights*
- *Policy on Acceptable Use of Information Resources*
- *Code of Academic Integrity*

## Drug-Free Schools and Communities Act

As required by the Drug Free Schools and Communities Act of 1989, annually the University will provide a written statement to students covering: a) standards of conduct concerning drugs and alcohol; b) federal, state and local legal sanctions governing the unlawful possession or distribution of illicit drugs or alcohol; c) health risks associated with the use of illicit drugs and the abuse of alcohol; d) a description of counseling and treatment programs available for alcohol and drug abuse; e) University disciplinary sanctions imposed for unlawful possession, use or distribution of illicit drugs and alcohol.

## Standards of Conduct

UNT Dallas students are expected to comply with laws and University policies relating to the use of drugs and alcohol. Through its *Code of Conduct*, the University prohibits the illicit use, sale, attempted sale, conveyance, distribution, manufacture, cultivation, dispensation, purchase, attempted purchase and possession of illegal drugs, intoxicants or controlled substances on University property at any time and in any amount or in any manner. Substances prohibited under this policy shall include, but are not limited to: marijuana, hashish, amphetamines, barbiturates, cocaine, heroin, lysergic acid (LSD), methaqualone, morphine, pentazocine, peyote, phencyclidine, and anabolic steroids.

Using, possessing, or distributing alcoholic beverages is not allowed except as expressly permitted by law and University policy. For more information, see the University's policy on drugs and alcohol use (7.011) at: <http://www.untDallas.edu/hr/upol>.

## Description of Drug and Alcohol Prevention Program

The following includes a description of drug and alcohol programs available to students and employees:

Student Affairs provides support, distributes literature, and makes appropriate referrals for on and off-campus resources. Information on the health effects associated with drugs and alcohol is included in the section below.

A biennial review of this program is done to determine its effectiveness, to implement changes to the program if they are needed and to ensure that the University's disciplinary sanctions described are consistently enforced.

For more information, contact Student Affairs at (972) 338-1775 or [StudentAffairs@unt.edu](mailto:StudentAffairs@unt.edu). You may also refer to the University's policy on the alcohol and substance abuse program (7.011) at: <http://www.untDallas.edu/hr/upol>.

## University Discipline

UNT Dallas may impose disciplinary sanctions for violation of the standards of conduct relating to the unlawful possession, use or distribution of illicit drugs and alcohol on UNT Dallas property or during UNT Dallas activities up to and including expulsion for students and termination of employment for employees and referral for prosecution.

## Legal Sanctions

Local, state and federal laws also prohibit the unlawful possession, use, distribution and sale of alcohol and illicit drugs. Criminal penalties for violation of such laws range from fines up to \$20,000 to imprisonment for terms up to and including life.

## Health Risks Associated with the Use of Drugs and Alcohol

Specific serious health risks are associated with the use of alcohol and illicit drugs. Some of the major risks are listed below. For more information contact Student Affairs at (972) 338-1775 or [StudentAffairs@unt.edu](mailto:StudentAffairs@unt.edu).

- **Alcohol and other depressants (barbiturates, sedatives, and tranquilizers)** - addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants, damage to a developing fetus, heart and liver damage.
- **Marijuana** - impairs short-term memory, thinking, and physical coordination. Can cause panic reaction and increase the risk of lung cancer and emphysema. Can interfere with judgment, attention span, concentration,

and overall intellectual performance. Impairs driving ability. May cause psychological dependence and compromise the immune system.

- **Cocaine** - addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, psychosis. Similar risks are associated with other stimulants, such as speed and uppers.
- **Nicotine** - tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Nicotine compromises the immune system.
- **Inhalants** - inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.
- **Prescription drug abuse** - adverse reactions, dependency, withdrawal, and overdose.
- **Resources** - A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from the University, students may contact Student Affairs at (972) 338-1775, Faculty and staff members may contact the Employee Assistance Program at 800-343-3822 or Human Resources at 972-780-3037.

## Hazing Education

Below is an abbreviated summary, in question and answer form, of the contents of the Texas Education Code, section 51.936 & 37.151-157 regarding hazing, and the applicability and implications for students, faculty and staff at UNT Dallas. **This is only a summary.**

### **The definitions of hazing:**

"Hazing means any intentional, knowing, or reckless act, occurring on or off the campus of UNT Dallas, by one person alone 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 any organization whose members are students at UNT Dallas.

### **The term includes but is not limited to:**

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of harmful substances on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of a food, liquor, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk of harm or which adversely effects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely effects the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves violation of the Penal Code. Sec. 4.52.

### **A person commits an offense if the person:**

1. Engages in hazing;
2. Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
3. Intentionally, knowingly, or recklessly permits hazing to occur; or,

4. Has firsthand knowledge of the planning of a specific hazing incident involving a student of UNT Dallas, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the appropriate University official.

**Does it matter if I did not intend to hurt anyone?**

Regardless of the intent, the University policies state that if one of the above occurs, it is hazing.

**Does it matter if the person being hazed agrees to the activity?**

Consent is not a defense. The law and University policy states that if one of the above occurs, it is hazing, regardless of the consent or cooperation of the recipient.

**What is the penalty if I'm found guilty of hazing?**

1. Failing to report hazing: fine up to \$1,000 and/or up to 180 days in jail.
2. Hazing not resulting in serious bodily injury: fine of \$500-\$1,000 and/or 90-180 days in jail.
3. Hazing resulting in serious bodily injury: fine \$1,000-\$5,000 and/or 180 days-one year in jail.
4. Hazing resulting in death: fine of \$5,000-\$10,000 and/or 1-2 years in jail.
5. Except where the hazing results in death, the student may be required to perform community service in lieu of confinement to jail.
6. The student may also be subject to University disciplinary action, up to and including removal from the University, in addition to or regardless of any penalty imposed by the state.

**Can an organization be found guilty of hazing?**

Yes. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing. Organizations which are covered under this law include a fraternity, sorority, association, corporation, order, society, chorus, cooperative, club, or service, social, or similar group whose members are primarily students at an educational institution.

**Can I get into trouble for reporting hazing?**

No. Any person who reports a specific hazing incident involving a student to an appropriate University official is protected from civil or criminal liability. However, a person who reports in bad faith or with malice is not protected by this section. The University hazing policy can be found in the UNT Dallas Policy Manual (7.013) at <http://www.untDallas.edu/hr/upol>.

Please report all potential hazing incidents to Student Affairs at (972) 338-1775 or [StudentAffairs@untDallas.edu](mailto:StudentAffairs@untDallas.edu).

## HIV Infection/AIDS Education

HIV Infection and AIDS education is coordinated through programming offered by Student Affairs. For more information, contact Student Affairs at (972) 338-1775.

## Sexual Violence Prevention and Education

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may be unable to give consent due to an intellectual disability or other disability such as being under the influence of drugs or alcohol.

Sexual violence can occur between friends, classmates, spouses, romantic interests, short acquaintances, or strangers. Examples of sexual violence include rape, sexual assault, sexual battery, and sexual coercion. Dating violence and stalking are also serious offenses.

Report and incident:

Regardless of whether you are being harassed, are a victim or a witness, it is important that you report any incident of sexual violence. You may contact any or all of the people below:

**Associate Vice President of Student Affairs and Dean of Students:** Dr. Jamaica Chapple

972-338-1775 | Founders Hall #200

You may contact the UNT Dallas Director of Student Affairs who will begin an investigation upon your response. If the aggressor was a student, the Director of Student Affairs will investigate possible violations of the Code of Conduct which could result in disciplinary sanctions up to expelling the student from the University. The Director of Student Affairs may also be able to immediately remove another student from the University if the student puts the University community at immediate risk and issue no contact orders.

**Title IX Coordinator**

972-338-1777 or 972-338-1775 | Founders Hall #204

You may also contact the UNT Dallas Title IX Coordinator. The Title IX Coordinator will also begin an investigation upon request and will aid in ensuring the survivor's access to their educational program will go uninterrupted.

**UNT Dallas Police Department**

972-338-3000 | Founders Hall #131

You may file a police report with campus police for sexual assaults occurring on-campus or with local police for sexual assaults occurring off-campus. When making a report to police, you may choose to report using a pseudonym so that your name will not appear in public files.

The Prohibition of Sexual Assault and Retaliation Policy can be found using the following link:

[http://www.untdallas.edu/sites/default/files/page\\_level2/hds0041/pdf/5.038\\_unt\\_d\\_sexual\\_assault\\_policy\\_5\\_038\\_-\\_legally\\_sufficient\\_4\\_8\\_16\\_00163436\\_0.pdf](http://www.untdallas.edu/sites/default/files/page_level2/hds0041/pdf/5.038_unt_d_sexual_assault_policy_5_038_-_legally_sufficient_4_8_16_00163436_0.pdf).

Additional resources regarding sexual violence prevention and education can be found using the following link: <https://www.untdallas.edu/svr>.

## The Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) (20 USC § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education, including UNT Dallas.

## Directory Information

In accordance with FERPA and the policies of UNT Dallas, the following "directory information" may be made public without the consent of the student, unless the student submits a request to withhold any or all of this directory information:

- Name
- Address
- University assigned e-mail address
- University assigned EUID
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Dates of attendance
- Enrollment status
- Degrees, awards and honors received
- Expected graduation date
- Most recent previous school attended
- Photograph

Currently enrolled students wishing to withhold any or all directory information may do so by submitting a written request in the Office of the Registrar prior to the 12th class day in the fall and spring terms or equivalent dates during the summer sessions. A request to withhold directory information may be submitted after the stated deadline for a term or session, but information may be released between the deadline and receipt of the request. Directory information of a student who has requested withholding of directory information will remain excluded until the student submits a subsequent written request to release directory information.

## Student Right to Inspect and Review Records

With limited exception, a student has the right to inspect and review their own education records, to receive explanation and interpretation of the records, and to obtain copies of the records when needed to allow the student to effectively exercise the right of inspection and review. Students seeking to inspect and/or review their education records should contact the appropriate custodian according to the categories of records described below:

Record	Office	Responsible Official
Permanent	Office of the Registrar	Registrar
Academic transcript	Office of the Registrar	Registrar
Disciplinary record	Office of Student Affairs	Dean of Students
Academic disciplinary record	Office of Student Affairs	Dean of Students
Financial Aid	Office of Financial Aid & Scholarships	Director of Financial Aid & Scholarships
Financial Accounts	Office of Student Financial Services	Manager of Student Financial Services
Placement	Office of Student Affairs	Dean of Students
Graduate	Office of the Registrar	Registrar
Police	University Police	Chief of Police

If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

The University will comply with all student requests to review and inspect records within 45 days of the date that the request is submitted to the appropriate records custodian. Students requesting access to their education records may be asked to verify their identity prior to inspection with a government issued photo identification. Students seeking access either electronically or by telephone will be asked to verify their identity by providing information of specific individual relevance - not including a social security number.

Students enrolled at UNT Dallas are deemed to be the owners of their own education records. The University may, but is not required to, grant a parent/guardian access to a student's education record if the student is identified as a dependent on the parent/guardian's federal income tax return. Under no circumstances will a student's education record be released to a parent/guardian without verification of the student's dependent status on the appropriate federal tax forms.

## **Student Right to Request Amendment of Education Records**

UNT Dallas students have the right to correct their own education records when the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Students may request amendment of their education record by submitting a request to the appropriate records custodian. The University will issue a decision within a reasonable period of time after receiving the student's request.

Students may challenge a University decision regarding the amendment of an education record by filing a request for a hearing with Student Affairs. The request must identify the contested record and specify the reason that the record is believed to be inaccurate, misleading or a violation of the privacy rights of the student. At the requested hearing the student will be given a full and fair opportunity to present evidence and may, at their own expense, be assisted or represented by one or more other individuals, including an attorney. If the University determines that the education record is not inaccurate, misleading or a violation of the student's privacy, the student may place a statement in his/her education record commenting on the contested content and/or stating the basis for disagreement with the University's decision. The University will amend any education record that is determined to be inaccurate, misleading or a violation of the student's privacy rights.

The right to amend or correct an education record does not apply to routine grade appeals. Contact Student Affairs at (972) 338-1775 for additional details regarding the process for amendment of education records or review the UNT Dallas Student Records Policy (7.003) at <http://www.untDallas.edu/hr/upol>.

## **Student's Right to Consent to Disclosure of Education Records**

Except in limited circumstances, UNT Dallas will not release personally identifiable information from a student's education record without signed, dated, and written consent from the student. A student's consent to disclose an education record to a third party must specifically identify the education record for which consent is granted, the purpose for the disclosure, and the identity of the person or entity to which the education record is to be disclosed.

## **Disclosure of Education Records as Permitted without a Student's Consent**

FERPA permits the disclosure of education records without a student's consent under very limited circumstances. For a full description of the circumstances under which education records may be released without student consent, please consult UNT Dallas Policy 7.003 at <http://www.untDallas.edu/hr/upol>. The primary circumstances under which disclosure without student consent may occur are as follows:

- Disclosure to school officials with legitimate education interests.  
UNT Dallas may release a student's education record to school officials with a legitimate educational interest

without a student's consent. A "school official" includes any administrator, faculty, staff (including law enforcement personnel), member of the Board of Regents, committee member (whether faculty, staff or student) or student employee who performs a function or task on behalf of or at the request of the University, its faculty, colleges, departments or divisions. A "school official" may also include contractors, consultants, volunteers or other individuals or entities to whom the University has outsourced a University function (such as an attorney, auditor or collection agent). A "legitimate educational interest" means the interest of UNT Dallas officials who have demonstrated a legitimate need to review the education record to fulfill their official professional responsibilities. Disclosure to a "school official" having a legitimate educational interest does not constitute University authorization to transmit, share, or disclose any or all information received to third parties unless such disclosure is permitted or required by law.

- Disclosure to parents.  
UNT Dallas may release a student's education record to a student's parent/guardian when: (1) the student is a dependent for tax purposes as evidenced by appropriate documentation, including the parent's most recent federal income tax return of a student's application for student financial aid; (2) when a health or safety emergency necessitates disclosure to protect the health or safety of the student or another individual; (3) when the student is under the age of 21 and has violated a Federal, State or local law or UNT Dallas policy governing the use or possession of alcohol or a controlled substance which results in a violation of the Code of Conduct.
- Disclosure to appropriate parties in connection with a health or safety emergency.
- Disclosure to another school to which a student seeks or intends to enroll.
- Disclosure in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms or conditions of the aid.
- Disclosure pursuant to compliance with a judicial order or lawfully issued subpoena.
- Certain officials of the U.S. Department of Education, the U.S. Attorney General, the Comptroller General, state and local education authorities, and certain state or federally supported education programs.
- Disclosure to organizations conducting certain studies for or on behalf of the University.
- Disclosure to accrediting organizations to carry out their functions.
- Disclosure to an alleged victim of a crime of violence or non-forcible sex offense. The disclosure may only include the final results of any University disciplinary proceeding with respect to the alleged crime or offense, regardless of whether the University concluded a violation occurred.
- Disclosure to the general public if the University determines as a result of a disciplinary hearing that the student committed a crime of violence or non-forcible sex offense in violation of University rules or policy or state or federal law.
- Disclosure if allowed to be reported or disclosed pursuant to state law adopted before November 19, 1974.
- Disclosure to the student.

## **Student's Right to Report Violations of FERPA**

A student who believes that UNT Dallas has failed to comply with its obligations under FERPA may file a complaint with:

The United States Department of Education  
Family Policy Compliance Office  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605

## **UNT System Equal Opportunity Statement**

The University of North Texas System is firmly committed to equal opportunity and does not permit - and takes actions to prevent - discrimination, harassment (including sexual violence), and retaliation on the basis of race, color, religion,



national origin, sex, sexual orientation, gender identity or expression, age, disability, family status, genetic information, citizenship or veteran status in its application and admission processes, educational programs and activities, facilities, and employment practices. The University of North Texas System immediately investigates and takes remedial action when appropriate.

The University of North Texas System also takes actions to prevent retaliation against individuals who oppose a discriminatory practice, file a charge, or testify, assist or participate in an investigative proceeding or hearing.

## Annual Campus Security Report

The University publishes an annual report concerning campus security and crime statistics. The report includes information on reporting of crimes and other emergencies, safety and security programs, crime reporting procedures, campus law enforcement, and alcohol and drug policies.

Copies of the report may be viewed online or obtained from the Office of the Vice Provost and/or the Campus Police Department. The report is also available on the Campus Police Department's web page: [www.untDallas.edu/police](http://www.untDallas.edu/police). For additional information about the preparation of the Annual Campus Security Report, see the UNTD Policy 7.010 at: [www.untDallas.edu/hr/upol](http://www.untDallas.edu/hr/upol).

## Free Speech and Public Assembly

The University of North Texas at Dallas recognizes that the freedom to exchange ideas and to publicly assemble is an essential component of the educational process. Such activities promote debate and the sharing of ideas that substantially contribute to the marketplace of ideas and are a foundation of educational institutions.

The responsibility of UNT Dallas to operate and maintain an effective and efficient institution of higher education requires regulation of the time, place and manner of assembly, speech and other expressive activity on UNT Dallas grounds. In keeping with this responsibility, students, faculty and staff are free to exercise their rights to assemble and to engage in expressive activity at UNT Dallas in a constitutionally protected manner subject only to the content-neutral regulations necessary to fulfill the mission and obligations of UNT Dallas, preserve the rights of others, coordinate multiple uses of limited space and assure preservation of the campus facilities and grounds.

This policy applies to all UNT Dallas students, student organizations, employees and sponsored guests. This policy does not apply to official UNT Dallas academic and administrative activities and functions.

## Definitions

The following definitions apply for the purposes of this policy only:

1. Amplified sound. "Amplified sound" means sound that is increased or enhanced by any electric, electronic or mechanical means, including hand-held devices such as megaphones and sound trucks. Other sound, specifically individual shouting or group chanting/singing is subject to general regulations concerning disruption of official University functions.
2. Campus grounds. "Campus grounds" mean all outdoor areas owner, leased or controlled by UNT Dallas that are common and accessible to all students and employees such as sidewalks and courtyards and grassy areas.
3. Designated areas. "Designated areas" mean outdoor areas of property owned, leased or controlled by UNT Dallas that may be reserved by students and employees for expressive activity and used by sponsored guests for this purpose.
4. Employee. "Employee" means a person currently employed by UNT Dallas on a full-time, part-time or hourly basis.

5. Expressive activity. "Expressive activity" means the verbal or symbolic expression of an idea, thought or opinion that may include speeches, assembly, marches, parades, rallies, picketing, distribution of literature, graphic or pictorial displays and other similar activities intended to communicate an idea or an opinion. Expressive activity does not include speech that is likely to incite or produce imminent lawless action, expression that consists of fighting words or threats of physical harm or expression that is defamatory, obscene or commercial in nature.
6. Literature. "Literature" means any printed material that is produced in multiple copies for distribution or publication to an audience, including but not limited to flyers, handbills, leaflets, placards, bulletins, newspapers, and magazines, but does not include any UNT Dallas sanctioned student newspaper or official UNT Dallas materials.
7. Official University function. "Official University function" means all activities, events and programs sponsored by an academic or administrative unit of UNT Dallas and all activities and on-campus programs sponsored by student or employee organizations.
8. Sponsored activity. "Sponsored activity" means any expressive activity that is presented by a sponsored guest under this policy.
9. Sponsored guest. "Sponsored guest" means any person or organization invited to engage in expressive activity on campus grounds by a sponsoring organization in accordance with this policy.
10. Student. "Student" means any person who is currently enrolled and attending UNT Dallas.
11. Sponsoring organization. "Sponsoring organization" means a registered student organization or a group comprised of UNT Dallas students or employees who officially represent UNT Dallas at activities sanctioned by UNT Dallas.
12. University. "University" means the University of North Texas at Dallas.

## Use of Campus Grounds

The facilities and campus grounds at UNT Dallas are intended to be used first for UNT Dallas instructional and research programs and administrative activities and secondarily for programs sponsored and conducted by UNT Dallas academic and administrative departments or organizations affiliated with those departments, including student organizations.

Students and employees may engage in expressive activity on campus grounds without the need for prior reservation except as set out in this and other applicable UNT Dallas policies. Expressive activity may not create a vehicular or other safety hazard or constitute disruptive activity, defamation, riotous conduct or obscenity as those terms are defined by federal or state law and may not impede access to other expressive activity, such as blocking the audience's view or preventing the audience from hearing a speaker. Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible anywhere on University grounds unless such activity is disruptive as defined by federal or state law.

Students, employees and sponsoring organizations that wish to organize parades, marches or rallies in areas that cross streets or would stop or slow traffic must register with Student Affairs at least eight (8) business days in advance of the activity in order to ensure that the proposed route does not substantially interrupt the safe and orderly movement of traffic or create a safety hazard.

University facilities and campus grounds may not be used by individuals or organizations not directly connected with UNT Dallas except as permitted by UNT Dallas policy. Campus grounds generally are open to students, employees and sponsoring organizations for expressive activity.

## Areas Designated for Expressive Activity Anticipated to Draw a Crowd

Individuals and organizations are encouraged to reserve areas on campus that are designated for expressive activity when the activity may reasonably be anticipated to draw a crowd of twenty-five (25) or more people. Designated areas may be reserved on a first-come, first-serve basis and are subject to the reservation procedures published by Student Affairs and set out in this policy. Only the individuals or sponsoring organizations that reserve a designated space may use the area for expressive activity during the reserved period.

## **Appeal of Decisions Related to Expressive Activity**

Students, employees and organizations whose requests for use of campus grounds for expressive activity are denied may appeal the decision to the Vice Provost no later than two (2) business days after the challenged decision was issued.

The appeal must be in writing and state the specific reason(s) the individual or organization disagrees with the decision. The appeal should include all information the individual or organization believes will assist the Vice Provost in deciding the matter.

The Vice Provost will issue a decision on the appeal within three business days of receipt. The decision is final.

## **Relocation of Expressive Activity**

Individuals and organizations engaged in expressive activity on campus may be required to relocate to other areas by the Associate Provost for Student Success, the Office of Student Affairs, or when immediate action is necessary, the University Police, under the following circumstances:

1. the noise generated by the activity disrupts an official UNT Dallas function or substantially interferes with official UNT Dallas activities (e.g., the activity is too close to an academic building);
2. the location does not safely accommodate the number or participants;
3. the number of individuals participating in or attending the activity creates unsafe conditions for vehicular or pedestrian traffic, parking or blocks the ingress or egress to buildings or official UNT Dallas activities;
4. the space has been reserved for an official UNT Dallas function, has been reserved in accordance with this policy, or a reserved location is needed for an official UNT Dallas function; or,
5. the activity creates a health or welfare hazard, such as interfering with fire, police or emergency services.

## **Use of Amplified Sound**

Advance registration is required before amplified sound may be used on campus grounds. Students, employees, organizations and sponsored guests may use amplified sound on campus grounds only at the locations and times published by Student Affairs. Amplified sound areas may be reserved on a first-come, first-serve basis and are subject to the reservation procedures published by Student Affairs. Amplification in the designated areas cannot exceed 92 decibels on the "A" scale at fifty feet from the source of amplification.

## **Sponsored Guests**

Sponsoring organizations are required to reserve a designated area for expressive activity by a sponsored guest. Only sponsoring organizations may invite sponsored guests to use campus grounds for expressive activity. A request to reserve space for use by a sponsored guest must be made no fewer than eight (8) business days in advance of a sponsored activity.

In order to allow reasonable access to designated areas, students, employees and sponsoring organizations may reserve these locations a total of fifteen days and no more than five (5) consecutive days in a semester.

Student Affairs is responsible for administration of this policy, including:

- identifying locations and establishing times for use as designated areas and identifying locations and establishing times for use of amplified sound.
- managing requests for reservation of campus grounds under this policy.
- relocating expressive activity as permitted under this policy.
- developing procedures for reserving areas for expressive activity and use of amplified sound and for registering parades, rallies and marches.
- creating forms for use in reserving designated areas for expressive activity, using amplified sound and registering parades, rallies and marches; and,
- publishing the locations, times, procedures and forms required under this policy at the beginning of each academic year.

## **Actions on Reservation Requests**

Student Affairs will act on a request to reserve designated areas and to register a parade, rally or march no later than two (2) business days after a properly submitted request is received. If a request is denied, the Director of the Student Affairs will, where feasible, propose measures to address any defects in the request. When the basis for denial is receipt of an earlier request for the same location and time, Student Affairs will inform the individual or organization whose request is denied of other dates, times and locations that are available for reservation.

## **Actions Regarding a Request for a Reservation or Permit**

Requests to reserve a designated area, to use amplified sound, or to register a route for a parade, march or rally may not be denied based on the content of the proposed expressive activity.

Requests may only be denied for the following reasons:

1. an earlier request to reserve the same location has been made;
2. the designated area or an adjacent area has been reserved for an official UNT Dallas function or the designated area is no longer suitable for use due to a conflict with a nearby official UNT Dallas function;
3. the reservation or registration form is incomplete;
4. the request exceeds more than fifteen days in a semester or is for more than five consecutive days;
5. the proposed route of a parade, march or rally will cross space that has been reserved for an official UNT Dallas function or space that otherwise has been reserved in accordance with this policy or the proposed route will substantially interrupt the safe and orderly movement of traffic or create a safety hazard; or
6. the request was submitted by an individual or an organization that is not permitted to reserve space on campus under this policy.

## **Distribution of Literature**

Students, employees and sponsoring organizations may distribute literature on campus grounds.

Sponsored guests may distribute literature only in the designated area reserved for their use.

Individuals and groups should be considerate about collecting any litter that may be generated as a consequence of their activities and are expected to collect all extra literature and any literature that has been discarded on the ground.

Literature distributed by a sponsoring organization that includes the name UNT Dallas or University of North Texas at Dallas in its name, or that contains any reference to an affiliation with UNT Dallas, must include a statement that the literature is not official UNT Dallas literature and does not represent the views or official position of UNT Dallas.

## **Signs and Banners**

Students and employees and members of student and employee organizations may display signs by holding them or otherwise attaching them to their persons. Otherwise, all displays of signs and banners, including displays on outdoor bulletin boards and displays by sponsored guests, must comply with UNT Dallas Policy.

## **Outdoor Exhibits**

Stationary exhibits. Stationary exhibits and structures may be placed only on designated areas, except that individuals may place displays on easel-type supports on campus grounds that are open and accessible for expressive activity. Stationary exhibits and structures may not exceed twenty-five (25) feet in length or width of fifteen (15) feet in height and may not extend into or onto any sidewalks or walkways in such a way as to interfere with pedestrian or vehicular traffic or otherwise present an unreasonable threat to public safety. Student Affairs may grant exceptions to the dimension requirements upon a showing that an exhibit will not present a safety hazard and will not interfere with pedestrian or vehicular traffic. Proof that a requesting individual or organization has insurance to cover injury or damage to persons or property is not grounds for exception to the dimensions regulation. Requests for exceptions must be made at least seven (7) business days in advance of the desired display date.

Sponsored guests. Sponsored guests may set up exhibits only in accordance with this policy and UNT Dallas Policy.

## **Solicitation**

Engaging in unauthorized canvassing or solicitation is not allowed.

## **Commercial Solicitation and Advertising**

Individuals and organizations may engage in commercial solicitation and advertising only as allowed under UNT Dallas policy.

## **Responsibilities of Individuals, Sponsoring Organizations and Sponsored Guests**

Sponsoring organizations are responsible for ensuring that sponsored guests read and understand all obligations set out in this and all other applicable UNT Dallas policies. Members of the University community may be held individually responsible and sponsoring organizations may be held collectively accountable for any violations of UNT Dallas policies, including the Code of Student Conduct and personnel policies as applicable.

Sponsored guests who do not comply with this or other applicable UNT Dallas policies will automatically forfeit their reservations and must immediately vacate UNT Dallas property.

## **Misuse of Computers**

Students are subject to all policies regarding the use of University information resources. Violations of these ethical standards and unauthorized or inappropriate use of computers is prohibited. Such use includes but is not limited to:

- Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another's identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or University official.
- Use of computing facilities to send obscene, abusive, or threatening messages.
- Use of computing facilities to interfere with normal operations of the University computing system.
- Unauthorized entry into or use of University facilities or property, entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment or facilities.
- Damaging or altering records or programs.
- Furnishing false information.

For more information, see the University's policies on information technology (chapter 14) at:<http://www.untDallas.edu/hr/upol>.

## Student E-Mail Account

UNT Dallas e-mail serves as the official UNT Dallas method for communicating with students. The UNT Dallas e-mail account will be used as a method for notifying students of dangerous or emergency situations occurring on campus, academic or financial responsibilities, or any other University matter.

It is the responsibility of the student to regularly check his or her UNT Dallas e-mail.

## Student Travel

The University of North Texas at Dallas encourages students to travel safely to and from UNT Dallas sponsored activities or events.

This policy applies to the travel of enrolled students to attend UNT Dallas organized or sponsored events that occur more than 25 miles from the UNT Dallas campus and the travel is either required by a registered student organization or requires the use of a vehicle that is owned or leased by UNT Dallas.

Sponsored activities or events may include but are not limited to course-related field trips, recreational sports club trips, the activities of registered student organizations and meetings of academic organizations where a student is officially representing UNT Dallas.

This policy does not apply to individual student travel to engage in student teaching, internships, practicum, observations or research, unless the research is organized by a member of the UNT Dallas faculty.

### Definitions

Appropriate administrator. "Appropriate administrator" means a dean, department chair or their designee in regard to travel for academic programs or the designated official within Student Affairs for travel related to registered student organizations.

Enrolled student. "Enrolled student" means a student who has been admitted to and is attending classes at UNT Dallas.

Organized event. "Organized event" means an event that is initiated, planned and arranged by a member of the UNT Dallas faculty or staff, or by the members of a registered student organization, and is approved by an appropriate administrator.

Sponsored event. "Sponsored event" means an activity or event that UNT Dallas endorses by supporting it financially or by sending students to participate as official representatives of UNT Dallas.

## **Procedures and Responsibilities**

1. Travel Authorization. Travel undertaken in accordance with this policy must be authorized in advance by the appropriate administrator and is subject to additional requirements as established in guidelines developed by the Student Affairs. A request for authorization to travel must be accompanied by:
  1. A list of all student travelers including their names, local addresses, phone numbers and phone number of persons to contact in the case of an emergency.
  2. The name and phone number of the responsible UNT Dallas employee(s) who will be available to assist the student travelers at all times during travel.
  3. Copies of valid driver's licenses for any student who will operate the vehicle.
  4. Health insurance information on any student that has health insurance.
2. Guidelines for Safe Travel. Student Affairs will work with appropriate risk management professionals to develop guidelines to protect the safety of enrolled students when traveling to and from University sponsored and/or organized events. At a minimum the guidelines must include provisions addressing:

Use of Seat Belts and Other Safety Devices. Students must use seat belts and all other vehicle safety devices at all times when traveling in a vehicle that is owned or leased by UNT Dallas.

Passenger Capacity. Travel in vans with a capacity to hold 15 or more passengers must be approved in advance by Student Affairs. Actual passenger capacity in a 15 passenger van is restricted to 10 or fewer passengers, including the driver.

Driver Training and Qualification. All students who operate vehicles that are owned or leased by UNT Dallas must be at least 18 years of age, possess a valid driver's license, have current automobile liability insurance, and have a good motor vehicle driver history. Additionally, student drivers must satisfy all other qualifications and training requirements established by Student Affairs.

Fatigue and Time of Travel. Students traveling to and from University sponsored events and/or activities should have a minimum of six (6) hours of sleep before traveling and drive no more than 500 miles in a 24-hour period. Students may not drive between the hours of 10:00 p.m. and 6:00 a.m. unless authorized by the organization advisor or Student Affairs.

Privately Owned Vehicles. Students who travel in a privately owned vehicle or any vehicle other than those owned or leased by UNT Dallas when traveling to and/or from a sponsored event or activity must follow the guidelines established by Student Affairs and all applicable state law.

Travel by Air and Other Modes of Commercial Transportation. Students traveling by air or other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and rules of the specific common carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.

International Travel. Students must comply with UNT Dallas policies and procedures related to international travel. Students engaged in international travel are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining appropriate health and other insurance, establishing safe points of contact in the host country, and following travel advisories issued by the United States Department of State, the host country or other recognized international organization.

Alcohol, Illegal Drugs and Weapons Prohibited. All students traveling to and from sponsored activities and/or events are prohibited from consuming or possessing alcohol or illegal drugs and transporting weapons in vehicles owned or leased by UNT Dallas.

Travel Authorization. Registered student organizations that require students to travel to sponsored events or activities must obtain advance written approval for such travel from Student Affairs. When transportation is provided by UNT Dallas, students traveling to events on the UNT Dallas provided transportation must return in the UNT Dallas provided transportation unless authorized in advance by the Office of Student Life to do otherwise. Students under the age of eighteen (18) will not be authorized to return in a vehicle other than the vehicle provided by UNT Dallas.

Travel to Areas Declared a Natural Disaster. All registered student organizations wishing to travel to areas that have been declared a natural disaster or have been placed under a travel warning must seek advance written approval from Student Affairs. If travel is approved, students must assure that all emergency contact information is updated in the Office of the Registrar and must confirm approval of the absence in accordance with UNT Dallas attendance policies.

Compliance and Enforcement. UNT Dallas departments that encourage or require travel to sponsored events or activities must verify that students are familiar with the requirements of this policy and the guidelines issued by Student Affairs. Any violation of this policy must be reported to Student Affairs.

University employees who authorize students to drive leased vehicles to any sponsored event or activity must verify that the student meets the requirements of state law and Student Affairs for the operation of a leased vehicle.

Students and student organizations that violate this policy or the guidelines established by Student Affairs may be subject to disciplinary action in accordance with the Code of Student Conduct.

## **Failure to Respond to a Reasonable Directive of University Official**

All students are expected to comply with a reasonable directive of a UNTD official, including campus police, the Dean of Students, and any UNTD instructor, administrator or employee acting in the performance of their official duties. Refusal of any person while on institutional property to comply with an order from authorized officials to leave such premises or cease behavior that violates the Code is prohibited.

It is the responsibility of each student to answer promptly all written notices from UNTD faculty and staff. Failure to respond in a timely manner will be construed as a waiver of the student's right to respond and, in appropriate circumstances, may result in disciplinary action on the part of the institution.

## **Campus Carry (SB-11)**

In the 2015 session, the Texas Legislature passed and Gov. Greg Abbott signed into law legislation commonly known as "campus carry." It allows those with concealed handgun licenses to carry their guns on the campuses of public universities in Texas, beginning Aug. 1, 2016.

UNT Dallas is preparing to implement and comply with this new law, which allows for each university to develop policies that take into account the specific safety considerations of its campus. The UNT Dallas policy is viewable at [www.untDallas.edu/sites/default/files/page\\_level2/hds0041/pdf/12\\_006\\_concealed\\_handguns\\_adopted.pdf](http://www.untDallas.edu/sites/default/files/page_level2/hds0041/pdf/12_006_concealed_handguns_adopted.pdf).

If you would like to share your thoughts or have questions, please email [UNT-DallasCampusCarry@untDallas.edu](mailto:UNT-DallasCampusCarry@untDallas.edu).

## **Supervision of Minors**

UNT Dallas is a learner centered institution of higher education. To ensure that all student learners receive quality academic instruction, only registered students should be in the classroom. Children, friends, family members, and others who do not appear on the class roster should not be in the classroom. Because UNT Dallas does not provide onsite child care, parents or adult guardians are responsible for supervising and monitoring all activities of their children and children under their care while they are on campus.

The following applies for students who bring children/minors to the UNT Dallas campus:



- Parents or adult guardians are responsible for any damage caused by children in their care (e.g., cutting, tearing or destroying books, periodicals, equipment or furniture, or otherwise defacing campus property).
- Children 17 years of age or under must not be left unattended anywhere on the UNT Dallas campus, including the parking lot, computer labs, hallways, library, sport complex or the residence hall. Children under the age of 18 should be accompanied by a parent or adult guardian at all times while on the UNT Dallas campus.
- An occurrence of an unattended child or children will be reported to University Police.
- The parent(s) or adult guardian(s) of a child who disrupts campus operations and/or activities may be required to remove the child from the premises.
- Students required to leave class to attend to a disruptive child may be considered absent from class.

## **Severe Weather Dismissals**

Weather conditions may temporarily disrupt University operations. The University policy regarding severe weather disruption pertains to all University classes unless exceptions are noted specifically in news media and web site announcements. For more information, see the policy on the closing of campuses due to extreme weather conditions at: [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

Courses taught online via Blackboard are unaffected by severe weather closings unless instructors inform students otherwise. Those students should continue course work as regularly scheduled.

Closings due to severe weather are posted on the UNT Dallas web site ([www.untdallas.edu](http://www.untdallas.edu)), are released to the Dallas-Fort Worth news media, and are sent to registered students, faculty and staff via the Jag Alert system when appropriate.

## **Smoke-Free Buildings and Facilities**

In the interest of promoting the health, well-being and safety of students, faculty, staff, campus visitors, and campus community the University of North Texas at Dallas prohibits smoking anywhere on university property and prohibits the use of smokeless tobacco products and electronic cigarettes (including the use of vaporizers) anywhere on university property. For more information, see the University's smoking policy (11.002) at [www.untdallas.edu/hr/upol](http://www.untdallas.edu/hr/upol).

## **Motor Vehicle Regulations**

Persons who operate motor vehicles and bicycles on the campus of UNT Dallas must comply with the Texas Transportation Code and published University regulations regarding vehicle and bicycle use, parking, display of decals and penalties for violation. The regulations are available online at the UNT Dallas Parking Services website at [www.untdallas.edu/parking](http://www.untdallas.edu/parking).

## **Vehicle Emissions**

UNT Dallas is prohibited from issuing parking permits to faculty, staff, and students driving motor vehicles registered out of state unless the vehicle has satisfied the state requirements for vehicle emission inspections. Failure to register the vehicle in Texas and failure to display a current and appropriate Texas Inspection Certificate may result in a citation being issued to the vehicle operator.

## **Liability for Personal Loss**

The University is not responsible for and does not assume any liability for loss of or damage to personal property, including vehicles. Students are encouraged to obtain personal insurance coverage for loss or damage to possessions on campus, including possessions in vehicles.

## Course Information

## Courses of Instruction

## Course Listings

All courses of instruction are listed alphabetically. If more than one area of instruction exists within a unit, courses are listed alphabetically within that unit. Additionally, the courses appear in the straight alphabetical listing with a reference back to the unit.

**Use the Course and Subject Guide located before the Course Listings to find courses quickly.** Select prefix under Prefix/Subject Guide column and find the page number in the last column. If the Prefix/Subject Guide is unknown, examine the Courses of Instruction column for interest area and page number.

## Course Numbering System

Freshman courses, 1000-1999.

Sophomore courses, 2000-2999.

Junior courses, 3000-3999.

Senior courses, 4000-4999.

Graduate courses, 5000-5999.

Law courses, 7000-7999.

The graduate student enrolled in a 5000-level course that meets with a senior-level undergraduate course will be expected to complete additional requirements beyond those expected of undergraduates in the same course.

Courses 2900, 2910, 4900 and 4910, **Special Problems**, are used upon approval of the department chair or dean for individual instruction in any department to cover course content in special circumstances. Courses 5900, 5910, 5920 and 5930 are used in any department that offers graduate work.

**Experimental Courses**, 1980, 2980 and 4980, are new courses offered on a trial basis for 1-4 hours credit each. Registration is permitted only upon approval of the department chair.

**Advanced Courses**, numbered 3000 to 4999, are open to students who have 12 semester hours of credit in a given subject or who have the indicated prerequisites, and to those without the prerequisites who have the consent of the department chair. In some instances, school requirements may vary. Students should consult individual areas prior to enrolling in advanced courses.

## General Course Information

Individual courses of instruction are subject to change or withdrawal at any time and may not be offered each term/semester or every year. Any course may be withdrawn from current offerings if the number of registrants is too small to justify conducting the course. Students interested in a particular course during a particular period should inquire in advance and/or consult the applicable online Schedule of Classes at myUNTDallas.

Figures in parentheses following the course credit hours indicate the number of clock hours per week devoted to lecture and laboratory. When it appears, the third and final number in these parentheses indicates the number of recitation hours per week. Specific information regarding courses within a particular department is located immediately before the course listings.

## Prerequisite

A prerequisite is a course or other preparation that must be completed before enrollment in another course. All prerequisites are included in catalog course descriptions.

## Semester Hour

A semester hour is the unit of credit at UNT Dallas; the credit allows for 1 lecture hour a week for 15 weeks or the equivalent.

## Texas Common Course Numbering System

The Texas Common Course Numbering System (TCCNS) has been designed for the purpose of aiding students in the transfer of general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses that have been identified as common by institutions that are members of the common course numbering system. The system ensures that if the student takes a course the receiving institution designates as common, then the course will be accepted in transfer and the credit will be treated as equivalent to the course offered by the receiving institution.

The following table lists the courses that have been identified as common and their TCCNS equivalents. Students wishing to transfer a course that is not listed should obtain approval from the department of their intended major prior to taking the course. The student's academic dean determines applicability of the credit to a degree program. Before using this table, students should be sure that the institution they attend employs the TCCNS.

Common course numbers shown on this list as equating to 3000-level (upper-division) courses at UNT Dallas will transfer as equivalent courses, but will not be counted as upper-division credit.

Information provided is subject to change without notice and does not constitute a contract between UNT Dallas and a student or applicant for admission. Transfer credit is subject to audit during a student's academic career at UNT Dallas. Total hours accepted may be increased or decreased to reflect correction of prior evaluation or consideration of additional transfer work to ensure compliance with UNT Dallas academic policies.

Prospective transfer students should contact the department of their intended major for course work guidelines prior to enrollment. The most current version of the common course numbering system course equivalents for UNT Dallas is available from the Office of Admissions.

The TCCNS numbers, when applicable, are indicated in parentheses immediately following the UNT Dallas course number in the course description except when two UNT Dallas courses are required to meet a TCCNS equivalent. See "How to Read Course Descriptions" in this section for an example. Grade points earned at other institutions are excluded in the computations of the UNT Dallas cumulative grade point average, but transfer hours accepted are included in determining the classification and minimum required level of performance. Additional information concerning academic status is available from the offices of the academic deans. Additional courses may be equivalent but are not listed as being a part of TCCNS, contact the academic dean of your major at UNT Dallas for advising.

Students enrolled at UNT Dallas must secure their dean's approval to enroll concurrently in another college or university. Failure to obtain advance approval may result in the refusal of the university to accept such work in transfer.

For academic advising at UNT Dallas, contact the Academic Advising Center at 972-338-1645.

UNT Dallas	TCCNS
ACCT 2010	ACCT 2301/2401
ACCT 2020	ACCT 2302/2402
ART 1300	ARTS 1301
ART 1303	ARTS 1303
ART 1304	ARTS 1304
BCIS 2610	BCIS 1305
BIOL 1132	BIOL 2406
BIOL 1300	BIOL 1308
BIOL 1710	BIOL 1306
BIOL 1720	BIOL 1307
BIOL 1730	BIOL 1106
BIOL 1740	BIOL 1107
BIOL 2041	BIOL 2321
BIOL 2042	BIOL 2121
BIOL 2301	BIOL 2301
BIOL 2302	BIOL 2302
BIOL 2311	BIOL 2101
BIOL 2312	BIOL 2102
CDFS 1013	PSYC 2314
CDFS 2033	TECA 1303
CHEM 1410	CHEM 1311
CHEM 1420	CHEM 1312
CHEM 1430	CHEM 1111
CHEM 1440	CHEM 1112
CHEM 2370	CHEM 2323

UNT Dallas	TCCNS
CHEM 2380	CHEM 2325
CJUS 2100	CRIJ 1301
CJUS 2300	CRIJ 1310
CJUS 2301	CRIJ 2313
CJUS 2302	CRIJ 2328
CJUS 3300	CRIJ 2328
CJUS 3400	CRIJ 2313
COMM 1010	SPCH 1311
COMM 1307	COMM 1307
COMM 2300	SPCH 1315
COMM 2324	COMM 2324
COMM 2350	COMM 2366
CSCE 1010	COSC 1301
CSCE 1030	COSC 1436
CSCE 1040	COSC 1337
CSCE 2050	COSC 2336
CSCE 2610	COSC 2325
DFST 1013	TECA 1354
DFST 2033	TECA 1303
ECON 1100	ECON 2302
ECON 1110	ECON 2301
ENGL 1313	ENGL 1301
ENGL 1323	ENGL 1302
ENGL 2100	ENGL 2307
ENGL 2210	ENGL 2332
ENGL 2220	ENGL 2333

UNT Dallas	TCCNS
ENGL 2321	ENGL 2321
ENGL 2326	ENGL 2326
ENGL 2341	ENGL 2341
ENGL 2342	ENGL 2342
GEOG 1170	GEOG 1302
GEOG 1200	GEOG 1303
GEOG 1710	GEOL 1401
GEOL 1610	GEOL 1403
HIST 1050	HIST 2321
HIST 1060	HIST 2322
HIST 2301	HIST 2301
HIST 2610	HIST 1301
HIST 2620	HIST 1302
HLTH 1100	TECA 1318
HSML 1300	SOCW 2361
MATH 1100	MATH 1314
MATH 1190	MATH 1325
MATH 1350	MATH 1350
MATH 1351	MATH 1351
MATH 1580	MATH 1332
MATH 1581	MATH 1332
MATH 1600	MATH 1316
MATH 1650	MATH 2412
MATH 1680	MATH 1342
MATH 1681	MATH 1342
MATH 1710	MATH 2413

UNT Dallas	TCCNS
MATH 1720	MATH 2314
MATH 2000	MATH 2305
MATH 2700	MATH 2318
MATH 2730	MATH 2315
MUED 1130	MUSI 1304
MUSI 1310	MUSI 1310
PHYS 1052	PHYS 1404
PHYS 1062	PHYS 1403
PHYS 1210	PHYS 1415
PHYS 1410	PHYS 1301
PHYS 1420	PHYS 1302
PHYS 1430	PHYS 1101
PHYS 1440	PHYS 1102
PHYS 1710	PHYS 2325
PHYS 1730	PHYS 2125
PHYS 2220	PHYS 2326
PHYS 2240	PHYS 2126
PSCI 1040	GOVT 2301
PSCI 1050	GOVT 2302
PSCI 2306	PSCI 2306
PSYC 1100	PSYC 2301
PSYC 2480	PSYC 2315
SOCI 1510	SOCI 1301
SOCI 1520	SOCI 1306
SOCI 2010	SOCI 2319
SOCI 2070	SOCI 2319

UNT Dallas	TCCNS
SOCI 2100	CRIJ 1301
SPAN 1010	SPAN 1411
SPAN 1020	SPAN 1412
SPAN 2040	SPAN 2311
SPAN 2050	SPAN 2312
SPAN 2313	SPAN 2313
TECM 2300	COMM 2311
TECM 2700	ENGL 2311

## Course Descriptions

### How to Read Course Descriptions

**Note:** A sample has been compiled to identify different components of the course description and does not accurately reflect an existing course. Explanations are given below the example. Not all course descriptions include every component shown in the following example.

#### Example from Catalog: CHEM 1410 - General Chemistry for Science Majors

**CHEM 1410 (CHEM 1311). General Chemistry for Science Majors I.** 3 hours. (3;0;1\*) Fundamental concepts, states of matter, periodic table, structure and bonding, stoichiometry, oxidation and reduction, solutions, and compounds of representative elements. Prerequisite(s): MATH 1100 or equivalent. Corequisite(s): CHEM 1430 or consent of department. May be used to satisfy a portion of the Life and Physical Sciences requirement of the University Core Curriculum. \*This hour is a problem-solving session.

#### Explanation of Example:

In this example, the first paragraph gives specific information regarding courses within a particular department. **Chemistry** is the area of study. **CHEM** represents the course prefix. **1410** is the course number. The text in parentheses, **(CHEM 1311)** is the Texas Common Course Numbering System (TCCNS) common number, explained under "Texas Common Course Numbering System" in this section. **General Chemistry for Science Majors I** is the title of the course. **3 hours** represents the number of semester credit hours earned. **(3;0;1)** shows that 3 hours will be spent in lecture, 0 hours will be spent in laboratory, and 1 hour will be spent in recitation. **Fundamental concepts, states of matter, periodic table, structure and bonding, stoichiometry, oxidation and reduction, solutions, and compounds of representative elements** is the content description regarding the course. **Prerequisite(s): MATH 1100 or equivalent** explains that MATH 1100 must be completed prior to enrolling in CHEM 1410. **Corequisite(s): CHEM 1430 or consent of department** shows that CHEM 1430 must be completed before or while enrolled in CHEM 1410. **May be used to satisfy the Life and Physical Sciences requirement of the University Core Curriculum** refers to the "University Core Curriculum Requirements" in the Academics section of this catalog. **\*This hour is a problem-solving session** indicates any special comments or instructions regarding registering for the course or the course itself.



# Course Listings

## Accounting - Undergraduate

### **ACCT 2010 - Accounting Principles I (Financial Accounting)**

3.0-3.0 TCCNS Number: ACCT 2301 or 2401

2010 (2301 or 2401). 3 hours. External uses of accounting information; interpretation of accounting data; analysis of financial statements; income and cash flow analysis; nature of assets and liabilities; understanding accounting reporting process. Prerequisite(s): MATH 1680 (or higher level). May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite.

### **ACCT 2020 - Accounting Principles II (Managerial Accounting)**

3.0-3.0 TCCNS Number: ACCT 2302 or 2402

2020 (2302 or 2402). 3 hours. A study of the use of accounting information for business decision making. Topics include: cost behavior analysis, cost-volume-profit relationships, and the identification of costs relevant to the decision making process. Students are introduced to various cost system designs, standard costs, variable costing, operational budgeting, and decision making in decentralized businesses. Prerequisite(s): ACCT 2010 with a grade of C or better; MATH 1680 (or higher level). This course may not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite.

### **ACCT 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **ACCT 3110 - Intermediate Accounting I**

3.0-3.0 3110. 3 hours. An in-depth study of the process of preparing and presenting financial information about an entity for outside users (Part I). Topics vary but typically include: standard setting; the accounting cycle including data accumulation, adjustments and preparation of financial statements; and valuation. There is a focus on the recognition, measurement and disclosure of revenue; inventory and cost of sales; and plant assets. Prerequisite(s): ACCT 2010 and 2020 with a grades of C or better. May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a grade of C or better) a course for which this is a prerequisite.

### **ACCT 3120 - Intermediate Accounting II**

3.0-3.0 3120. 3 hours. An in-depth study of the process of preparing and presenting financial information about an entity for outside users (Part II). Topics vary but typically include analysis of recognition, measurement and disclosure of: equity investments, financing activities (bonded debt, leases, pensions), income taxes, stockholders' equity, specialized reporting problems and cash flow. Prerequisite(s): ACCT 3110; must have a 2.5 GPA in all ACCT 3000-level and ACCT 4000-level courses taken at UNT Dallas, or their equivalents taken at other colleges and universities. May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a grade of C or better) a course for which this is a prerequisite.

### **ACCT 3270 - Cost Accounting**

3.0-3.0 3270. 3 hours. Accounting in manufacturing operations; cost concepts and classifications; cost accounting cycle; accounting for materials, labor and burden; process cost accounting; budgeting; standard costs; cost reports;

direct costing and differential cost analysis. Prerequisite(s): ACCT 2010 and 2020 with a grade of C or better; ECON 1100 and 1110; BCIS 2610; and MATH 1190 or MATH 1710 or MATH 1680. May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a grade of C or better) a course for which this is a prerequisite.

### **ACCT 3405 - Professional Development**

1.0-1.0 3405. 1 hour. Enables students to develop knowledge, skills, and attitudes necessary to function effectively and succeed in the business world. Topics covered include how to dress for success, confidence and motivation, self-assessment, handling conflict and stress, personal and business ethics, dining etiquette, resume writing, professional certification opportunities, job search and interviewing, and the necessity for continuous self-improvement. In addition to faculty instruction, topics are covered by using former students and other guest lecturers from business, industry and government to expose students to career enhancing opportunities and to provide valuable insights from first-hand experiences. Prerequisite(s): ACCT 3120 (may be taken concurrently). May not be taken more than twice at UNT Dallas.

### **ACCT 4100 - Accounting Systems**

3.0-3.0 4100. 3 hours. Introduction to technology/accounting information systems and their interface with business processes, internal controls, and database management systems. Emphasis on maintaining and auditing system security and integrity development life cycle to the engineering of accounting information systems. Emphasis on auditing system security and integrity. Practical experience with a commercial accounting package and database management software. Prerequisite(s): ACCT 3120 is a corequisite; must have a 2.5 GPA in all ACCT 3000-level and ACCT 4000-level courses taken at UNT Dallas, or their equivalents taken at other colleges and universities. May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a grade of C or better) a course for which this is a prerequisite.

### **ACCT 4130 - Financial Statement Analysis**

3.0-3.0 4130. 3 hours. Ratio and analysis and interpretation of balance sheet and income statement data. Account classifications and income measurements; company ratios, trends and present position; development of industry standards and status of business indicators as a guide for economic forecasts. Prerequisite(s): ACCT 2010 and 2020 with grades of C or better; ECON 1100 and 1110; BCIS 2610. Not open to accounting majors. May not be taken more than twice at UNT Dallas. Students may not retake this course once they have completed (with a C or better) a course for which this is a prerequisite.

### **ACCT 4140 - Advanced Accounting Principles**

3.0-3.0 4140. 3 hours. Problems connected with income determination and equity accounting, and consolidated statements; domestic and foreign branches, and international accounting; statement of affairs; fiduciaries; actuarial science. Prerequisite(s): ACCT 3120 with a grade of C or better. May not be taken more than twice at UNT Dallas.

### **ACCT 4270 - Advanced Cost Accounting**

3.0-3.0 4270. 3 hours. Nature, measurement and analysis of accounting data appropriate to managerial decision making, and comprehensive budgeting; statistical cost estimation; cost-volume-profit analysis; gross profit analysis; application of probability to cost control; capital planning. PERT-cost. Prerequisite(s): ACCT 3270 with a grade of C or better. May not be taken more than twice at UNT Dallas.

### **ACCT 4300 - Federal Income Taxation**

3.0-3.0 4300. 3 hours. A comprehensive introduction to the U.S. federal income tax system. Emphasizes the taxation of individuals but many topics also apply to business entities. Coverage includes technical tax rules and motivations behind these rules, as well as tax planning opportunities and limitations. Prerequisite(s): ACCT 2010 and 2020 with grades of C or better. May not be taken more than twice at UNT Dallas.

### **ACCT 4350 - Advanced Federal Income Taxation**

3.0-3.0 4350. 3 hours. Introduction to federal taxation of corporations and partnerships, emphasizing the tax compliance and research process. Prerequisite(s): ACCT 4300.

### **ACCT 4400 - Auditing Professional Responsibilities**

3.0-3.0 4400. 3 hours. Introduction to auditing and the professional responsibilities of a career in any specialty of the accounting profession. Topics include the legal and ethical responsibilities of accountants; professional auditing standards; the acquisition, evaluation and documentation of audit evidence; reports on the results of the engagement. Prerequisite(s): ACCT 3120 and 4100. Must have a 2.5 GPA in all ACCT 3000-level and ACCT 4000-level courses taken at UNT Dallas, or their equivalents taken at other colleges and universities. May not be taken more than twice at UNT Dallas.

### **ACCT 4410 - Auditing Evidence**

3.0-3.0 4410. 3 hours. The investigation of accounting information. This is an introductory course in all aspects of the investigative process in auditing. Topics include evaluation in internal control, compliance testing, substantive testing, operational audits, statistical sampling and auditing EDP. Prerequisite(s): ACCT 4400 with a grade of C or better; DSCI 3710. May not be taken more than twice at UNT Dallas.

### **ACCT 4420 - International Accounting**

3.0-3.0 4420. 3 hours. Integrates the functional areas of accounting and demonstrates how accounting relates to the disciplines in the College of Business Administration core. Cross-functional and global approaches to organizational issues are emphasized. Enhances the ability of students to think critically, and to develop knowledge, skills, and attitudes necessary to compete effectively in the global business world. Topics covered include: multinational strategy, global perspectives in accounting, environmental, social and political influences on accounting, accounting information systems in a multinational enterprise, performance evaluation in a multinational enterprise, and the exploration of timely topical issues such as NAFTA, the European Union, and the globalization of securities markets. Prerequisite(s): ACCT 4100 with a grade of C or better. May not be taken more than twice at UNT Dallas.

### **ACCT 4800 - Internship**

3.0-3.0 4800. 3 hours. Supervised work in a job relative to student's career objective. Prerequisite(s): Student must meet the employer's requirements and have consent of the professional program director. May be repeated, but only 3 hours may apply toward degree program credit.

### **ACCT 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Accounting - Graduate**

### **ACCT 5020 - Accumulation and Analysis of Accounting Data**

3.0-3.0 5020. 3 hours. Provides an understanding of accounting procedures and concepts utilized by management in making decisions. Basic concepts and techniques of accounting; the role of an accounting system in business operations and management; preparation and interpretation of financial reports. This course meets the deficiency requirement in accounting for MBA candidates and may be counted as part of a graduate program in a field other than business administration. May not be taken for credit if ACCT 2010 and 2020 or the equivalent has been taken and a grade of C or better was earned. Offered in Fall only.

### **ACCT 5110 - Fundamentals of Accounting Research**

3.0-3.0 5110. 3 hours. Course objectives include the following: 1) Develop student skills at recognizing accounting problems and isolating relevant issues; 2) Develop student skills to generate documentary support and arguments for an acceptable solution to a complex accounting problem; 3) Enhance student skills in effectively organizing and communicating, in written and oral form, proposed solutions to accounting problems; and 4) Familiarize students with contemporary accounting practice. Offered in Spring only. Prerequisite(s): Admission to Accounting MBA Concentration.

### **ACCT 5120 - Using Information Systems in Accounting**

3.0-3.0 5120. 3 hours. This course is designed to enhance a student's understanding of the role of accounting information systems and their functions in business. Further, students will develop computer skills in applications for all accounting disciplines. Upon completion of the course, students will understand how accounting information systems facilitate the accomplishment of strategic and operational objectives within the organization. Prerequisite(s): ACCT 4400 or consent of instructor.

### **ACCT 5130 - Accounting for Management**

3.0-3.0 5130. 3 hours. Designed to provide an understanding of managerial accounting data in making business decisions. Cases, readings and projects are used to examine a wide variety of managerial topics. Prerequisite(s): ACCT 5020 (or ACCT 2010 and 2020 taken during undergraduate degree). For students not seeking a BBA with a major in accounting. Offered in Spring only.

### **ACCT 5150 - The Development of Accounting Theory**

3.0-3.0 5150. 3 hours. The theory of accounting as it has developed in the economy of the United States. Particular emphasis on concepts, income measurement, valuation of assets, and valuation and measurement of equities. Application of accounting theory to contemporary problems is analyzed by cases and research papers on selected areas. Prerequisite(s): Admission to the Accounting MBA Concentration.

### **ACCT 5200 - Professional Ethics and Corporate Governance**

3.0-3.0 5200. 3 hours. This course will examine professional ethics from both a philosophical and business perspective. Ethical reasoning, moral character and decision making will provide a framework for an examining of the importance of ethics in an individual's personal life and professional career. This course will also explore the concept of corporate governance and the direction business entities are taking in establishing a sound governance framework. Prerequisite(s): Admission to the MBA program.

### **ACCT 5300 - Federal Taxation of Income**

3.0-3.0 5300. 3 hours. Comprehensive introduction to the U.S. federal income tax system. Emphasizes the taxation of individuals but many topics also apply to business entities. Coverage includes technical tax rules and motivations

behind these rules, as well as tax planning opportunities and limitations. Prerequisite(s): Admission to the Accounting MBA Concentration.

### **ACCT 5310 - Tax Research and Administrative Procedure**

3.0-3.0 5310. 3 hours. The objectives of this course are to develop the technical and research skills needed to address contemporary tax issues. Students will learn to identify tax issues, formulate research questions, and develop the research skills needed to address them. Upon completion of this course, students will be able to use the major tax services, evaluate the relevant authorities, and communicate their findings in a professionally written research memorandum. This course also familiarizes students with federal tax policies and procedures, and the authorities that govern tax practice by tax professionals. Prerequisite(s): ACCT 5300 (4300), ACCT 4400, and acceptance into the MBA graduate program.

### **ACCT 5320 - Taxation of Flow-Through Entities**

3.0-3.0 5320. 3 hours. A comprehensive study of federal income taxation of partnerships, S corporations, fiduciaries and their owners / beneficiaries. Prerequisite(s): ACCT 5310 (may be taken concurrently).

### **ACCT 5370 - Family Tax Planning**

3.0-3.0 5370. 3 hours. A comprehensive study of federal estate and gift taxation, as well as advanced family tax planning issues. Prerequisite(s): ACCT 5310 and 5320.

### **ACCT 5380 - Forensic Accounting and Fraud Examination**

3.0-3.0 5380. 3 hours. Provides an overview of forensic accounting and fraud examination. Topics include fraud detection, fraud investigation, and accounting data analysis techniques. Fundamental legal concepts governing expert witness testimony and the handling and admissibility of evidence are examined.

### **ACCT 5450 - Seminar in Internal Auditing**

3.0-3.0 5450. 3 hours. A study of the theory and practice of internal auditing. The course examines the difference between internal and external auditing, focusing on such issues as independence, audit scope, reporting and human relations. Specific internal audit topics include operational auditing, audit administration, planning and supervision, and internal audit reporting. Prerequisite(s): ACCT 4100 and 4400.

### **ACCT 5470 - Auditing Advanced Theory**

3.0-3.0 5470. 3 hours. A conceptual approach to the auditing process, stressing the interrelations of objectives, standards, techniques and procedures. Current topics, including significant legal cases, are included. Prerequisite(s): Admission to the Accounting MBA Concentration.

## **Anthropology - Undergraduate**

### **ANTH 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **ANTH 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Applied Economics - Undergraduate**

### **AECO 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **AECO 4080 - Principles of Economic and Community Development**

3.0-3.0 4080. 3 hours. Presents a broad, interdisciplinary perspective on the local and regional economic development process. Topics include economic base analysis, industrial targeting and recruitment, tax incentives and economic impact analysis.

### **AECO 4090 - The Political Economy of Texas**

3.0-3.0 4090. 3 hours. Interdisciplinary survey of the demographic, political and economic forces influencing Texas' emergence as a modern industrial state. Topics include Texas' fiscal and regulatory environments, human capital needs, and relationship with the federal government.

## **Applied Economics - Graduate**

### **AECO 5050 - Seminar in Contemporary Applied Economic Problems**

1.0-3.0 5050. 1-3 hours each. Analysis and discussion of significant contemporary issues in economics and public policy. May be repeated for credit.

## **Applied Gerontology - Undergraduate**

### **AGER 2250 - Images of Aging in Film and Literature**

3.0-3.0 2250. 3 hours. Study of attitudes toward aging through depictions of the elderly in English-language films and literary works. A major goal of the course is to replace stereotypical views of the elderly with an understanding of the variety of human experience in the last decades of life. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.

### **AGER 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **AGER 4500 - Long-Term Care Case Management with Older Adults**

3.0-3.0 4500. 3 hours. This practitioner-oriented course focuses on the foundations of case/care management and the care management process as practiced with impaired elderly clients and their family caregivers. Topics include older client intake and assessment, establishing goals and a plan of care, coordinating and linking services and resources, and managing and monitoring care. Situations commonly encountered with at-risk elders are examined using protocols.

## **AGER 4550 - Sociology of Aging**

3.0-3.0 4550. 3 hours. Twenty-somethings, generation Xers, baby boomers all will be senior citizens sooner or later. Their sex, race/ethnicity and social class will affect their experience of aging. Course explores issues related to successful aging, including what young adults should be doing now to ensure that they have happy, healthy, wealthy and creative golden years. Prerequisite(s): SOCI 1510 or equivalent. (Same course as SOCI 4550.)

## **AGER 4560 - Minority Aging**

3.0-3.0 4560. 3 hours. Introduction to the study of minority elderly in the United States, including their physical and mental health, income security, family relations, and service issues. Course content focuses on African-American, Asian/Pacific Islander, Hispanic, and Native American elders.

## **AGER 4750 - Sexuality and Aging**

3.0-3.0 4750. 3 hours. One of the most pervasive myths of aging is that older people are non-sexual. This course challenges popular stereotypes and examines sexual attitudes, activity and behavior as people age. In addition to common social beliefs and attitudes that may affect the opportunity for sexual expression among older adults, biological changes and sexual response are explored, as are other aspects of intimacy important to aging individuals.

## **AGER 4780 - Aging Programs and Services**

3.0-3.0 4780. 3 hours. Introduction to the history of social policy in aging; derivations and directions of public policy, interrelationships of agencies; discussion of selected programs and services for the aged.

## **AGER 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Art - Undergraduate**

### **ART 1300 - Art Appreciation for Non-Art Majors**

3.0-3.0 **TCCNS Number:** ARTS 1301

1300 (ARTS 1301). 3 hours. Introduction to basic concepts and vocabularies of the visual arts worldwide, designed to expand aesthetic growth and involvement with the visual world. Satisfies the Creative Arts requirement of the University Core Curriculum.

### **ART 1303 - Survey of Art History I**

3.0-3.0 **TCCNS Number:** ARTS 1303

1303 (ARTS 1303) 3 hours. Survey of visual art from Prehistoric to 14th Century. Involves the synthesis and interpretation of artistic expression and invites critical, creative and innovative communication about works of art. Satisfies the Creative Arts requirement of the University Core Curriculum.

### **ART 1304 - Survey of Art History II**

3.0-3.0 **TCCNS Number:** ARTS 1304

1304 (ARTS 1304) 3 hours. Survey of visual art from the 14th Century to the 21st Century. Involves the synthesis and

interpretation of artistic expression and invites critical, creative and innovative communication about works of art. Satisfies the Creative Arts requirement of the University Core Curriculum.

### **ART 1305 - Digital Manipulated Photography**

1.0-1.0 1305. 1 hour. Introduction to basic concepts and vocabularies of digitally manipulated photography, designed to expand aesthetic growth and involvement with the visual world.

### **ART 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each. Prerequisite(s): Consent of instructor.

## **Art Education and Art History - Undergraduate**

### **AEAH 1750 - Visual Arts Integration**

1.0-1.0 1750. 1 hour (0;2). An exploration of planning for meaningful visual art integration within early childhood and elementary education, experimentation with a variety of media and processes, along with an appreciation of a variety of art forms. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **AEAH 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **AEAH 3750 - Children and Art**

3.0-3.0 3750. 3 hours. (2;4) An exploration of the elements and principles of art; experimentation with a variety of art media as related to the theories of creative development and an appreciation of a variety of visual art forms. Concurrent enrollment in lecture/lab component required.

## **Bilingual and ESL Education - Undergraduate**

### **EDBE 3470 - Foundations of Bilingual and English as Second Language Education**

3.0-3.0 3470. 3 hours. Examination of philosophies and theoretical underpinnings of bilingual and ESL education, including a review of historical antecedents of bilingual education and evolution of federal and state language policies governing the education of language-minority children. Required for students seeking EC-6 certification with specialization in bilingual or ESL education and for all students seeking 4-8 certification. May be taken concurrently with EDBE 3480.

### **EDBE 3480 - Bilingualism and Multiculturalism for English Language Learning : Issues and Perspectives**

3.0-3.0 3480. 3 hours. Study of the bilingual / ESL learner; perspectives on multiculturalism; discussions of cognitive, social and affective factors impacting second language development; insights into education in a pluralistic society. Three lecture hours a week. Required for students seeking EC-6 certification with specialization in bilingual or ESL education and for all students seeking 4-8 certification. May be taken concurrently with EDBE 3470.



## **EDBE 4470 - Curriculum and Assessment for Bilingual/ESL Education**

3.0-3.0 4470. 3 hours. Examination of the organization of curriculum for second language learners with special focus on testing and evaluation procedures appropriate for bilingual and ESL classrooms; study of formal and informal assessment of language proficiency for instructional purposes and use of standardized achievement tests. Three lecture hours a week. Course required for students in grades EC-4 or 4-8 generalist certification with specialization in bilingual or ESL education. Prerequisite(s): EDBE 3470 and EDBE 3480; admission to Teacher Education or permission of department. May be taken concurrently with EDBE 4490.

## **EDBE 4480 - Bilingual Approaches to Content-Based Learning**

3.0-3.0 4480. 3 hours. Study of appropriate first language usage in bilingual classrooms, focusing on different core curriculum areas, methods and materials and review of language distribution strategies. Focus on responsive instruction that makes use of effective communication techniques and instructional strategies that actively involve students in the learning process. Required for students seeking EC-6 certification with specialization in bilingual education. Requires 10 hours of field experience in a bilingual education classroom. Language of instruction is Spanish. Placement through departmental Spanish proficiency exam. Prerequisite(s): EDBE 3470 and EDBE 3480; admission to Teacher Education or consent of department.

## **EDBE 4490 - Teaching ESL EC-12: Instructional Strategies and Resources**

3.0-3.0 4490. 3 hours. Study of methods and techniques of teaching English as a second language in elementary and secondary schools; language development techniques and materials for students at different levels of English proficiency. The course focuses on helping students to develop strategies (consistent with state standards for language and content learning) that can improve the English language proficiency and grade level subject matter knowledge of English language learners. Three lecture hours a week. Required for students seeking grades EC-6 generalist certification with specialization in bilingual or ESL education or 4-8 certification with mathematics/ESL, science/ESL, social studies/ESL or reading/LA/ESL or special education. Requires 10 hours of field experiences. Prerequisite(s): EDBE 3470 and LING 4030; admission to Teacher Education or consent of department. May be taken concurrently with EDBE 4470.

## **EDBE 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Bilingual and ESL Education - Graduate**

### **EDBE 5560 - Fundamentals of Bilingual and English as a Second Language Education in EC-12**

3.0-3.0 5560. 3 hours. Examination of historical and legal aspects of bilingual and English as a second language education in EC-12 settings, including program models for the education of English language learners; also, an overview of theories of second language learning and their implications for practice in schools. A minimum of 10 hours of observations are required. Three lecture hours a week. Prerequisite(s): Consent of department.

### **EDBE 5570 - Assessing Language & Content Learning in EC-12 Bilingual and English as a Second Language Education**

3.0-3.0 5570. 3 hours. Examination of issues related to assessment of language proficiency and cognitive abilities of EC-12 English language learners, including the importance of appropriate diagnostic testing to the teaching and

learning process; also, a review of potential cultural bias in EC-12 assessment; procedures for assessing eligibility of EC-12 students for special language programs. Prerequisite(s): EDBE 5560 or consent of department.

### **EDBE 5580 - Bilingual Content Instruction**

3.0-3.0 5580. 3 hours. Study of curriculum, materials and pedagogy applicable to bilingual classrooms. Attention is given to the integrated teaching of mathematics and the social and natural sciences in bilingual classrooms, emphasizing research-based methods that use the learner's first language for content instruction. This course is taught in Spanish. Prerequisite(s): EDBE 5560 or consent of department. Designed for bilingual, post-baccalaureate teacher certification students.

### **EDBE 5582 - ESL Content Instruction**

3.0-3.0 5582. 3 hours. Study of subject-specific instructional methods, approaches, and materials to teach mathematics, science, English language arts and social studies to students for whom English is a second language. Thirty (30) hours of field experiences in ESL classrooms are required for students seeking certification in ESL education. Prerequisite(s): EDBE 5560 or consent of department.

### **EDBE 5590 - Pedagogy of English as Second Language for EC-12 Classrooms**

3.0-3.0 5590. 3 hours. Examination of appropriate procedures and materials for academic content instruction and language development for English Language Learners (ELLs). Topics to be explored include structured and unstructured techniques for teaching ELLs, the relationship between oral language development and literacy skills, the development of literacy skills in English for students who are not literate in the first language and methods for effective sheltered English instruction. Emphasis placed on inclusion of all learners. Prerequisite(s): EDBE 5560 or consent of department.

### **EDBE 5600 - Sociocultural Foundations of Bilingual and ESL Education**

3.0-3.0 5600. 3 hours. Study of sociolinguistic and sociocultural theory and methodology, with special emphasis on their applicability to linguistically and culturally diverse educational contexts and communities.

### **EDBE 5650 - Academic Spanish in the Bilingual Classroom**

3.0-3.0 5650. 3 hours. Focus on the use of academic Spanish in bilingual classrooms, including Spanish writing conventions, genres, and grammar. Attention is given to Spanish language systems and applications as well as to classroom pedagogy. This course is taught in Spanish.

### **EDBE 5660 - English Language Acquisition by Spanish Speakers : Theories and Methods**

3.0-3.0 5660. 3 hours. Considering that many ELLs have a Spanish speaking background, this class will focus on the identification and explanation of the nature and origin of different types of errors as well as on an overview of their English second language acquisition process. Practical analysis of oral and written English samples will be given as well as an overview of methods and strategies to help error correction. During the course, students will also acquire the most common Spanish phrases and vocabulary used in the classroom setting. Prerequisite(s): Admission to graduate school.

### **EDBE 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours.

## **Biochemistry - Undergraduate**

### **BIOC 2900 - Introduction to Biochemical Research**

1.0-3.0 2900. 1-3 hours each. Individualized laboratory instruction. Students may begin training on laboratory research techniques. Prerequisite(s): CHEM 1430 (may be taken concurrently) and consent of instructor. For elective credit only; may not be substituted for required chemistry courses.

### **BIOC 3300 - Elementary Biochemistry**

3.0-3.0 3300. 3 hours. Chemistry of biomolecules; amino acids, proteins, enzymes, carbohydrates, lipids, nucleotides, nucleic acids, vitamins and coenzymes; metabolism of biomolecules, generation and utilization of energy. Counts toward chemistry minor for biology majors. For students needing one semester biochemistry course. Prerequisite(s): CHEM 2370, CHEM 2380, CHEM 3210, CHEM 3220.

## **Biology - Undergraduate**

### **BIOL 1082 - Biology for Educators**

3.0-3.0 1082. 3 hours (3;3). Develop a meaningful and functional command of key biological concepts; an understanding of the interrelationships among all living things; and a correlation between what pre-service teachers are required to learn and what they will be required to teach. Includes laboratory. This is a general biology course with laboratory designated for elementary and middle school education majors for seeking teacher certification. May be used to satisfy a portion of the Life and Physical Sciences requirement of the University Core Curriculum, with the exception of School of Liberal Arts and Sciences majors.

### **BIOL 1132 - Environmental Science**

3.0-3.0 **TCCNS Number:** BIOL 2406  
1132 (2406). 3 hours (3;2). Interdisciplinary approach to understanding basic concepts in environmental science including critical scientific thought, biodiversity, resource management, pollution, global climate change, resource consumption and population growth. Emphasis on how these concepts affect and are affected by human society. Includes laboratory. May not be counted towards a major in biology. May be used to satisfy a portion of the Life and Physical Sciences requirement of the University Core Curriculum.

### **BIOL 1300 - Biology for Non Majors**

3.0-3.0 **TCCNS Number:** BIOL 1308  
1300 (1308). 3 hours. Introduction to the science of biology including: the structure and function of cells, tissues and organs, cellular processes, cell division, principles of inheritance, evolution, the diversity of life, and ecology. Includes a laboratory component. Satisfies a portion of the Life and Physical Sciences requirement of the University Common Core.

### **BIOL 1710 - Biology for Science Majors I**

3.0-3.0 **TCCNS Number:** BIOL 1306  
1710 (1306). 3 hours. (3;0;1) An integrated approach to cell and molecular biology with an emphasis on biological

chemistry, cell structure and function, Mendelian and molecular genetics, and evolutionary biology. For students preparing for advanced study in the biological sciences. Prerequisite(s): Course should be taken concurrently with BIOL 1730. Satisfies a portion of the Life and Physical Sciences requirement of the University Core Curriculum.

## **BIOL 1720 - Biology for Science Majors II**

3.0-3.0 TCCNS Number: BIOL 1307

1720 (1307). 3 hours. An integrated approach to the anatomical, physiological and functional aspects of nutrition, gas exchange, transport, reproduction, development, regulation, response and ecology of microorganisms, plants and animals. Required of all biology majors. For students preparing for advanced study in the biological sciences. Prerequisite(s): Course should be taken concurrently with BIOL 1740. Satisfies a portion of the Life and Physical Sciences requirement of the University Core Curriculum.

## **BIOL 1730 - Biology for Science Majors I Laboratory**

1.0-1.0 TCCNS Number: BIOL 1106

1730 (1106). 1 hour. (0;3) Laboratory techniques for BIOL 1710. Prerequisite(s): Credit for or concurrent enrollment in BIOL 1710. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

## **BIOL 1740 - Biology for Science Majors II Laboratory**

1.0-1.0 TCCNS Number: BIOL 1107

1740 (1107). 1 hour. (0;3) Laboratory techniques for BIOL 1720. Prerequisite(s): BIOL 1710/1730 and credit for or concurrent enrollment in BIOL 1720. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

## **BIOL 2041 - Microbiology**

3.0-3.0 TCCNS Number: BIOL 2321

2041 (2321). 3 hours. Survey of the microbial world; classification, ecology, morphology and physiology of eukaryotic and prokaryotic microorganisms. Prerequisite(s): BIOL 1710/1730 and credit for, or concurrent enrollment in, BIOL 1720/1740.

## **BIOL 2042 - Microbiology Laboratory**

1.0-1.0 TCCNS Number: BIOL 2121

2042 (2121). 1 hour (0;4). Laboratory techniques in general microbiology. Survey of microorganisms including bacteria, fungi, protozoa, and algae. Culture, staining, and identification of bacteria. Prerequisite(s): Credit for or concurrent enrollment in BIOL 2041 and CHEM 1420.

## **BIOL 2301 - Human Anatomy and Physiology I**

3.0-3.0 TCCNS Number: BIOL 2301

2301 (2301). 3 hours. Functional anatomy and physiology of the human body including biological chemistry, cell morphology, membrane and tissue physiology, musculoskeletal system and the nervous system. For kinesiology, dance majors and allied health students. Prerequisite(s): Credit for or concurrent enrollment in BIOL 2311.

## **BIOL 2302 - Human Anatomy and Physiology II**

3.0-3.0 TCCNS Number: BIOL 2302

2302 (2302). 3 hours. Functional anatomy and physiology of the human body including the endocrine, digestive, respiratory, cardiovascular, urinary, and reproductive systems. For kinesiology, dance majors and allied health students. Prerequisite(s): BIOL 2301/2311 and credit for or concurrent enrollment in BIOL 2312.

### **BIOL 2311 - Human Anatomy and Physiology I Laboratory**

1.0-1.0 TCCNS Number: BIOL 2101

2311 (2101). 1 hour. Laboratory studies examining the functional anatomy and physiology of the human body including cell morphology, tissue histology, musculoskeletal anatomy and nervous system anatomy. For kinesiology, dance majors and allied health students. Prerequisite(s): Credit for or concurrent enrollment in BIOL 2301.

### **BIOL 2312 - Human Anatomy and Physiology II Laboratory**

1.0-1.0 TCCNS Number: BIOL 2102

2312 (2102). 1 hour. Laboratory studies examining the functional anatomy and physiology of the human body including the endocrine, digestive, respiratory, cardiovascular, urinary and reproductive systems. For kinesiology, dance majors and allied health students. Prerequisite(s): Credit for or concurrent enrollment in BIOL 2302.

### **BIOL 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each. Individual readings and laboratory research projects in the biological sciences.

### **BIOL 3090 - Mentored Undergraduate Research**

3.0-3.0 3090. 3 hours. Introduction to research methods for undergraduates including proposal preparation, literature review, independent mentored study and investigation with appropriate methodology, and scientific dissemination of results. Prerequisite(s): Consent of instructor.

### **BIOL 3310 - Principles of Human Nutrition**

3.0-3.0 3310. 3 hours. Principles of human nutrition including digestion and absorption of macronutrients, role of vitamins and minerals, energy metabolism, nutrition assessment, diet planning, food safety and life span nutrition. Emphasis on food choices that promote health and prevent diet-related diseases. Prerequisite(s): BIOL 1710 or BIOL 1720; or permission of instructor.

### **BIOL 3320 - Principles of Ecology**

3.0-3.0 3320. 3 hours. Ecological and evolutionary approach to understanding distribution, abundance, dispersion and form-function diversity of organisms. Focus on organisms, their physiological and life history adaptations, and populations. Prerequisite(s): BIOL 1710/1730 and 1720/1740 or equivalent.

### **BIOL 3331 - Biomedical Criminalistics**

3.0-3.0 3331. 3 hours. Survey of the various forensic sciences with emphasis on direct examination of human remains and directly related biological evidence; e.g. anthropology, pathology, odontology. Students learn how cases arise; i.e. how remains are located, recovered, and processed. Supporting biological, clinical, and physical sciences will also be covered; e.g. toxicology, entomology, DNA science, forensic geology/palynology, and remote sensing. Prerequisite(s): BIOL 1710 or 1720.

### **BIOL 3451 - Genetics**

3.0-3.0 3451. 3 hours. Genetic structure and inheritance in viruses, bacteria and higher organisms with emphasis on gene biochemistry, Mendelian genetics and population genetics. Prerequisite(s): BIOL 1710/1730, BIOL 1720/1740, CHEM 1410/1430, CHEM 1420/1440. It is also recommended that students take at least one 2000-level BIOL course as well as concurrent enrollment in CHEM 2370; however, these are not required. It is also recommended that students take at least one 2000-level BIOL course as well as concurrent enrollment in CHEM 2370; however these are not required.

### **BIOL 3452 - Genetics Laboratory**

1.0-1.0 3452. 1 hour. (0;4) Laboratory studies examining classical transmission genetics and modern molecular genetics. Heavy emphasis on experimental crosses and application of molecular genetics. Prerequisite(s): Credit for or concurrent enrollment in BIOL 3451.

### **BIOL 3510 - Cell Biology**

3.0-3.0 3510. 3 hours. Structure and function of animal and plant cells with emphasis on cell membranes, cytoplasmic organelles and the nucleus. Prerequisite(s): 8 hours of organic chemistry or equivalent; BIOL 1710 and BIOL 1720; Admission to the biology major; or consent of department.

### **BIOL 3520 - Cell Biology Laboratory**

1.0-1.0 3520. 1 hour. (0;2.5) Laboratory studies emphasizing the isolation and characterization of subcellular organelles. Prerequisite(s): Credit for or concurrent enrollment in BIOL 3510.

### **BIOL 4080 - Radiation Safety**

1.0-1.0 4080. 1 hour. (1;0) Radiation sources, interaction of radiation with matter and human tissues, radiation measurement and dosage, instrumentation, regulations and practical safety procedures. Meets state training requirements for use of radioactive isotopes or radiation producing equipment. Prerequisite(s): 12 hours of biology, chemistry, or physics, or combination of the three.

### **BIOL 4120 - Environmental Chemistry**

3.0-3.0 4120. 3 hours. Presents a scientific overview of environmental contaminants, their occurrence, sources and impact on humans and the environment. Prerequisite(s): CHEM 1410/1430; CHEM 1420/1440; or consent of department.

### **BIOL 4220 - Neuropsychopharmacology**

3.0-3.0 4220. 3 hours. Comprehensive examination of the physiological effects of major psychotropic drug classes that affect the central nervous system, including the interactions between neurotransmitter systems and physiology; neuroanatomical pathways and behavior; synaptic functions and behavioral disorders. Open to all majors. Prerequisite(s): Junior standing.

### **BIOL 4240 - Forensic Microscopy**

3.0-3.0 4240. 3 hours (2;4). Introduction to microscopic analysis with emphasis on the fundamentals necessary for identification and characterization of trace evidence materials such as glass, hair, fibers, explosives, soil, paint and

biological samples. Prerequisite(s): Successful completion of a minimum of 60 semester hours; 8 hours organic chemistry; CJUS 3330; BIOL 3331; BIOL 3451/3452; or consent of department.

### **BIOL 4250 - Pharmacology**

3.0-3.0 4250. 3 hours. An overview of pharmacology based on principles of drug action; emphasis on drugs by class, and not specific drugs per se. General principles, antibiotics and pharmacology of the autonomic, cardiovascular, central nervous and endocrine systems. Prerequisite(s): BIOL 1710/1730; BIOL 1720/1740; BIOL 2041/2042; BIOL 2302/2312; or consent of department.

### **BIOL 4260 - Principles of Evolution**

3.0-3.0 4260. 3 hours. Population genetics; ecological, geographical and historical concepts of evolution. Prerequisite(s): BIOL 3451 or equivalent.

### **BIOL 4330 - Developmental Biology**

3.0-3.0 4330. 3 hours. Mechanisms of development, differentiation, and growth in animals at the molecular, cellular, and genetic levels. Areas of particular emphasis include transcriptional control mechanisms, embryonic patterning, cell-cell interactions, growth factors and signal transduction, and regulatory hierarchies. Coverage also includes the roles that environmental factors play in development, the medical applications of our knowledge of development, and the roles that development plays in evolution. Prerequisite(s): BIOL 1710/1730; BIOL 1720/1740; BIOL 2041/2042; BIOL 2302/2312; or consent of department.

### **BIOL 4340 - Urban Ecology**

3.0-3.0 4340. 3 hours. A comparative study of the patterns and processes of the relationships of living organisms, including human beings, with each other and their surroundings in the context of an urban environment. Prerequisite(s): BIOL 1710 and BIOL 1720.

### **BIOL 4350 - Ethics of Science**

3.0-3.0 4350. 3 hours. An introduction and exploration of scientific ethics. The foundations of classical ethical theory and how these are applied to scientific pursuits. Prerequisite(s): BIOL 1710 and BIOL 1720.

### **BIOL 4370 - General Toxicology**

3.0-3.0 4370. 3 hours. Introduction to the basic principles of toxicology. Focus on absorption, distribution, metabolism and elimination of toxicants, target organ toxicity, mechanisms of toxic action, carcinogenesis and risk assessment. Prerequisite(s): BIOL 1710/1730; BIOL 1720/1740; BIOL 2041/2042 or BIOL 2140 or BIOL 2302/2312; CHEM 1410/1430; CHEM 1420/1440; or consent of department.

### **BIOL 4570 - Biochemistry and Molecular Biology of the Gene**

3.0-3.0 4570. 3 hours. Mechanisms and regulation of genetic expression, chromosome replication, mutagenesis and DNA repair, and gene cloning in prokaryotic and eukaryotic systems. Prerequisite(s): At least one of the following: BIOL 3451/3452 or 3510/3520.

### **BIOL 4590 - Forensic Molecular Biology Laboratory**

3.0-3.0 4590. 3 hours (2;6). Experiments in evidence processing and forensic DNA analysis. Lectures and exercises include DNA extraction techniques, DNA quantification, PCR amplification of polymorphic nuclear and mtDNA loci and fragment analysis utilizing capillary electrophoresis. Prerequisite(s): BIOL 4570 or equivalent.

### **BIOL 4700 - Research Methods for Secondary Science Instruction**

3.0-3.0 4700. 3 hours. (2;4) Techniques used to solve and address scientific inquiry. Design of experiments. Use of statistics to interpret experimental results and measure sampling errors. Ethical treatment of human subjects. Laboratory safety. Mathematical modeling of scientific phenomena. Oral and written presentation of scientific work. Prerequisite(s): 18 hours of biology, completion of freshman and sophomore science courses required for certification, and consent of department. EDSE 3500 and EDSE 4000 are highly recommended. Students seeking secondary certification in mathematics or computer science who have completed the other science requirements of their majors also may enroll. Does not count as an elective toward a major in biology except for students seeking teacher certification. (Same as CHEM 4700.)

### **BIOL 4930 - Special Problems**

1.0-3.0 4930. 1-3 hours each. Individual study. Prerequisite(s): Junior or Senior standing and approval of supervising faculty member and/or consent of department.

## **Biology - Graduate**

### **BIOL 5090 - Animal Behavior**

3.0-3.0 5090. 3 hours. Comparative study of animal behavior including its genetic basis, expression through neurophysiological mechanisms, functions in the environment and adaptive role during evolutionary history. Prerequisite(s): Permission of instructor.

### **BIOL 5170 - Evolutionary Ecology**

3.0-3.0 5170. 3 hours. Principles that determine the distribution and abundance of organisms from an evolutionary perspective, including evolutionary genetics and speciation, and the theory of natural selection in population ecology, interactions between populations, and applied biogeography. Prerequisite(s): Admission to M. Ed. program or consent of instructor.

### **BIOL 5240 - Advanced Topics in Molecular Biology**

3.0-3.0 5240. 3 hours. The concepts and techniques of molecular biology are the foundation for the studies of all aspects of modern biology. A basic understanding of molecular biology is essential for teaching current college level biology courses as well as preparation for the advanced study of a wide range of biological sciences. In this course, students will be exposed to the theoretical concepts and experimental techniques of molecular biology. Topics include genetic analysis of gene structure, regulation of gene expression and principles of molecular biology techniques (gene cloning, plasmid purification, restriction enzyme analysis, and DNA sequencing). Prerequisite(s): A minimum of 21 credits of approved biology course work, with permission of department.

### **BIOL 5315 - Teaching Secondary Biology for Dual Credit**

3.0-3.0 5315. 3 hours. This course focuses on pedagogy and practice of secondary biology teaching, including course planning and course syllabus, the preparation and mechanics of lectures, assessments and laboratories, the



understanding and incorporation of current biological research and literature and a review of the undergraduate biology curriculum. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

### **BIOL 5325 - Conservation Biology**

3.0-3.0 5325. 3 hours. Principles defining biological diversity at the level of genes, species, and ecosystems. Threats to biodiversity and the integration of social, economic, and political factors affecting conservation goals. Management strategies and sustainable development. Prerequisite(s): Admission to M. Ed. program or consent of instructor.

### **BIOL 5335 - Biological Basis of Disease**

3.0-3.0 5335. 3 hours. The biological mechanisms of health and disease at the molecular, cellular, individual, and societal levels. Topics include normal and abnormal anatomy, physiology and pathophysiology, basic microbiology and immunology, and public health. Prerequisite(s): Admission to M. Ed. program or consent of instructor.

### **BIOL 5390 - Special Problems**

1.0-3.0 5390. 1-3 hours each.

## **Business Computer and Information Systems - Undergraduate**

### **BCIS 2355 - CompTIA A+ Training**

3.0-3.0 2355. 3 hours. Instructor-led study of entry-level CompTIA A+ certifications at core need for all business users and its application within a business administration framework. Prerequisite(s): Consent of department.

### **BCIS 2610 - Introduction to Computers in Business**

3.0-3.0 **TCCNS Number:** BCIS 1305

2610 (1305). 3 hours. A study of the introductory concepts of computing in business; basic computer components, computer history and programming. Prerequisite(s): MATH 1680 (or higher level).

### **BCIS 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **BCIS 3350 - Microsoft Tools Certifications**

3.0-3.0 3350. 3 hours. Instructor-led study of consumer-level user certifications at core need for all business users. Prerequisite(s): BCIS 2610.

### **BCIS 3610 - Basic Information Systems**

3.0-3.0 3610. 3 hours. Theory, capabilities, applications, benefits, liabilities and economics of business computer information systems. Using the computer to solve business problems. Management information systems and computer-based decision support emphasized. Use of standard support application packages. Prerequisite(s): BCIS 2610.

### **BCIS 3615 - Visual Display of Business Information**

3.0-3.0 3615. 3 hours. Explores the use of visual display techniques and tools in the creation of electronic business documents and presentations. Stresses development of good written and oral presentation skills, as well as familiarity with a wide range of multimedia tools. Prerequisite(s): BCIS 2610 or equivalent.

### **BCIS 3620 - Mainframe Concepts**

3.0-3.0 3620. 3 hours. An introduction to COBOL programming in the business environment. Emphasis on the fundamentals of structured program design, development, testing, implementation and documentation of common business-oriented applications using COBOL. Coverage of language syntax, data and file structures editing, report generation, data validation, basic file processing and an introduction to batch and interactive JCL. Prerequisite(s): BCIS 2610 or equivalent; 3 hours of C programming (with a grade of C or better); a grade of C or better in each previously taken BCIS course, or consent of department; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD).

### **BCIS 3630 - Object-Oriented Programming for Business**

3.0-3.0 3630. 3 hours. Introduction of abstract data types, inheritance, object identity, polymorphism as they relate to building business objects and business classes; use of Java programming language depicting the object orientation concepts; use of class libraries and Java packages for business object construction. Prerequisite(s): BCIS 2610 or equivalent, 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department.

### **BCIS 4610 - Analysis of Business Information Systems**

3.0-3.0 4610. 3 hours. An integrated perspective of the problems in today's information systems environment, concentration on contemporary design methodologies and considerations unique to users of computers and information systems. Topics include current systems analysis, modular design, development and implementation, documentation, project planning and task definition, and other systems analysis topics. Prerequisite(s): BCIS 3610; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department.

### **BCIS 4620 - Introduction to Database Applications**

3.0-3.0 4620. 3 hours. Analysis of file organization techniques and data structures. Consideration of the management of data as a resource. Design of data models and databases in business organizations. Use of database management systems and user-oriented data languages. Prerequisite(s): BCIS 3610 and 3630; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department.

### **BCIS 4630 - Fundamentals of Information Technology Security**

3.0-3.0 4630. 3 hours. Introduces students to the Security Systems Development Life Cycle and its effects on application development, software engineering, traditional systems analysis, and networking. Examines the various components of information privacy and security. Prerequisite(s): BCIS 3630; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department.

### **BCIS 4650 - Visual Programming for Business Applications**

3.0-3.0 4650. 3 hours. Business application design and development from the perspective of visual programming technologies. Emphasis on performance characteristics and user interface design considerations. Prerequisite(s): BCIS 3630; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department.

## **BCIS 4660 - Introduction to Data Warehousing**

3.0-3.0 4660. 3 hours. Investigates model-based approaches to the design of data warehouses. Examines their role in decision systems for business and industry. Prerequisite(s): BCIS 3610; DSCI 3710 or 3870; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course.

## **BCIS 4670 - Continuing Seminar in Computer-Based Information Systems**

3.0-3.0 4670. 3 hours. A seminar on current topics in business computer information systems. Examines state-of-the-art issues associated with the design, development, implementation, control and management of business computer information systems. Prerequisite(s): BCIS 3630; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department.

## **BCIS 4680 - Business Data Communications & Networking**

3.0-3.0 4680. 3 hours. Development of an understanding of how current network technologies operate and their relationships with business enterprise, provides background for analysis, design, selection and evaluation of hardware, software and support required for a data communications and networking environment. Prerequisite(s): BCIS 3630; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department.

## **BCIS 4690 - Information Technology Management**

3.0-3.0 4690. 3 hours. Overview of the management of an organization's information assets. Emphasizes techniques and issues specific to information systems department management; the development, implementation and operation of computer-based information systems; as well as personnel, career management, assessment, legal, ethical, global and societal issues. Prerequisite(s): BCIS 4610; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course, or consent of department; completion of all business foundation courses with a grade of C or better and senior standing.

## **BCIS 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours. Prerequisite(s): BCIS 2610 or equivalent; ACCT 2020 and 2030 with a grade of C or better; ECON 1100 and 1110; MATH 1680 (or higher level); MATH 1190 or equivalent; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken BCIS course or consent of department.

## **Business Computer and Information Systems - Graduate**

### **BCIS 5090 - Introduction to Business Computer Information Systems**

1.5-1.5 5090. 1.5 hours. Examines the interaction between information systems and the organizational context. Specific topics to be covered include the strategic role of information systems (IS), interorganizational systems, the Internet and WWW, electronic commerce, reengineering, the human impacts of IS, the management of change, IS development and implementation, and emerging types of information technology. Course work includes lectures, readings, case analyses and discussion, electronic meeting technology, hands-on computer assignments and a team field project.

### **BCIS 5690 - Topics in Information Technology**

3.0-3.0 5690. 3 hours. Current issues dealing with the development and use of information technologies in business. Prerequisite(s): Consent of department. May be repeated for credit.

## **Business Law - Undergraduate**

### **BLAW 2300 - Legal and Ethical Environment of Business**

3.0-3.0 TCCNS Number: BUSI 2301

2300 (BUSI 2301). 3 hours. Historical, economic, political and ethical bases of contracts and sales, including the Uniform Commercial Code, and the impact of regulatory agencies on business enterprise. Prerequisite(s): PSCI 1040 and 1050, or equivalent. (Formerly BLAW 3430)

### **BLAW 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **BLAW 3350 - Intellectual Property Law**

3.0-3.0 3350. 3 hours. Increases students' knowledge of the legal issues facing businesses during stages of intellectual property development, protection and use in interstate commerce. Compares differences in exclusive rights and protective measures for trademarks, copyrights, patents, and trade secrets. Prerequisite(s): BLAW 2300 or BLAW 3430.

### **BLAW 4300 - Commercial Real Estate Law**

3.0-3.0 4300. 3 hours. Trains students to analyze complex commercial real estate transactions. Acquisition, construction and permanent financing; development and management aspects, with a focus on examining the fundamentals of real estate finance and development. Prerequisite(s): BLAW 2300.

### **BLAW 4450 - Corporation Law**

3.0-3.0 4450. 3 hours. A course developing the law concerning the powers, duties and responsibilities of corporate managers to their organizations, to investors, to creditors, to the state, and to the general public under state corporation codes and state and federal securities legislation.

### **BLAW 4480 - International Business Law**

3.0-3.0 4480. 3 hours. Examination of selected aspects of the international legal environment affecting transnational commerce. Consideration of relevant U.S. constitutional, treaty and statutory provisions; international conventions and agreements; sovereign immunity and act of state doctrines, nationalization and expropriation. Prerequisite(s): BLAW 2300 or 3430.

### **BLAW 4600 - Current Topics in Business Law**

3.0-3.0 4600. 3 hours. Designed to provide information on the legal environment of specified functional areas as required by developing trends and/or changes in the law. May be repeated for credit as topics vary.

### **BLAW 4790 - Property Management Law**

3.0-3.0 4790. 3 hours. A study of the local, state, and federal laws, rules, regulations, and cases that impact the professional management of real property. Particular emphasis is given to the legal and ethical issues relative to residential property management. The landlord/tenant relationship is analyzed as well as issues concerning employees, tort liability, risk management, various types of government regulation, fair housing, and eviction. Texas Apartment Association lease contracts and other forms are reviewed. Prerequisite(s): BLAW 2300 or BLAW 3430.

### **BLAW 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Business Law - Graduate**

### **BLAW 5050 - Legal, Regulatory and Ethical Environment of Business**

1.5-1.5 5050. 1.5 hours. Introduction to the legal environment of business, with particular emphasis on managerial decision-making. Includes a study of the litigation process and constitutional law; selected areas of private and public law, including government regulation; international dimensions of the legal environment of business, business ethics and the social responsibility of business organizations. Business context is emphasized with a focus on individual and managerial decision-making in response to legal and ethical issues. Offered in Spring only. No credit if BLAW 2300 already taken.

### **BLAW 5400 - Law for Accountants and Managers**

3.0-3.0 5400. 3 hours. A study of and practice in the technique of analyzing law problems and cases affecting accountants and managers. Topics include legal responsibility, business organizations, contracts, debtor-creditor relations, government regulation, uniform commercial code and property rights.

## **Business Administration - Undergraduate**

### **BUSI 1340 - Managing the Business Enterprise**

3.0-3.0 1340. 3 hours. Study of managing the business enterprise with an emphasis on leadership with integrity. Overview of managing business organizations and what is needed to succeed in local, domestic, and global markets. Cannot be used to meet business foundation, business professional field, or business supporting field requirements. Prerequisite(s): Freshman/Sophomore standing required. Satisfies the Component Area requirement of the University Core Curriculum.

### **BUSI 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **BUSI 4660 - International Business Operations**

3.0-3.0 4660. 3 hours. Foreign operations of American firms and impact of foreign competition on the domestic market; organization for foreign production, marketing and finance; foreign markets, resources, institutions and managerial problems arising out of governmental relations. Prerequisite(s): MKTG 3650, FINA 3770 and senior standing.

### **BUSI 4700 - Topics in International Business Practices and Policies**

3.0-3.0 4700. 3 hours. Topics include analysis of issues in accounting, marketing, management, finance, the legal environment, or information systems between international companies and U.S. companies. Students are introduced to the business practices and the role culture plays in transacting business internationally. This course is taught internationally, focusing on a specific country or region. May be repeated for credit as topics vary, for up to 9 hours of credit. Prerequisite(s): ACCT 2010 and 2020; MGMT 3330, MKTG 3010, or BCIS 3615.

### **BUSI 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

### **BUSI 4940 - Business Policy**

3.0-3.0 4940. 3 hours. Enterprise management integrating the functional areas of business administration into a realistic approach to business problems; applying principles to complex problems at the executive level. Prerequisite(s): Completion of all other business foundation courses with a grade of C or better and Senior standing. To be taken during the last semester of course work.

## **Business Administration - Graduate**

### **BUSI 5190 - Administrative Strategy**

3.0-3.0 5190. 3 hours. Capstone course providing the integration of functional areas of business administration. Requires students to determine policy at the general- or top-management level. Students address strategic organizational problems and the optimization of the total enterprise. Course includes the use of lectures, case analysis and special topics. This course must be taken in the student's last semester of course work. Prerequisite(s): BLAW 5050 and DSCI 5010 (or BLAW 2300 and DSCI 3710 taken during undergraduate degree). Pre- or corequisite(s): ACCT 5130 or 5110, ECON 5140, FINA 5170, and MKTG 5150.

## **Chemistry - Undergraduate**

### **CHEM 1360 - Context of Chemistry**

3.0-3.0 1360. 3 hours (3;2). Fundamentals of chemistry for students who are not science majors. Applications of chemistry to its role in the world. Topics include historical and philosophical development of modern chemistry, the environment, energy, industrial and economic development, modern materials, popular perspectives of chemistry. May not be counted toward a major or minor in chemistry. Includes laboratory. May be used to satisfy a portion of the Life and Physical Sciences requirement of the University Core Curriculum.

### **CHEM 1410 - General Chemistry for Science Majors**

3.0-3.0 **TCCNS Number:** CHEM 1311

1410 (1311). 3 hours (3;0;1\*). Fundamental concepts, states of matter, periodic table, structure and bonding, stoichiometry, oxidation and reduction, solutions, and compounds of representative elements. Prerequisite(s): MATH 1100 or equivalent. Satisfies a portion of the Life and Physical Sciences requirement of the University Core Curriculum. \*This hour is a problem-solving session.

### **CHEM 1420 - General Chemistry for Science Majors**

3.0-3.0 TCCNS Number: CHEM 1312

1420 (1312). 3 hours (3;0;1\*). Thermodynamics, reaction rates, equilibrium, electrochemistry, organic chemistry, polymers, radioactivity and nuclear reactions. Prerequisite(s): CHEM 1410 or consent of department. Satisfies a portion of the Life and Physical Sciences requirement of the University Core Curriculum. \*This hour is a problem-solving session.

### **CHEM 1430 - Laboratory Sequence for General Chemistry**

1.0-1.0 TCCNS Number: CHEM 1111

1430 (1111). 1 hour (1;3). Laboratory techniques, weighing, errors and significant figures, identification and purification of substances, and elementary quantitative analysis. Corequisite(s): CHEM 1410 (may be taken concurrently). Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **CHEM 1440 - Laboratory Sequence for General Chemistry.**

1.0-1.0 TCCNS Number: CHEM 1112

1440 (1112). 1 hour (1;3). Quantitative, gravimetric and volumetric analyses; coordination compounds. Corequisite(s): CHEM 1420 (may be taken concurrently). Prerequisite(s): CHEM 1430. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **CHEM 2370 - Organic Chemistry I**

3.0-3.0 TCCNS Number: CHEM 2323

2370 (2323). 3 hours. Structure, nomenclature, occurrence and uses of main classes of organic compounds; functional groups and their interconversion; character of chemical bonding; stereochemistry; structure and reactivity; acid/base reactions, resonance, inductive and steric effects; reaction mechanisms. Prerequisite(s): CHEM 1420; concurrent enrollment in CHEM 3210.

### **CHEM 2380 - Organic Chemistry II**

3.0-3.0 TCCNS Number: CHEM 2325

2380 (2325). 3 hours. Nucleophilic and electrophilic reaction mechanisms; molecular rearrangements; radical reactions; organic synthesis; absorption spectra of organic compounds of biological interest. Prerequisite(s): CHEM 2370; concurrent enrollment in CHEM 3220.

### **CHEM 3210 - Organic Chemistry I Laboratory**

1.0-1.0 3210. 1 hour (1;3). Separations and Synthesis. Organic preparations; techniques of recrystallization, distillation, solvent extraction, separation of mixtures, chromatography and spectroscopic methods. Prerequisite(s): CHEM 1440; concurrent enrollment in CHEM 2370.

### **CHEM 3220 - Organic Chemistry II Laboratory**

1.0-1.0 3220. 1 hour (1;3). Synthesis and Analysis. Organic syntheses and systematic identification of unknown organic compounds utilizing classical "wet" and spectroscopic analytical methods. Prerequisite(s): CHEM 3210; concurrent enrollment in CHEM 2380.

### **CHEM 3451 - Quantitative Analysis**

3.0-3.0 3451. 3 hours. Statistical treatment of data; theory and principles of sampling and transfer techniques, gravimetric, and volumetric methods; introductory instrumental analysis. Prerequisite(s): CHEM 1440; concurrent enrollment in CHEM 3452.

### **CHEM 3452 - Quantitative Analysis Laboratory**

1.0-1.0 3452. 1 hour (0;4). Statistical treatment of data; sampling and transfer techniques; selected gravimetric and volumetric methods; introductory instrumental analysis. Prerequisite(s): CHEM 1440; concurrent enrollment in CHEM 3451.

### **CHEM 3530 - Physical Chemistry for Life Science**

4.0-4.0 3530. 4 hours. Fundamental principles of physical chemistry applied to biological systems; thermodynamics, equilibrium and bioenergetics, ionic equilibria, pH, buffers, ionic strength, and electrical properties of amino acids and proteins; kinetics, enzyme catalysis and inhibition; physical properties of biological macromolecules and transport properties in living systems. Prerequisite(s): CHEM 1420. For life science majors and pre-professional students.

### **CHEM 4670 - Introduction to Medicinal Chemistry**

3.0-3.0 4670. 3 hours. Fundamentals of medicinal chemistry; general aspects of drug action and rational drug design; drug development; antibacterial agents, analgesics, antidepressants and anticancer agents. Prerequisite(s): CHEM 2380.

### **CHEM 4700 - Research Methods for Secondary Science Instruction**

3.0-3.0 4700. 3 hours (2;4). Techniques used to solve and address scientific inquiry. Design of experiments. Use of statistics to interpret experimental results and measure sampling errors. Ethical treatment of human subjects. Laboratory safety. Mathematical modeling of scientific phenomena. Oral and written presentation of scientific work. Prerequisite(s): 16 hours of chemistry, completion of freshman and sophomore science courses required for certification, and consent of department. EDSE 3500 and EDSE 4000 are highly recommended. Students seeking secondary certification in mathematics or computer science who have completed the other science requirements of their majors also may enroll. Does not count as an elective toward a major or minor in biology except for students seeking teacher certification. (Same as BIOL 4700.)

## **Child Development and Family Studies - Undergraduate**

### **CDFS 1013 - Human Development**

3.0-3.0 **TCCNS Number:** TECA 1354

1013 (TECA 1354). 3 hours. Introduction to the theories and processes of physical, cognitive and social development of the individual from conception until death. Suitable for non-majors. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.

### **CDFS 2033 - Parenting in Diverse Families**

3.0-3.0 **TCCNS Number:** TECA 1303

2033 (TECA 1303). 3 hours. Commonalities and differences in parenting, care-giving and family life are emphasized from systems, ecological and cross-cultural perspectives. Parenting and care-giving in diverse family forms and cultures are studied in relation to adult-child interactions, parent/school/community relations, family roles, laws, and parenting skills. Satisfies a portion of the Component Area Option of the University Core Curriculum.



### **CDFS 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours. Open to lower-level students capable of developing a problem independently. Problems are chosen by the student and developed through conferences with the instructor.

### **CDFS 3113 - Infant and Toddler Development**

3.0-3.0 3113. 3 hours. The growth and development of the child from conception to three years, including the influence of the family and environment.

### **CDFS 3123 - Child Development**

3.0-3.0 3123. 3 hours. Basic principles of development and learning; physical, cognitive, language, social and emotional development in early and middle childhood (ages 3 to 10 years). May require some observation and case study.

### **CDFS 3213 - Infant and Toddler Intervention**

3.0-3.0 3213. 3 hours. Focus on roles of professionals and parents / caregivers in fostering individual infant and toddler development through appropriate interactions and care, safe and healthy environments, and developmental intervention. Fifteen hours field observation with infant and toddlers required. Course has been approved as fulfilling competencies for Early Intervention Specialist Credential. Prerequisite(s): CDFS 3113.

### **CDFS 3300 - Family Theories**

3.0-3.0 3300. 3 hours. Theoretical perspectives of the family are explored. Major theories include Social Exchange, Life Course, Family Systems, Human Ecology and Symbolic Interactionism.

### **CDFS 3305 - Family Development**

3.0-3.0 3305. 3 hours. Individual and family development across the life-cycle. Emphasis is placed on family systems and the changes that occur over time.

### **CDFS 3310 - Family Crisis**

3.0-3.0 3310. 3 hours. Crises affecting children and families including child abuse and neglect, domestic violence, chronic illness, substance abuse, mental health, and mobility are examined with an emphasis on resilience.

### **CDFS 3315 - Communication in Families**

3.0-3.0 3315. 3 hours. Examination of interaction patterns, communication strategies and conflict resolution within the context of families.

### **CDFS 3320 - Developmental Sexuality**

3.0-3.0 3320. 3 hours. Human sexuality across the lifespan is explored. Emphasis is placed on the development of sexuality within the context of the family.

### **CDFS 3325 - Family Financial Planning**

3.0-3.0 3325. 3 hours. Lifecycle approach to addressing financial issues among individuals and families.

### **CDFS 3423 - Family, School, and Community**

3.0-3.0 3423. 3 hours. Analyzing family, school and community resources and needs as related to the family life cycle; child welfare and education, ecological approach; and exploration of careers related to children and families. Strategies to improve communication and collaboration are emphasized with a focus on family types, cultures, economic conditions, school systems, community services, political forces, advocacy groups and other factors that impact young children and their families. Fifteen hours a semester in field work arranged.

### **CDFS 4011 - Prepracticum**

1.0-1.0 4011. 1 hour. Provides a bridge from theory to professional practice. Determining career goals and assuming professional ethics, roles and responsibilities are emphasized. Preparation and placement for an in-depth practicum or FCS student teaching is included. Prerequisite(s): Junior or Senior status.

### **CDFS 4023 - Practicum**

3.0-3.0 4023. 3 hours. Each 3 credit practicum requires a minimum of 150 clock hours of in-depth experience with an approved agency or researcher related to development and/or family studies; plus seminar. Emphasis is placed on application of knowledge and skills to actual job roles and responsibilities. May be taken twice, for a total of 6 hours. Prerequisite(s): Students must have a minimum 2.45 cumulative UNTD grade point average, completion of 90 hours or more, received a grade of C or better in CDFS 4340 and CDFS 4011 and/or be of senior-level status, and have practicum site approved the previous term/semester by CDFS Program Coordinator.

### **CDFS 4133 - Adolescent Development**

3.0-3.0 4133. 3 hours. Theories and characteristics of physical, cognitive and social development between 11 and 20 years of age. Effects of family, school, community and other factors on adolescent development are also addressed.

### **CDFS 4213 - Child Life Seminar**

3.0-3.0 4213. 3 hours. Provide historical and theoretical perspective on the development of the child life field and information on fundamental skills required to help children and families cope with the stress of the healthcare experience. Prerequisite(s): Senior standing or departmental approval.

### **CDFS 4253 - Administration of Programs for Children, Youth and Families**

3.0-3.0 4253. 3 hours. Analysis of programs, personnel policies, facility administration and related topics for teachers and administrators who work with children, youth and families. Prerequisite(s): Course in child development.

### **CDFS 4323 - Family Law and Public Policy**

3.0-3.0 4323. 3 hours. Laws and public policies as they relate to and affect the family. Prerequisite(s): Junior or Senior standing.

### **CDFS 4333 - Family Resource Management**

3.0-3.0 4333. 3 hours. Identify and examine basic organization and management practices that help or hinder families from effectively managing their resources. Discussion topics include planning, decision-making, conflict resolution, and other related topics.

### **CDFS 4340 - Occupational and Ethical Issues**

3.0-3.0 4340. 3 hours. Examination of occupational and ethical issues associated with careers in the child and family development industry.

### **CDFS 4345 - Parenting Issues and Education**

3.0-3.0 4345. 3 hours. Understanding parenthood and its impact on individuals, families and society.

### **CDFS 4350 - Child Development Seminar: Current Trends and Issues**

3.0-3.0 4350. 3 hours. Key trends and issues discussed within the field of child development are studied. Exploration of topics through historical and contemporary theory and practices. Emphasize themes linked to policy and advocacy. Understand the current movements in the field. Prerequisite(s): University core complete. All students enrolled must be first semester seniors.

### **CDFS 4395 - Capstone in Child Development and Family Studies**

3.0-3.0 4395. 3 hours. This final capstone course is designed to provide the baccalaureate student with an opportunity to provide evidence of mastery of coursework within the CDFS program. Students will create a portfolio within optimal resume displaying a resume/vitae, course mapping, competency assignments, and an experiential learning project. Prerequisite(s): All university and major core classes must be completed before entering into the Spring semester of graduation.

### **CDFS 4413 - Family Life Education**

3.0-3.0 4413. 3 hours. The practice and process of family life education and training of professionals in the child development and family field. Curriculum and program development and evaluation. Teaching strategies and professional responsibilities. Prerequisite(s): CDFS 2033.

### **CDFS 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours. Open to advanced students capable of developing a problem independently. Problems chosen by student and developed through conferences with instructor.

## **Communication Studies - Undergraduate**

### **COMM 1010 - Introduction to Communication**

3.0-3.0 **TCCNS Number:** SPCH 1311

1010 (SPCH 1311). 3 hours (1;0;2). Examination of how communication principles and skills influence our understanding of current social problems such as global climate crisis, health care, and poverty. Focus on communication and community engagement includes experiential learning with community partners. Oral communication skills and collaborative group building skills are emphasized. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

## **COMM 1307 - Introduction to Mass Communication**

3.0-3.0 TCCNS Number: COMM 1307

1307 (1307). 3 hours. A survey of the field of mass communication and careers it offers. Emphasizes the role of the mass media in modern society. Satisfies a portion of the Communication requirement of the University Core Curriculum.

## **COMM 1600 - Introduction to Sport and Entertainment Marketing**

3.0-3.0 1600. 3 hours. This course orients students to the field of sport and entertainment marketing and promotion; provides an overview of the social and economic aspects of the industry.

## **COMM 2110 - Screenwriting**

3.0-3.0 2110. 3 hours. Introduction to screenwriting for film and television. Students will learn how to write, edit, and critique scripts for film and television productions. Prerequisite(s): ENGL 1313.

## **COMM 2200 - Introduction to Interpersonal Communication**

3.0-3.0 2200. 3 hours. This course is designed to help students better understand interpersonal communication situations and improve how they manage these interactions. The course examines major communication theories, issues, concepts, and research findings relevant to initiating, developing, maintaining, and terminating relationships (including romantic relationships, family relationships, friendships, and co-worker relationships).

## **COMM 2220 - Sport and Entertainment Communication and Public Relations**

3.0-3.0 2220. 3 hours. This course emphasizes the role of public relations, mass communication, and interpersonal and group communication in the promotion of sport and entertainment. Students delve into theory and practice in learning how market share and viewer ratings relate to the use of media content in sport and entertainment marketing.

## **COMM 2230 - Introduction to Digital Photography**

3.0-3.0 2230. 3 hours (1;2). Introduction to the basics of digital photography. Beginning use of Adobe Photoshop for editing. Emphasis on developing an understanding of photography as a form of visual communication.

## **COMM 2240 - Sports and Entertainment Writing**

3.0-3.0 2240. 3 hours. Fundamentals of writing for sports and entertainment industries, with a focus on writing in digital spaces and new media formats. Prerequisite(s): ENGL 1313.

## **COMM 2300 - Fundamentals of Public Speaking**

3.0-3.0 TCCNS Number: SPCH 1315

2300 (SPCH 1315). 3 hours. The course overviews the principles of effective public speaking and their applications to a variety of speaking situations. Satisfies a portion of the Communication requirement of the University Core Curriculum.

## **COMM 2310 - Introduction to Strategic Communication**

3.0-3.0 2310. 3 hours. Foundations of strategic communication with emphasis on writing, history, practice, ethics, professional opportunities, and challenges of the field. Strong emphasis on understanding contemporary global strategic communication perspectives and diversity issues. Prerequisite(s): ENGL 1313.

### **COMM 2311 - Introduction to Social Media**

3.0-3.0 2311. 3 hours. Study and application of social media communication and strategy, including social media platforms and user devices, message distribution, and personal and professional online, social environments. Prerequisite(s): ENGL 1313.

### **COMM 2312 - Visual Communication and New Media**

3.0-3.0 2312. 3 hours. An introduction to visual communication theory and design techniques for contemporary new media applications via computers and digital software.

### **COMM 2314 - Computer Graphics for Communication**

3.0-3.0 2314. 3 hours. Introduction to computer graphic design using Adobe Creative Suite to create visual communication projects. Involves using design principles and techniques of digital imaging and illustration.

### **COMM 2350 - Art of Film**

3.0-3.0 **TCCNS Number:** COMM 2366  
2350 (2366). 3 hours. Introduction to the styles, techniques and devices used in cinematic and motion picture art. Prerequisite(s): ENGL 1313. Satisfies the Creative Arts requirement of the University Core Curriculum.

### **COMM 2352 - Professional Communication**

3.0-3.0 2352. 3 hours. Emphasizes principles and practical application of effective professional communication behaviors and rhetorical skills within professional, business, and organizational contexts.

### **COMM 2400 - Audio for New Media**

3.0-3.0 2400. 3 hours. Introduction to computer-based digital audio recording, editing, mixing, and sound production for new media applications.

### **COMM 2410 - Web Design Principles**

3.0-3.0 2410. 3 hours. Students will develop a fundamental knowledge of website design, construction, and publication. No duplicate credit.

### **COMM 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **COMM 3060 - Public Relations Event Development and Design**

3.0-3.0 3060. 3 hours. This course is designed to give students experience in planning and executing sporting events, entertainment events, corporate events, trade shows, or exhibitions with emphasis on pre-planning, budget preparation,

advertising, and public relations. The course also explores the design, planning, and development of integrated marketing campaigns.

### **COMM 3070 - Facility Management**

3.0-3.0 3070. 3 hours. This course provides an overview of the three major components of facility management, including event management, risk management, and facility management. This course also surveys the working components of new facility design and planning.

### **COMM 3080 - Persuasion and Social Influence**

3.0-3.0 3080. 3 hours. The course serves as an introduction to the theory and practice of human influence in its various contexts from interpersonal, popular culture, to political speech, and advertising. The students will analyze persuasive messages to understand how they work in changing attitudes, beliefs, and behaviors.

### **COMM 3120 - Nonverbal Communication**

3.0-3.0 3120. 3 hours. Applications of research and theory in understanding the impact of nonverbal communication in a variety of human contexts. Prerequisite(s): Communication Studies majors must complete 3010 prior to enrolling; minors and other majors must complete COMM 2020.

### **COMM 3311 - New Media Storytelling**

3.0-3.0 3311. 3 hours. Fundamentals of storytelling via new media technology with basic digital production techniques. Prerequisite(s): COMM 2312 with a grade of C or better.

### **COMM 3312 - New Media Literacies**

3.0-3.0 3312. 3 hours. A study and exploration of the changing nature of literacy in a digital world. Traces the development of new literacies through the use and understanding of new media tools, platforms, and communities. Prerequisite(s): COMM 2312 with a grade of C or better.

### **COMM 3321 - Digital Production I**

3.0-3.0 3321. 3 hours. Intermediate film and TV production techniques including screenwriting, cinematography, and video editing. Prerequisite(s): COMM 2110 and COMM 3311 with grades of C or better.

### **COMM 3324 - Podcasting**

3.0-3.0 3324. 3 hours. Planning and production of audio podcasts, including serial concept creation, storyboarding and planning methods, production techniques, and distribution strategies. Prerequisite(s): ENGL 1313.

### **COMM 3330 - Creative Concepts**

3.0-3.0 3330. 3 hours. Introduces students to the processes, strategies, and practices of developing creative visual/textual solutions to advertising/PR campaigns across media. Course focuses on need-finding, solution invention by means of critical and creative thinking, and design and production strategies. Prerequisite(s): COMM 2310 with a grade of C or better.

## **COMM 3331 - Social Media Campaigns**

3.0-3.0 3331. 3 hours. Development of integrated media campaigns through social media tools, platforms, and channels. Campaign life cycles from invention to implementation, evaluation, and measurement of engagement. Prerequisite(s): COMM 2311 with a grade of C or better.

## **COMM 3332 - Communication Law**

3.0-3.0 3332. 3 hours. Study of contemporary communication law, with a focus on strategic communication and new media issues. Topics may include freedom of speech and press, corporate and commercial speech, media rights management, intellectual property, libel, and freedom of information. Prerequisite(s): COMM 1307 with a grade of C or better.

## **COMM 3341 - Sports Announcing**

3.0-3.0 3341. 3 hours. Principles of announcing in non-traditional new media formats with a focus on sports. Sportscasts, ad-libbing, interviews, and other performance needs. Practice of strong vocal performance skills, diction, pronunciation, and engaging delivery. Prerequisite(s): COMM 2300 with a grade of C or better.

## **COMM 3350 - Language, Thought, and Behavior**

3.0-3.0 3350. 3 hours. The influence of language on perception, evaluations, creativity, and interpersonal relations. Provides students with a heightened awareness of how language functions and the role of language in our perceptions, thoughts, and actions. Prerequisite(s): A grade of C or better in COMM 1010.

## **COMM 3352 - Intercultural Communication**

3.0-3.0 3352. 3 hours. explores the ways culture affects and is affected by communication. Topics to be addressed range from globalization and cultural diversity at work, to international peace and conflict resolution, to the role of popular media in representing cultures and shaping identities.

## **COMM 4320 - Digital Production II**

3.0-3.0 4320. 3 hours. Advanced techniques for planning, production, and distribution of digital media, including short videos, ads, PSAs, film, and more. Prerequisite(s): COMM 3321 with a grade of C or better.

## **COMM 4330 - Crisis Communication**

3.0-3.0 4330. 3 hours. Focuses on crisis communication and management, emphasizing practical application of theories, strategies, and tactics from a public relations perspective. Prerequisite(s): COMM 2310 with a grade of C or better.

## **COMM 4335 - Strategic Communication Campaigns**

3.0-3.0 4335. 3 hours. Studies various elements involved in the production of a campaign from inception to conclusion. Students research, create, produce, execute and evaluate a number of campaigns for real clients for all media. Prerequisite(s): A grade of C or better in COMM 2310.

## **COMM 4350 - Gender and Communication**

3.0-3.0 4350. 3 hours. Exploration of the connections between gender, rhetoric, and public culture. Analyzing rhetorical constructions of gender in American discourses including politics, race, and sexuality, in contexts that include public protests, speeches, movies, poetry, television, and music. Prerequisite(s): A grade of C or better in COMM 1010.

### **COMM 4355 - Communication Theory**

3.0-3.0 4355. 3 hours. Process of theory construction with particular emphasis on human communication, elements and types of theories, theoretical logic, meta-theoretical perspectives toward communication, and specific content theories of communication. Prerequisite(s): Communication Studies majors must complete COMM 3010 prior to enrolling; minors and other majors must complete COMM 2020.

### **COMM 4380 - Crisis Communication**

3.0-3.0 4380. 3 hours. Focuses on crisis communication and management, emphasizing practical application of theories, strategies, and tactics from a public relations perspective. Prerequisite(s): COMM 2310 with a grade of C or better.

### **COMM 4510 - Communication Capstone**

3.0-3.0 4510. 3 hours. A capstone study of communication principles and practices. A capstone study of communication principles and practices. Students examine and practice the knowledge and skill sets that employers have identified as central to the success of college students hired in their organizations: oral presentation, listening, teamwork, critical thinking/problem solving, communication technology application, and professionalization. Prerequisite(s): Senior standing.

### **COMM 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Computer Science/Computer Engineering - Undergraduate**

### **CSCS 1010 - Introduction to Computer Science**

3.0-3.0 TCCNS Number: COSC 1301

1010 (COSC 1301). 3 hours. (2;0;1) A basic course covering logical operation and organization of digital computers, computer hardware and software, number systems, and application software packages.

### **CSCS 1030 - Computer Science I**

3.0-3.0 TCCNS Number: COSC 1436

1030 (COSC 1436). 3 hours. Intro to computer science and engineering, problem-solving techniques, algorithmic processes, software design and development. Prerequisite(s): MATH 1100 or equivalent.

### **CSCS 1031 - Computer Science I**

4.0-4.0 1031. 4 hours (3;1). Introduction to computer science and engineering, problem-solving techniques, algorithmic processes, software design and development. Prerequisite(s): Must have taken or be concurrently enrolled in MATH 1710 or 1720 in order to take this course.



## **CSCE 1040 - Computer Science II**

3.0-3.0 TCCNS Number: COSC 1337

1040 (COSC 1337). 3 hours (2;3). Continuation of CSCE 1030. Software design, structured programming, object oriented programming. Prerequisite(s): CSCE 1030 or equivalent.

## **CSCE 2100 - Computing Foundations I**

3.0-3.0 2100. 3 hours. Introduces students to both data structures and formalisms used in computer science, such as asymptotic behavior of algorithms. Learn about data structures and the formalisms used to both describe and evaluate those data structures simultaneously. By the end of the two-semester sequence of which this course is the first part, each student will have a solid foundation in conceptual and formal models, efficiency, and levels of abstraction as used in the field of computer science. Prerequisite(s): CSCE 1040.

## **CSCE 2110 - Computing Foundations II**

3.0-3.0 2110. 3 hours (3;0;1). Continuation of Computing I. Further introduces students to both data structures and formalisms used in computer science, such as asymptotic behavior of algorithms. Learn about data structures and formalisms used to both describe and evaluate those data structures simultaneously. By the end of the two-semester sequence of which this course is the second part, each student will have a solid foundation in conceptual and formal models, efficiency, and levels of abstraction as used in the field of computer science. Prerequisite(s): CSCE 2100.

## **CSCE 2300 - Digital Logic**

3.0-3.0 2300. 3 hours. Digital circuits process data using logic gates and storage elements (flip flops). This course introduces binary systems and digital signals, covers Boolean algebra and logic gates, and investigates various digital logic circuits such as shift registers, adders and counters.

## **CSCE 2410 - Programming Laboratory**

1.0-4.0 2410. 1-4 hours each. Practice with computer languages and processing techniques. Prerequisite(s): CSCE 1040.

## **CSCE 2610 - Assembly Language and Computer Organization**

3.0-3.0 TCCNS Number: COSC 2325

2610 (COSC 2325). 3 hours. Principles of computer systems organization, instruction sets, computer arithmetic, data and control paths, memory hierarchies, and assembly language. Prerequisite(s): CSCE 2100.

## **CSCE 2615 - Enterprise Systems Architecture, Analysis and Design**

3.0-3.0 2615. 3 hours. Overview of software architectures of information systems starting with requirements and proceeding through the analysis and design aspects of the software development lifecycle. Introduction to a variety of implementation methodologies as well as alternate architectural paradigms. Laboratory and project activities will expose students to the design and specification of IT Systems to meet a variety of business and technical problem environments. Prerequisite(s): CSCE 1040.

## **CSCE 2900 - Special Problems in Computer Science and Engineering**

1.0-4.0 2900. 1-4 hours each. Individualized instruction in theoretical or experimental problems. For elective credit only.

### **CSCE 3055 - IT Project Management**

3.0-3.0 3055. 3 hours. Provides students with the tools and techniques needed to manage a wide variety of IT Systems projects, including software design and development, IT Systems design and installation, network management and support and others. Students will develop and practice skills through the use of case studies and other project-based exercises. Prerequisite(s): CSCE 2100.

### **CSCE 3110 - Data Structures and Algorithms**

3.0-3.0 3110. 3 hours. Computer storage structures; storage allocation and management; data sorting and searching techniques; data structures in programming languages. Prerequisite(s): CSCE 1040 and CSCE 2110.

### **CSCE 3210 - Symbolic Processing**

3.0-3.0 3210. 3 hours. Introduction to symbolic processing using LISP, Prolog or related languages; recursion; building abstractions with data; modularity, objects and state; meta-linguistic abstraction. Prerequisite(s): CSCE 2110.

### **CSCE 3220 - Human Computer Interfaces**

3.0-3.0 3220. 3 hours. Human-Computer Interaction (HCI). Methods for designing, prototyping, and evaluating user interfaces for computing applications. Human capabilities, interface technology, interface design methods, and interface evaluation tools and techniques. Prerequisite(s): CSCE 2110.

### **CSCE 3310 - Operating Systems**

3.0-3.0 3310. 3 hours. Topics include operating systems architecture, processes, threads, CPU management, virtual memory management, and POSIX. Students will learn how to build LINUX boxes, administer hardware resources and user groups, implement security, write shell scripts and configure virtual machines. Prerequisite(s): CSCE 2300.

### **CSCE 3410 - Advanced Programming**

3.0-3.0 3410. 3 hours. Advanced features and topics in modern programming languages and introduction to a variety of languages, and advanced programming concepts and methodologies. Topics will vary by section and semester. Prerequisite(s): CSCE 2100.

### **CSCE 3420 - Internet Programming**

3.0-3.0 3420. 3 hours. This course covers Internet programming in depth, including client-server, peer-to-peer, and web applications. The primary goal of the course is to help students understand the principles of how distributed applications are built, while also giving them practical experience in creating common Internet applications. Prerequisite(s): CSCE 3110.

### **CSCE 3510 - Introduction to Wireless Communications**

3.0-3.0 3510. 3 hours. Fundamentals of wireless communications and networking, with emphasis on first, second, and third generation cellular systems and satellite communication. Topics include point-to-point signal transmission

through a wireless channel, cellular capacity, multi-user transmissions, and mobility management. Prerequisite(s): CSCE 2610.

### **CSCE 3520 - Data Communications**

3.0-3.0 3520. 3 hours. Overview of data communication, communication models and networking. Analog and digital data transmission, transmission impairments, channel capacity, asynchronous and synchronous transmission, error detection and correction, flow control and error control. Multiplexing and de-multiplexing techniques (FDM, STDM, ADSL, and xDSL). Ethernet interfaces, IEEE 802.3 and IEEE 802.11 MAC layer. Interface Standards (RS-232, RS-449 and X.21). Packet switching, Frame Relay, and ATM switching, bridges, layer2 and layer3 switches. Prerequisite(s): CSCE 3600.

### **CSCE 3530 - Introduction to Computer Networks**

3.0-3.0 3530. 3 hours. Introduction to data communications; asynchronous, synchronous, networks and current technology. Prerequisite(s): CSCE 3310.

### **CSCE 3535 - Introduction to Network and Security Management**

3.0-3.0 3535. 3 hours. Introduces students to basic concepts in synchronous and asynchronous data communications, network architectures, protocols and current technology. Addresses basic network and information security issues and protection schemes with laboratory exercises designed to expose students to a variety of network architectures, security threats and risk mitigation strategies. Prerequisite(s): CSCE 2610.

### **CSCE 3600 - Principles of Systems Programming**

3.0-3.0 3600. 3 hours. Introduction to the design and operation of systems software. Analysis is made of current system software technology, including operating systems, language translation systems and file systems. Prerequisite(s): CSCE 2100.

### **CSCE 3605 - IT Systems and Administration**

3.0-3.0 3605. 3 hours. Prepares students with an understanding of operating systems structure and operation including the concepts of processes, resource and file management and performance. Students will also develop an understanding of operating system design, systems software and maintenance, as well as gain proficiency in the development of useful scripts, device drivers and utility programs written in high level languages and native scripting environments. Prerequisite(s): CSCE 2610.

### **CSCE 3612 - Embedded Systems Design**

3.0-3.0 3612. 3 hours. Computer Systems as embedded computing elements and micro-controllers. System specifications using UML or other high level abstract models. Issues and constraints on embedded computing systems, including power, performance, memory and size. Use of DSP, ASIC and micro-controllers in a single design. Prerequisite(s): CSCE 2610.

### **CSCE 3650 - Introduction to Compilation Techniques**

3.0-3.0 3650. 3 hours. Topics include parsing, syntax-directed translation, run-time storage management, error recovery, code generations and optimization. A significant project is required. Prerequisite(s): CSCE 3600.

## **CSCE 4010 - Social Issues in Computing**

3.0-3.0 4010. 3 hours. The effect of computer science and engineering on the home and the workplace, with emphasis on the role of computer professional in modern society. Prerequisite(s): Junior standing.

## **CSCE 4230 - Introduction to Computer Graphics**

3.0-3.0 4230. 3 hours. Basic Euclidian geometry and linear algebra, computer graphics algorithms and data structures, OpenGL and its inner workings. Prerequisite(s): CSCE 2110.

## **CSCE 4250 - Topics in Game Development**

3.0-3.0 4250. 3 hours. Advanced topics in game development, possibly including but not limited to character animation, procedural content generation, shader techniques, and graphics special effects. Discussion of articles from the recent academic and technical literature on game development and related material from relevant computer science areas. Prerequisite(s): CSCE 4220.

## **CSCE 4310 - Introduction to Artificial Intelligence**

3.0-3.0 4310. 3 hours. Introduction to concepts and ideas in artificial intelligence. Topics include search techniques, knowledge representation, control strategies and advanced problem-solving architecture. Prerequisite(s): CSCE 3110.

## **CSCE 4350 - Introduction to Database Systems Design**

3.0-3.0 4350. 3 hours. Logical and physical database system organization; logical models; design issues; secondary storage considerations. Prerequisite(s): CSCE 2110.

## **CSCE 4360 - Database Administration**

3.0-3.0 4360. 3 hours. Topics include the installation, configuration, planning, tuning, and monitoring of a database server. Other tasks deal with the management of users, access rights and security, management of views, tables and indexes, backup, restoration and recovery, performance monitoring. Prerequisite(s): CSCE 4350.

## **CSCE 4430 - Programming Languages**

3.0-3.0 4430. 3 hours. Formal definition of programming languages including specification of syntax and semantics. Comparison of several existing high-level languages. Prerequisite(s): CSCE 2110.

## **CSCE 4444 - Software Engineering**

3.0-3.0 4444. 3 hours. Modular design and implementation of software systems. Topics include requirements and specifications development, documentation of the design using current design tools such as UML, testing of software implementation, and system and user documentation. Prerequisite(s): CSCE 2110.

## **CSCE 4540 - TCP/IP Protocols**

3.0-3.0 4540. 3 hours. Investigate TCP/IP protocol suite, components, and interaction with operating system. Topics include special protocols, routing protocols, mobileIP, as well as some applications: FTP, TELNET, SMTP, DHCP, HTTP, DNS, etc. Prerequisite(s): CSCE 3530.

## **CSCE 4550 - Introduction to Computer Security**

3.0-3.0 4550. 3 hours. Security goals, threats, and vulnerabilities. Cryptography, program security, and operating system security issues. Basic network security. Planning, policies, and risk analysis. Prerequisite(s): CSCE 3310.

## **CSCE 4560 - Secure Electronic Commerce**

3.0-3.0 4560. 3 hours. Electronic commerce technology, models, and issues, with emphasis on security issues. Supporting technology such as cryptography, digital signatures, certificates, and public key infrastructure (PKI). Security-conscious programming for web-based applications. Exposure to interaction between technical issues and business, legal, and ethical issues. Prerequisite(s): CSCE 2110.

## **CSCE 4610 - Computer Systems Architecture**

3.0-3.0 4610. 3 hours. Study of performance issues related the design of high performance processors, including Instruction Level Parallelism, out of order instruction scheduling, branch prediction, speculative execution. Prerequisite(s): CSCE 2610.

## **CSCE 4620 - Real-Time Operating Systems**

3.0-3.0 4620. 3 hours. Basic real-time operating systems concepts and services, including interrupt processing, process and thread models, real-time software architectures and development environments. Detailed study of the design and implementation of real-time applications using real-time operating systems. The focus will be on commercial real-time operating systems/development environments, including vxWorks, RTOS, MicroC/OS-II and pOSEK/pOSEK System. Prerequisite(s): CSCE 4440.

## **CSCE 4730 - VLSI Design**

3.0-3.0 4730. VLSI Design. 3 hours. Introduction to VLSI design using CAD tools, CMOS logic, switch level modeling, circuit characterization, logic design in CMOS, systems design methods, test subsystem design, design examples, student design project. Design project to be fabricated and tested in the follow-on course. Prerequisite(s): Permission of department.

## **CSCE 4750 - VLSI Testing**

3.0-3.0 4750. VLSI Testing. 3 hours. Advanced experience with CAD tools for VLSI design, IC testing. Design Project from CSCE 4730 to be fabricated and tested. Implementation and verification of test programs, IC testing and troubleshooting, legal, economic, and ethical design issues. Oral presentations and written reports are required. Prerequisite(s): CSCE 4730.

## **CSCE 4890 - Directed Study**

1.0-3.0 4890. 1-3 hours each. Study by individuals or small groups if faculty supervisor agrees. A plan of study approved by the faculty supervisor along with the study will be graded by the faculty supervisor; must be approved by the chair of the department. Prerequisite(s): Junior or Senior standing and consent of instructor. May be repeated for credit.

## **CSCE 4905 - Information Technology Capstone I**

3.0-3.0 4905. 3 hours. First of a two course sequence in which students will develop a complex IT System starting from customer requirements and progressing through the entire analysis, design, implementation, testing and delivery lifecycle. Students will work in teams to develop a project plan, complete the technical components of the project, prepare a variety of deliverable documents, and finally deliver the finished product to the customer. The first course will focus on the analysis and design of the system. Prerequisite(s): CSCE 3055. Corequisite(s): CSCE 4444.

### **CSCE 4910 - Computer Engineering Design I**

3.0-3.0 4910. 3 hours. First course in the senior capstone design sequence. The focus of this class is the application of techniques to the design of electronic systems that have digital hardware and software components. Students will apply the theory acquired from numerous engineering courses to solve real-world design problems. The design will consider realistic constraints including economic, environmental, sustainability, manufacturability, ethical, social, safety. Prerequisite(s): CSCE 3612.

### **CSCE 4920 - Cooperative Education in Computer Science and Engineering**

1.0-3.0 4920. 1-3 hours each. Supervised field work in a job directly related to the student's major field of study or career objective. Maybe repeated for credit. Prerequisite(s): Junior or Senior standing.

### **CSCE 4925 - Information Technology Capstone II**

3.0-3.0 4925. 3 hours. Second of a two course sequence in which students will develop a complex IT System starting from customer requirements and progressing through the entire analysis, design, implementation, testing and delivery lifecycle. Students will work in teams to develop a project plan, complete the technical components of the project, prepare a variety of deliverable documents, and finally deliver the finished product to the customer. The second course will focus on the implementation, testing and delivery of the system. Prerequisite(s): CSCE 4905.

### **CSCE 4930 - Topics in Computer Science and Engineering**

3.0-3.0 4930. 3 hours. Topics in Computer Science or Computer Engineering. May be repeated for credit. Prerequisite(s): Junior or Senior standing.

### **CSCE 4940 - Special Computer Application Problem**

1.0-4.0 4940. 1-4 hours each. Study defined by the student in applying computer science to another field. Work supervised and work plan approved by one faculty member from computer sciences and one from relevant application area; one to three students may work together if all faculty advisers concerned agree. Prerequisite(s): Consent of department.

### **CSCE 4950 - Special Problems in Computer Science and Engineering**

1.0-3.0 4950. 1-3 hours each. Prior approval of plan of study by faculty supervisor. Prerequisite(s): Junior or Senior level standing and consent of instructor.

## **Counseling - Undergraduate**

### **COUN 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

## **COUN 3600 - Therapeutic Play**

3.0-3.0 3600. 3 hours. Didactic and experiential training in how to be a therapeutic agent in children's lives by using structured therapeutic play sessions. Participants are taught basic child-centered play therapy principles and skills, including reflective listening, recognizing and responding to children's feelings, therapeutic limit setting, building children's self-esteem, and structuring therapeutic play sessions with children using a special kit of selected toys. Observations of play therapy sessions and skill building therapeutic play sessions are required.

## **Counseling - Graduate**

### **COUN 5000 - Filial Therapy**

3.0-3.0 5000. 3 hours. Training parents to be therapeutic agents in their children's lives through the utilization of play therapy skills in regularly scheduled parent-child structured play sessions in their own homes. How to train parents in the overall principles and methodology of child-centered play therapy is addressed. Prerequisite(s): COUN 5700, 5740, and 5690 or consent of instructor. COUN 5690 may be taken concurrently.

### **COUN 5100 - Counseling Professional Orientation and Ethical Practice**

3.0-3.0 5100. 3 hours. Study of ethics, law, and professional issues including counseling history, philosophy, roles, self-care, supervision, professional organizations, credentialing, and trends for Professional School Counselors and Clinical Mental Health Counselors.

### **COUN 5200 - Counseling Adolescents**

3.0-3.0 5200. 3 hours. Counseling adolescents requires unique knowledge and skill. This course will prepare counselors to work with young people ages 12-21. A focus on the nature and needs of adolescence along with effective strategies in counseling will be explored. Prerequisite(s): COUN 5680 and COUN 5710, or consent of department.

### **COUN 5290 - Ethical, Legal, and Professional Issues in Clinical Mental Health Counseling**

3.0-3.0 5290. 3 hours. History and philosophy of counseling and clinical mental health counseling and ethical, legal, professional, and emerging issues specific to clinical mental health counseling. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5300 - Systems, Leadership, and Program Development in Clinical Mental Health Counseling**

3.0-3.0 5300. 3 hours. Principles and practices of counseling mental health settings with special attention to counselor functions, services, leadership, program development, and program evaluation. Prerequisite(s): COUN 5290, 5680, and 5710, or consent of department.

### **COUN 5310 - Assessment and Advanced Treatment in Couples Counseling**

3.0-3.0 5310. 3 hours. Promotes counselors' ethical and cultural understanding, assessment, treatment planning, and evidence-informed treatment principles and interventions in couples counseling. Develops assessment and intervention skills to promote healthy relationships and manage betrayals such as affairs and domestic violence. Prerequisite(s): COUN 5590.

### **COUN 5400 - Planning and Organizing Comprehensive Career Programs**

3.0-3.0 5400. 3 hours. A study of the purposes and functions of a comprehensive career development program; components of a comprehensive career program; techniques for providing comprehensive career programs to junior high, middle school, secondary and adult students.

### **COUN 5410 - History and Current Trends in Comprehensive Career Counseling Programs**

3.0-3.0 5410. 3 hours. This course will provide an overview of the history of career counseling. Special attention will be focused upon current trends in the field of comprehensive career counseling. Prerequisite(s): COUN 5680 and 5710.

### **COUN 5420 - Vocational Student Identification, Placement and Follow-up**

3.0-3.0 5420. 3 hours. A focus on the process of identification and assessment of learner's interests and aptitudes; various instruments, methods and techniques used in assessment are examined. Particular emphasis is given to special needs learners, including at-risk youth and other targeting populations.

### **COUN 5460 - Program Development, Leadership, and Ethics in School Counseling**

3.0-3.0 5460. 3 hours. Introduction to the school counseling profession. Covers ethical standards, leadership and advocacy strategies, and development and management of the comprehensive developmental guidance program. Prerequisite(s): COUN 5680 and 5710 (both may be taken concurrently), or consent of department.

### **COUN 5461 - Professional School Counseling**

3.0-3.0 5461. 3 hours. This course provides a comprehensive understanding of the PreK-12 professional school counselor role, the ASCA National Model, and the Texas Model Comprehensive Developmental Guidance Plan. In this course, students will learn how to develop and manage a comprehensive developmental guidance program. In addition, they will learn the ethical standards for school counseling as well as strategies for leadership, consultation, data based-decision making, and advocacy for students and the school counseling profession. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5470 - Career Development and Information Resources**

3.0-3.0 5470. 3 hours. Survey of career development and counseling with emphasis on the occupational, career and educational information service.

### **COUN 5480 - Diagnosis and Treatment Planning in Counseling**

3.0-3.0 5480. 3 hours. Principles and culturally sensitive biopsychosocial assessment and case conceptualization leading to appropriate counseling treatment plans within a managed care framework. Diagnosis according to the most recent edition of the DSM and evidence-based treatment planning are studied. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5490 - Crisis Intervention Counseling**

3.0-3.0 5490. 3 hours. In-depth study of crisis theory, crisis intervention models, and practical skills for effective crisis intervention. Attention to crises related to suicide, violence, victimization, psychiatric illness, chemical dependency,



individual or family-level trauma, and community-wide disasters. Emphasis on the counselor's development of crisis assessment, management, and short-term intervention skills. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5500 - Human Sexuality in Counseling**

3.0-3.0 5500. 3 hours. Counseling students develop in-depth understanding of human sexuality as well as assessment and treatment of sexual issues.

### **COUN 5580 - Family Counseling**

3.0-3.0 5580. 3 hours. The application of family systems theory to the study of family dynamics, family development and the resolution of family conflicts. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5590 - Couple Counseling**

3.0-3.0 5590. 3 hours. The application of relationship counseling theory to the study of individual development, interpersonal relationships, marital systems and conflict resolution. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5600 - Counseling in Secondary Schools**

3.0-3.0 5600. 3 hours. Principles and practice of individual counseling, group counseling, guidance and consultation in the secondary school as part of the overall comprehensive developmental guidance program. Prerequisite(s): COUN 5460.

### **COUN 5610 - Addiction Counseling**

3.0-3.0 5610. 3 hours. Etiology and principles of addiction as well as counseling practices relevant to substance abuse and addiction counseling. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5640 - Group Play Therapy**

3.0-3.0 5640. 3 hours. Philosophy and rationale for groupwork with children and preadolescents. The focus will be the goals of group play/activity therapy, the role of the play therapist, screening and selection of group members, the use of expressive arts, play, activities at various developmental stages and planning and structuring of sessions. Prerequisite(s): COUN 5700.

### **COUN 5660 - Advanced Counseling Skills**

3.0-3.0 5660. 3 hours. A competency-based course with experiential emphasis. The student is required to demonstrate proficiency in counseling concepts and techniques before proceeding to COUN 5690. Prerequisite(s): COUN 5680 and 5710; 12 additional hours in counseling; or consent of department.

### **COUN 5670 - Developmental Processes and Strategies**

3.0-3.0 5670. 3 hours. Principles and practices of human development as they relate to counseling processes and strategies. Opportunity for practical application of strategies is provided. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5680 - Basic Counseling Skills.**

3.0-3.0 5680. 3 hours. A study of selected basic techniques of counseling. Course should be taken concurrently with COUN 5710.

### **COUN 5690 - Practicum in Counseling**

3.0-3.0 5690. 3 hours. Provides actual counseling experience with a variety of clients and problems. Requires a minimum of 100 total hours in counseling-related activities including a minimum of 40 direct client contact hours. Prerequisite(s): All required courses in counseling program, except COUN 5720, COUN 5721, and second specialty track course (COUN 5300, COUN 5600, COUN 5780, COUN 5770). COUN 5740 may be taken concurrently. Students may take an elective (except COUN 5700) concurrently.

### **COUN 5700 - Introduction to Play Therapy**

3.0-3.0 5700. 3 hours. Enhancing the counseling relationship with children by utilizing play media to facilitate expression, self-understanding, and personal growth and development. Observation of and supervised experience in play therapy with children are an integral part of the course. Prerequisite(s): COUN 5670.

### **COUN 5710 - Counseling Theories**

3.0-3.0 5710. 3 hours. Required upon first resident registration in program for master's degree. The course focuses on professional orientation, selected theories of counseling as they apply to normal and abnormal behavior and self-awareness through individual and group counseling. Degree plans are developed. Course should be taken concurrently with COUN 5680.

### **COUN 5720 - Internship in Counseling I**

3.0-5.0 5720. 3-5 hours. Supervised experience in counseling in schools, colleges or agencies. Requires a minimum of 300 total hours in counseling-related activities including a minimum of 120 direct client contact hours. This experience is designed to meet practicum requirements for Texas LPC and School Counselor Certification. Prerequisite(s): COUN 5690 and 5740.

### **COUN 5721 - Internship in Counseling II**

3.0-5.0 5721. 3-5 hours. Supervised experience in counseling in schools, colleges or agencies. Requires a minimum of 300 total hours in counseling-related activities including a minimum of 120 direct client contact hours. This experience is designed to meet practicum requirements for Texas LPC and School Counselor Certification. Prerequisite(s): COUN 5720.

### **COUN 5730 - Appraisal in Adult Counseling**

3.0-3.0 5730. 3 hours. Study of appraisal concepts and various instruments, methods and techniques that may be used to assess the strengths, limitations and behavioral patterns of individual clients. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5740 - Group Counseling Theories and Procedures**

3.0-3.0 5740. 3 hours. Group dynamics and major approaches to group counseling with emphasis on how to start a group counseling program, how to counsel effectively with groups and how to evaluate results. Development of skills

of group membership, leadership and working with groups are stressed. Prerequisite(s): COUN 5660 (may take concurrently), or consent of department.

### **COUN 5750 - Professional Orientation, Ethics, and College Student Development Theories**

3.0-3.0 5750. 3 hours. History and philosophy of professional counseling and ethical, legal, professional, and emerging issues specific to student affairs and college counseling. Study of student development theory as it relates to students in higher education and student affairs practice. Prerequisite(s): COUN 5680 and 5710 (both may be taken concurrently), or consent of department.

### **COUN 5760 - Appraisal in Child and Adolescent Counseling**

3.0-3.0 5760. 3 hours. Study of appraisal concepts and various instruments, procedures, methods and techniques used to assess learning and behavioral patterns of children. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5765 - Appraisal in Counseling**

3.0-3.0 5765. 3 hours. Study of counseling appraisal concepts and various instruments, procedures, methods and techniques used to assess psychological, behavioral, and learning patterns adults, adolescents, and children. Prerequisite(s): COUN 5100 and COUN 5670.

### **COUN 5770 - Counseling in the Elementary School**

3.0-3.0 5770. 3 hours. Principles and practice of individual counseling, group counseling, guidance, and consultation in the elementary school as part of the overall comprehensive developmental guidance program. Prerequisite(s): COUN 5460.

### **COUN 5780 - The Student in Higher Education**

3.0-3.0 5780. 3 hours. A focus on the nature and needs of the college student including older adolescent, young adults and returning adults. Reviews of demographic data about diversity of college populations, the changing relationship of students to colleges, the nature of student communities and the diverse patterns of structure and function by which colleges individualize education and provide for student affairs practice. Prerequisite(s): COUN 5680 or consent of department.

### **COUN 5790 - Counseling Culturally Diverse Clients**

3.0-3.0 5790. 3 hours. Development of counseling skills and strategies based upon the special needs and characteristics of culturally and ethnically diverse clients. Prerequisite(s): COUN 5680 and 5710, or consent of department.

### **COUN 5800 - Studies in Education**

1.0-3.0 5800. 1-3 hours each. Organized classes specifically designed to accommodate the needs of students and the demands of program development that are not met by the regular offerings. Short courses and workshops that concern themselves with specified topics, repeated only upon demand. May be repeated for credit.

### **COUN 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor and department chair.

## **Criminal Justice - Undergraduate**

### **CJUS 2100 - Crime and Justice in the United States**

3.0-3.0 **TCCNS Number:** CRIJ 1301

2100 (CRIJ 1301). 3 hours. This course examines the societal responses to people and organizations that violate criminal codes; discusses the history, development, organization and philosophy of the justice process; and analyzes the complex inter-relationships between the major components of the criminal justice system (police, courts and corrections). Satisfies a portion of the Component Area Option requirement of the University Core Curriculum. (Same as SOCI 2100.)

### **CJUS 2300 - Fundamentals in Criminal Law**

3.0-3.0 **TCCNS Number:** CRIJ 1310

2300 (CRIJ 1310). 3 hours. Introduction to the fundamental concepts of criminal law and jurisprudence within the American criminal justice system. Prerequisite(s): CJUS 2100 or equivalent.

### **CJUS 2301 - Correctional Systems and Practices**

3.0-3.0 **TCCNS Number:** CRIJ 2313

2301 (CRIJ 2313). 3 hours. Basic concepts of penology and an overview and analysis of the American correctional system. Composition of jail and prison populations, rehabilitation and punishment. Emphasis on history, philosophy, structure, procedures, and institutional structure, of the American penology system. Prerequisite(s): CJUS 2100 or equivalent.

### **CJUS 2302 - Police Systems and Practices**

3.0-3.0 **TCCNS Number:** CRIJ 2328

2302 (CRIJ 2328). 3 hours. Overview of the American law enforcement system that examines the origin of policing. Investigation of the roles, responsibilities, operations, and critical issues, of modern policing in a democratic society. Prerequisite(s): CJUS 2100 or equivalent.

### **CJUS 2600 - Diversity Issues in Criminal Justice**

3.0-3.0 2600. 3 hours. Critically examines race, gender and other diversity issues within the U.S. criminal justice system. Topics of emphasis include the importance of diversity issues in the development, organization and operation of the criminal justice system. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **CJUS 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **CJUS 2910 - Special Problems**

1.0-3.0 2910. 1-3 hours each.

## **CJUS 3210 - Judicial and Legal Systems**

3.0-3.0 3210. 3 hours. This course examines the courts, the legal and judicial process and judicial behavior. Prerequisite(s): CJUS 2100 or equivalent.

## **CJUS 3310 - Organized and Consensual Crime**

3.0-3.0 3310. 3 hours. The study of the history, structure and governmental responses to organized crime; special emphasis is placed on consensual crimes such as drug abuse and trafficking, prostitution, pornography and gambling. Prerequisite(s): CJUS 2100 or equivalent.

## **CJUS 3320 - Corporate Security and Loss Prevention**

3.0-3.0 3320. 3 hours. Overview of loss prevention problems and the security and management strategies designed to protect the private sector from crime, fire, accident, employee dishonesty and natural disaster. Prerequisite(s): CJUS 2100 or equivalent.

## **CJUS 3330 - Introduction to Criminalistics**

3.0-3.0 3330. 3 hours. This course provides an overview of the field of criminalistics, with a focus on the recognition, collection, preservation, and analysis of physical evidence. This course will introduce students to topics such as fingerprint examination, trace evidence analysis, and firearm examination and is a prerequisite for more advanced criminalistics courses. Prerequisite(s): CJUS 2100 or equivalent or consent of the instructor.

## **CJUS 3340 - Computer Crime**

3.0-3.0 3340. 3 hours. This course provides an introduction to computer crime through an examination of the crime and those individuals committing it, as well as the specific laws, investigative techniques, and criminological theories applicable to computer crime.

## **CJUS 3350 - Statistics in Criminal Justice**

3.0-3.0 3350. 3 hours. Examines the application and importance of statistics and analysis in the field criminal justice. Special emphasis on descriptive statistics, elements of probability, random variables, confidence intervals, hypothesis testing, and regression. Prerequisite(s): Students must have completed CJUS 2100 and one of the following courses with a grade of C or better: MATH 1580, MATH 1100 or DSCI 2710.

## **CJUS 3360 - Anthropological Criminalistics**

3.0-3.0 3360. 3 hours. An introduction into forensic anthropology with a focus on comparative and critical assessment of classical and contemporary forensic techniques. Prerequisite(s): Junior or Senior standing.

## **CJUS 3410 - Correctional Case Management**

3.0-3.0 3410. 3 hours. Study of the basic purposes and techniques of correctional case management with consideration given to the supervision and control of offender activities and the development of interpersonal skills required to enhance communication with and to effect lasting behavioral change in offenders. Prerequisite(s): CJUS 2100 or equivalent.

### **CJUS 3600 - Criminology**

3.0-3.0 3600. 3 hours. This course provides an overview of the major criminological perspectives and an examination of the social, political and intellectual milieu within which each developed. The course focuses on the multi-disciplinary nature of criminological thought. Prerequisite(s): SOCI 1510, PSYC 1100 and CJUS 2100 or equivalents.

### **CJUS 3610 - Juvenile Justice**

3.0-3.0 3610. 3 hours. Examines the juvenile justice system and the handling of juvenile delinquents in the United States. Specific attention is devoted to the history of the juvenile justice system and current police, court and correctional policies and practices pertaining to juvenile offenders.

### **CJUS 3620 - Juvenile Delinquency**

3.0-3.0 3620. 3 hours. Examines juvenile delinquency in the United States. Specific attention is devoted to the definitions, measurement, and correlates of juvenile delinquency. Additional focus is paid to the various theories of juvenile delinquency and what each theory prescribes for preventing, treating and handling juvenile delinquents. (Same as SOCI 3620.)

### **CJUS 3630 - Drugs, Crime and Society**

3.0-3.0 3630. 3 hours. Examines the relationship between drugs, crime and human behavior. Explores the relationship between drug abuse and crime and the policy proposals developed to control drug trafficking, drug abuse, and drug-related crime, as well as the multi-faceted aspects and effects of chemical abuse and dependency. (Same as SOCI 3630.)

### **CJUS 3700 - Ethical Issues in Criminal Justice**

3.0-3.0 3700. 3 hours. A study of ethical issues facing the criminal justice system. Problems confronting police, the courts and the juvenile and correctional systems are addressed. Prerequisite(s): CJUS 2100 or equivalent.

### **CJUS 4200 - Criminal Procedure**

3.0-3.0 4200. 3 hours. An examination of the constitutional and statutory bases and judicial interpretations of the procedures governing the administration of criminal justice. Prerequisite(s): CJUS 2100 and CJUS 3201 or equivalents.

### **CJUS 4250 - Law and Social Problems**

3.0-3.0 4250. 3 hours. This course examines the role of law in attempts to address and solve social problems. Prerequisite(s): CJUS 2100 and CJUS 3201 or equivalents.

### **CJUS 4300 - Comparative Criminal Justice**

3.0-3.0 4300. 3 hours. Examines the differences between application, implementation, and enforcement, of domestic and international criminal justice systems. Comparisons of global criminal justice systems with a particular emphasis on practices and procedures. Prerequisite(s): CJUS 2100, 2300, and 3600.

### **CJUS 4330 - Domestic and International Terrorism**

3.0-3.0 4330. 3 hours. This course provides in-depth knowledge about domestic and international terrorism. Specific focus is on strategies designed to address the threat of terrorism from a criminal justice perspective, particularly involving the police assuming new roles in homeland security. The course also explores ideological theories of terrorism and identifies trends and patterns of terrorism and hate crimes in our world.

### **CJUS 4350 - Seminar on Violence**

3.0-3.0 4350. 3 hours. An analysis of the incidence, patterns and causes of criminal violence. Seminar on Violence. 3 hours. An analysis of the incidence, patterns and causes of criminal violence; the characteristics of particular crimes (e.g., murder, robbery, rape, domestic abuse, terrorism); and society's reaction to such violence. Prerequisite(s): CJUS 2100 or equivalent.

### **CJUS 4360 - Criminal Investigation**

3.0-3.0 4360. 3 hours. The study of methods of obtaining and reporting information from the crime scene, victims, witnesses and suspects. Specific attention is given to investigation of index crimes (homicide, rape, robbery, assault, burglary, arson, motor vehicle theft and larceny). Prerequisite(s): CJUS 2100, CJUS 3201 and CJUS 3300 or equivalents.

### **CJUS 4370 - Advanced Criminalistics I**

3.0-3.0 4370. 3 hours. This course will provide an advanced examination of specified sub-disciplines of criminalistics, including analysis of firearms / tool marks, footwear / tire tread evidence, and bloodstain patterns. This course is designed to provide students with an understanding of the scientific method of analysis, the theory of individualization, and the application of critical thinking as applied to these sub-disciplines. Prerequisite(s): CJUS 2100 and CJUS 3300 or equivalents or consent of the instructor.

### **CJUS 4380 - Advanced Criminalistics II**

3.0-3.0 4380. 3 hours. This course will provide an advanced examination of specified sub-disciplines of criminalistics, including analysis of latent prints, trace evidence, and controlled substances. This course is designed to provide students with an understanding of the scientific method of analysis, the theory of individualization, and the application of critical thinking as applied to these sub-disciplines. Prerequisite(s): CJUS 2100 and CJUS 3300 or equivalents or consent of the instructor.

### **CJUS 4390 - Crime Scene Investigation Theory**

3.0-3.0 4390. 3 hours. This course is designed to provide a thorough understanding of the scientific theories involved in the recognition, documentation, preservation and collection of physical evidence at crime scenes. Crime scene documentation methods to be included are digital imaging (still and video), notetaking, sketching and crime scene mapping. Safety considerations and biohazard concerns will be emphasized. Proper evidence collection techniques and chain of custody issues will be presented. The theory of crime scene reconstruction according to the scientific method will be developed. Field exercises will be used to further develop lecture topics. Prerequisite(s): CJUS 3330 or equivalent or consent of instructor.

### **CJUS 4460 - Community Corrections**

3.0-3.0 4460. 3 hours. This course examines the concept of community corrections from various perspectives. It also examines contemporary practices and trends in probation, parole, and other forms of community corrections. Prerequisite(s): CJUS 2100 or equivalent. (Same as SOCI 4460.)

## **CJUS 4500 - Administration of Criminal Justice Agencies**

3.0-3.0 4500. 3 hours. The study of principles and practices of administration and their application to criminal justice agencies. Special focus on the relationship of theoretical administrative concepts and practical criminal justice problems. Prerequisite(s): CJUS 2100 and 9 hours of advanced-level criminal justice courses or equivalents.

## **CJUS 4650 - Victimology**

3.0-3.0 4650. 3 hours. Exploration of the scope of victim issues in American society. Review of the programs and services provided victims of crime. The expanding roles of the courts, police, battered women shelters, victim/witness assistance programs, crisis intervention units and legislation are highlighted. Prerequisite(s): CJUS 2100 or equivalent.

## **CJUS 4660 - Offender Behavior**

3.0-3.0 4660. 3 hours. This course examines the variables that correlate with or lead to criminal behavior, such as the family, schools, personality, economic forces and cultural values. It uses psycho-social explanations to illuminate the factors that cause crime and criminality and suggests solutions. Prerequisite(s): CJUS 2100 and CJUS 3600 or equivalents.

## **CJUS 4700 - Research Methods in Criminal Justice**

3.0-3.0 4700. 3 hours. Examines research methodology in criminal justice. Special emphasis is placed on methods and techniques for conducting research in criminal justice, including the relationship between theory and research, the nature of causation, research designs and techniques, conceptualization and measurement, operationalization, sampling, and ethical issues. Prerequisite(s): Senior standing and a minimum of 18 hours in criminal justice, with 12 hours from the criminal justice core.

## **CJUS 4850 - Internship in Criminal Justice**

1.0-6.0 4850. 1-6 hours each. Each student is placed as a participant observer in a criminal justice agency for a minimum of 120 hours to provide an opportunity to apply academic training to practical situations. Prerequisite(s): CJUS 2100 or equivalent; 12 additional hours of criminal justice courses; and consent of department.

## **CJUS 4860 - Studies in Criminal Justice**

1.0-3.0 4860. 1-3 hours each. Individual investigation of selected issues regarding criminal justice. Prerequisite(s): CJUS 2100 or equivalent; 12 additional hours of criminal justice courses; and consent of department. May be repeated for credit as topics vary.

## **CJUS 4870 - Topics in Criminal Justice**

3.0-3.0 4870. 3 hours. Seminar class devoted to an investigation, analysis and discussion of significant problems in contemporary criminal justice. May be repeated for credit as topics vary. Prerequisite(s): CJUS 2100 or equivalent and 6 additional hours of criminal justice courses.

## **CJUS 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each. Prerequisite(s): Consent of department.



## **CJUS 4901 - Senior Seminar: Criminal Justice and Public Policy**

3.0-3.0 4901. 3 hours. The examination of the problems and issues involved in forming and implementing criminal justice policy in the United States. This course represents the final capstone experience for the student and should generally be taken in the semester the student will graduate. Prerequisite(s): Senior standing and at least 33 hours of criminal justice, with 18 hours from the criminal justice core.

## **Criminal Justice - Graduate**

### **CJUS 5000 - Criminal Justice Policy**

3.0-3.0 5000. 3 hours. Methods of policy formulation, implementation and analysis in the criminal justice setting. Selected topics developed for practical research and evaluation.

### **CJUS 5050 - Criminals and Substance Abuse**

3.0-3.0 5050. 3 hours. Investigation, analysis and discussion of the relationships between substance abuse and criminal and juvenile offenders.

### **CJUS 5100 - Information Warfare, Security and Risk Analysis**

3.0-3.0 5100. 3 hours. An in-depth examination of information warfare, the management of information security and the analysis of risk within organizational contexts.

### **CJUS 5120 - Cybercrime and Digital Forensics**

3.0-3.0 5120. 3 hours. An examination of crimes using computers and the internet as their primary medium, with practical analyses of evidence of these crimes.

### **CJUS 5130 - Information Policy, Law and Justice**

3.0-3.0 5130. 3 hours. Critical consideration of some of the public policy, legal and societal justice implications of new information technology such as the Internet.

### **CJUS 5200 - Legal Aspects of the Criminal Justice System**

3.0-3.0 5200. 3 hours. An examination of the legal process and procedures of the criminal justice system, including investigation, arrest, prosecution and sentencing.

### **CJUS 5250 - Administrative Law and Justice**

3.0-3.0 5250. 3 hours. Discussion of the legal principles and doctrines applicable to the state and federal criminal justice agencies, including information policy, ethical and liability issues.

### **CJUS 5270 - Criminal Evidence**

3.0-3.0 5270. 3 hours. Examines the problems of proof in the criminal justice process, including the admission and exclusion of evidence, the examination of witnesses, substitutes for evidence and procedural considerations. Both the theory and application of the evidentiary principles will be explored.

### **CJUS 5350 - Seminar in Contemporary Policing**

3.0-3.0 5350. 3 hours. Survey of classical and recent literature in policing. Studies of the trends, issues and reform movements currently prominent in the field of policing.

### **CJUS 5450 - Punishment, Discipline and Social Policy**

3.0-3.0 5450. 3 hours. Theoretical and practical bases of correctional goals and strategies focusing on offenders, the justice system and the public. The impact of various policies on the justice process and society is stressed.

### **CJUS 5460 - Correctional Practices and Programs**

3.0-3.0 5460. 3 hours. Examines the history of corrections; correctional theory; and legal, ethical, and programmatic issues related to the adult and juvenile correctional field.

### **CJUS 5470 - Seminar on Juvenile Delinquency**

3.0-3.0 5470. 3 hours. Problems of definition and measurement, etiological theories, processing of delinquents, and treatment and prevention.

### **CJUS 5500 - Seminar in Criminal Justice Administration**

3.0-3.0 5500. 3 hours. Critical application of selected analytical tools in administering justice agencies; studies of the application of human and financial resources, productivity, measurement and enhancement, and organization design, culture and change in the context of criminal justice agencies.

### **CJUS 5600 - Advanced Criminological Theory**

3.0-3.0 5600. 3 hours. An examination of the major theoretical explanations of criminality, the distribution of crime, and the behavior of justice agencies. (Same as SOCI 5600.)

### **CJUS 5620 - Seminar in Victimology**

3.0-3.0 5620. 3 hours. The role of the victim in various types of crime, predators and treatment of trauma, and the treatment of victims by criminal justice agencies. Political impact of the victims' movement on the justice systems and the distribution of victims across demographic and behavioral groups. (Same as SOCI 5620.)

### **CJUS 5700 - Evaluation and Research Methodologies**

3.0-3.0 5700. 3 hours. Quantitative and qualitative methods of gathering and analyzing data on crime and the justice system, with special attention devoted to evaluation methods.

### **CJUS 5750 - Criminal Justice Statistics**

3.0-3.0 5750. 3 hours. Explores the theory, practice and application of statistical analysis to the field of criminology and criminal justice. The student learns how to conduct independent statistical testing, understand the applications of statistics to research methods and the use of statistics in criminal justice. Prepares the student to conduct independent statistical analysis for criminal justice agencies or research purposes and to be able to use computer programs in statistical analysis and research.

### **CJUS 5800 - Topics in Criminal Justice**

3.0-3.0 5800. 3 hours. Content varies as course covers specific issues of current interest and concern in criminal justice and criminology. May be repeated for credit as topics vary.

### **CJUS 5850 - Directed Studies**

3.0-3.0 5850. 3 hours. Individual research and writing on selected topics under faculty supervision.

### **CJUS 5900 - Special Problems**

1.0-6.0 5900. 1-6 hours each. Special Problems are used upon approval of the department chair or dean for individual instruction to cover course content in special circumstances.

### **CJUS 5950 - Master's Thesis**

6.0-6.0 5950. 6 hours. To be scheduled only with consent of department. No credit assigned until thesis has been completed and filed with the dean. Continuous enrollment required once work on thesis has begun. Prerequisite(s): CJUS 5750.

## **Curriculum and Instruction - Graduate**

### **EDCI 5011 - Introduction to Classroom Research**

3.0-3.0 5011. 3 hours. This course is designed to allow students to explore methods and procedures in educational research in and for classrooms and schools. Prerequisite(s): Accepted in graduate school.

### **EDCI 5012 - Classroom Research Project**

3.0-3.0 5012. 3 hours. This course is designed to allow students to use methods and procedures in educational research to address problems in classrooms and schools. Prerequisite(s): Accepted in graduate school.

### **EDCI 5013 - Technology in STEM**

3.0-3.0 5013. 3 hours. This course is designed to allow students to explore strategies and models of effective technology integration in STEM curriculum and classroom instruction. Prerequisite(s): Accepted to graduate school.

### **EDCI 5014 - Instructional and Behavioral Management in Classrooms**

3.0-3.0 5014. 3 hours. This course provides a comprehensive knowledge base concerning instructional and behavior management. Areas of emphasis include structuring the classroom for success, planning for instruction, managing materials and equipment, and assessing and managing student and group behavior. Prerequisite(s): Accepted to graduate school.

## **EDCI 5015 - Action Research for Multicultural and Multilingual Education**

3.0-3.0 5015. 3 hours. This course is designed to allow students to explore methods and procedures in multicultural research in and for classrooms and schools. Prerequisite(s): Accepted to graduate school.

## **EDCI 5016 - Stem Literacy Across the Disciplines**

3.0-3.0 5016. 3 hours. This course is designed to help teachers in all content areas integrate science, technology, engineering, and math in to their curriculum to promote STEM literacy for all. The major emphasis will be on practical application of the course content to the classroom setting. Because of the link between traditional literacy and STEM literacy, attention will also be given to using reading strategies in the various content areas to promote thinking & learning. Prerequisite(s): Accepted to graduate school.

## **EDCI 5017 - Human Development for Educators**

3.0-3.0 5017. 3 hours. Theories, indicators, and analysis of typical human development across the life spans to prepare the educational professional to facilitate healthy development. Prerequisite(s): Accepted to graduate school.

## **EDCI 5018 - English as a Second Language for EC-12 Classrooms**

3.0-3.0 5018. 3 hours. This course is designed to facilitate an examination of appropriate procedures associated with instructional materials and strategies supporting academic content instruction and the language development of second language learners in the classroom. A collection of observations of ELLs performing in different academic settings will support key themes featured in a qualitative research project. The research activities will help students acquire extensive knowledge of language acquisition, literacy, and instructional program development specifically addressing the language and academic language skills of ELLs. Prerequisite(s): Accepted to graduate school.

## **EDCI 5100 - Action Research for Multicultural Education**

3.0-3.0 5100. 3 hours. Provides graduate students with opportunities to review the literature on action research and multicultural populations and to develop basic skills in quantitative and qualitative data generation, analysis and interpretation. Prerequisite(s): Consent of instructor.

## **EDCI 5101 - Seminar I**

1.0-1.0 5101. 1 hour. This class is designed to give students the opportunity to become oriented within a K-12 district school. Students will attend district orientation sessions and meet regularly with a K-12 mentor teacher and university instructor to process knowledge from experience in a school setting. Prerequisite(s): Completion of all program courses.

## **EDCI 5102 - Seminar II**

1.0-1.0 5102. 1 hour. This class is designed to give students in a graduate transition-to-teaching program the support needed to bridge theory courses and observation experience in the classroom setting. Prerequisite(s): Completion of all program courses.

## **EDCI 5103 - Seminar III**

1.0-1.0 5103. 1 hour. This class is designed to give students support during the clinical teaching semester. Prerequisite(s): Completion of all program courses.

## **EDCI 5120 - Curriculum and Instructional Methodologies In Language Arts and Social Studies K-8**

3.0-3.0 5120. 3 hours. Advanced study of issues related to the comprehension of narrative and expository texts, especially social studies context. Design of language arts instruction within social studies themes. Critical literacy across disciplines is the focus of this course. Inquiry based project contextualized by the field placement is required. Prerequisite(s): EDRE 4450 and completion of all program courses.

## **EDCI 5140 - Models of Instruction and Classroom Management**

3.0-3.0 5140. 3 hours. Teaching models and classroom management models and their strategies to teacher interactions in classrooms, research-based practices in teaching and classroom management. Prerequisite(s): Accepted to graduate school.

## **EDCI 5150 - Curriculum and Instructional Methodologies for Mathematics and Science K-8**

3.0-3.0 5150. 3 hours. Intended for individuals who already possess a bachelor's degree and who are seeking EC-6 or Grades 4-8 teaching certification. The course covers mathematics and science content and teaching methodologies. Prerequisite(s): Accepted to graduate school. Admission to Teacher Education.

## **EDCI 5190 - Clinical Teaching**

6.0-6.0 5190. 6 hours. Teaching under supervision in pre-kindergarten through high school. Prerequisite(s): Completion of all program courses.

## **EDCI 5310 - Advanced Pedagogical Content Knowledge for Teachers of Life Science**

3.0-3.0 5310. 3 hours. This course is designed to allow students to enhance understanding of pedagogical content knowledge in Life Science at the K-8 level. Prerequisite(s): Accepted to graduate school.

## **EDCI 5330 - Advanced Pedagogical Content Knowledge for Teachers of Physical Science**

3.0-3.0 5330. 3 hours. This course is designed to allow students to enhance understanding of pedagogical content knowledge in Physical Science at the K-8 level. Prerequisite(s): Accepted to graduate school.

## **EDCI 5340 - Innovations in Earth and Space Science**

3.0-3.0 5340. 3 hours. This course is designed to introduce students to innovations in earth and space science at the K-8 level and how to implement these in their classes. Prerequisite(s): Accepted to graduate school and EC-6 or Grades 4-6 teaching certification.

## **EDCI 5350 - Advanced Pedagogical Content Knowledge for Teachers of K-8 Science**

3.0-3.0 5350. 3 hours. The purpose of this course is to provide teacher candidates with the subject matter, background, and material organization for an integrated science program in the K-8 school setting. Students experience first-hand

the scope and sequence of science education in a primary/elementary/middle school setting. Prerequisite(s): Accepted to graduate school and EC-6 or Grades 4-6 teaching certification.

### **EDCI 5370 - Advanced Pedagogical Content Knowledge for Teachers of Earth Science**

3.0-3.0 5370. 3 hours. This course is designed to allow students to enhance understanding of pedagogical content knowledge in Earth Science at the K-8 level. Prerequisite(s): Accepted to graduate school.

### **EDCI 5380 - Problem-Based Learning**

3.0-3.0 5380. 3 hours. Designed to allow students to understand the processes for and advantages of implementing STEM education, specifically through the utilization of Problem-Based Learning and the Engineering Design Process.

### **EDCI 5510 - Advanced Pedagogical Content Knowledge for Teaching Algebraic Thinking**

3.0-3.0 5510. 3 hours. Intended for individuals currently teaching elementary or middle school. The course covers problem solving, patterns and sequences, functions and modeling, generalization and proof. Prerequisite(s): Accepted to graduate school and EC-6 or Grades 4-8 teaching certification.

### **EDCI 5520 - Advanced Pedagogical Content Knowledge for Teachers of Numbers and Operations**

3.0-3.0 5520. 3 hours. Intended for individuals currently teaching elementary or middle school. The course covers problem solving, sets, operations with positive and negative numbers, proportional reasoning, fractions, decimals and percents. The course includes an action research project conducted in a K-8 setting. Prerequisite(s): Accepted to graduate school.

### **EDCI 5530 - Advanced Pedagogical Content Knowledge for Teachers of Probability & Statistics**

3.0-3.0 5530. 3 hours. Intended for individuals currently teaching elementary or middle school who already possess EC-6 or Math 4-8 teaching certification. The course covers organizing and displaying data, describing data with numbers, probability, tree diagrams, geometric probabilities, counting techniques, abuses of statistics. Prerequisite(s): Accepted to graduate school and EC-6 or Grades 4-8 teaching certification.

### **EDCI 5540 - Advanced Pedagogical Content Knowledge for Teachers of Geometry & Measurement**

3.0-3.0 5540. 3 hours. Intended for individuals currently teaching elementary or middle school. The course covers attributes of two- and three-dimensional figures, customary and metric measurement, and measuring length, perimeter, area, and volume. Prerequisite(s): Accepted to graduate school and EC-6 or Grades 4-8 teaching certification.

### **EDCI 5550 - Advanced Pedagogical Content Knowledge of Financial Literacy for EC-8 Teachers**

3.0-3.0 5550. 3 hours. Intended for individuals currently teaching elementary or middle school who already possess EC-6 or Math 4-8 teaching certification. The course covers techniques for teaching financial literacy in Grades K-8

including ideas related to income, expenses, budgeting, saving and borrowing money, and the costs and benefits of a college education. Prerequisite(s): Accepted to graduate school.

### **EDCI 5710 - Curriculum and Instruction Inquiry I**

3.0-3.0 5710. 3 hours. Introduction to critical reflection and inquiry through action research. Development of basic skills as consumers of educational research and as teacher-researchers. Admission procedures are completed and degree plan developed. Should be taken upon first residence registration in the curriculum and instruction MEd program.

### **EDCI 5720 - Curriculum and Instruction Inquiry II**

3.0-3.0 5720. 3 hours. Advanced critical reflection and inquiry through action research and advocacy. Refinement of skills as consumers of educational research, teacher-researcher and advocate for and against educational change. Consideration of contemporary issues in education. Presentation of program portfolio is scheduled during enrollment in this course, including completion of action research report. Should be taken during the last resident registration in the curriculum and instruction MEd program. Prerequisite(s): EDCI 5320, 5360, 5710; EDUC 5130; and EDSP 5680.

### **EDCI 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently.

### **EDCI 5910 - Special Problems**

1.0-3.0 5910. 1-3 hours. Open to graduate students who are capable of developing a problem independently.

## **Decision Sciences - Undergraduate**

### **DSCI 2710 - Data Analysis with Spreadsheets**

3.0-3.0 2710. 3 hours. Collection, description and analysis of numerical data. Data presentation, tables, charts and graphs, descriptive statistics, analysis of time series and index numbers, sampling techniques and distributions, estimation, confidence intervals, with applications in quality control and productivity. Prerequisite(s): Must have completed two years of high school algebra and one year of geometry and be eligible for college level math course.

### **DSCI 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **DSCI 3710 - Business Statistics with Spreadsheets**

3.0-3.0 3710. 3 hours. Statistical inference for means and proportions, analysis of variance, correlation, simple and multiple regression. Extensive use of cases and spreadsheets. Prerequisite(s): DSCI 2710 with a grade of C or better.

### **DSCI 3870 - Management Science**

3.0-3.0 3870. 3 hours. Introduction to operations research for business decision making. Spreadsheet methods are used to evaluate the following: deterministic models; allocation problems, linear programming, sequencing and scheduling, and network models. Prerequisite(s): DSCI 2710; ACCT 2010 and 2020 with grades of C or better; ECON 1100 and 1110; MATH 1680 or MATH 1190 or equivalent.

## **DSCI 4510 - Modeling for Business Intelligence**

3.0-3.0 4510. 3 hours. How modeling for business intelligence systems can be utilized as a key element within a managerial decision process. Attention is paid to how and why such a model is used in a BI support system environment. Topics include the use of mathematical, statistical and business models that are embedded within a decision support system for dealing with both structured and semi-structured decision problems. Prerequisite(s): DSCI 3870; BCIS 3610; 2.7 UNTD GPA (2.7 transfer GPA if no courses taken at UNTD); a grade of C or better in each previously taken DSCI course.

## **DSCI 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Decision Sciences - Graduate**

### **DSCI 5010 - Statistical Analysis**

1.5-1.5 5010. 1.5 hours. Basic descriptive and inferential statistics; includes frequency distributions, averages, dispersions, index numbers, time-series analysis, probability, theoretical distributions, sampling distribution, estimation, tests of significance, chi-square, regression and correlation, analysis of variance and sample design. This course meets the deficiency requirement of statistics for MBA candidates, and may be counted as part of a graduate program in a field other than business administration. Offered in Spring only. No credit if DSCI 3710 already taken.

### **DSCI 5180 - Introduction to the Business Decision Process**

3.0-3.0 5180. 3 hours. Emphasis on model assumptions, applying the correct statistical model and interpreting the results. Topics include simple regression, multiple regression (e.g., qualitative variable coding, model building) and experimental design (e.g., completely randomized design, randomized block design, multi-factor designs).

### **DSCI 5690 - Topics in Decision Sciences**

3.0-3.0 5690. 3 hours. Current issues dealing with the development and use of decision science models in business. May be repeated for credit as topics vary. Prerequisite(s): DSCI 5180 or consent of department.

## **Development & Family Studies - Undergraduate**

### **DFST 1013 - Human Development**

3.0-3.0 **TCCNS Number:** TECA 1354

1013 (TECA 1354). 3 hours. Introduction to the theories and processes of physical, cognitive and social development of the individual from conception until death. Suitable for non-majors. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.

### **DFST 2033 - Parenting in Diverse Families**

3 - 3 **TCCNS Number:** TECA 1303

2033 (TECA 1303). 3 hours. Commonalities and differences in parenting, care-giving and family life are emphasized from systems, ecological and cross-cultural perspectives. Parenting and care-giving in diverse family forms and



cultures are studied in relation to adult-child interactions, parent/school/community relations, family roles, laws, and parenting skills. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

## **Early Childhood Education - Undergraduate**

### **EDEC 2900 - Special Problems**

1.0-4.0 2900. 1-4 hours each. Students explore a problem independently. Problems are chosen by the student and developed through conferences with the instructor. Prerequisite(s): Open to freshmen and sophomore students.

### **EDEC 3613 - Introduction to Early Childhood Education**

3.0-3.0 3613. 3 hours. Historical foundations of early childhood education, current programs, educational/care practices and legal and ethical issues. Attention goes to objectives, activities, materials, and teaching strategies and techniques in an early childhood classroom.

### **EDEC 4243 - Environmental Processes and Assessment**

3.0-3.0 4243. 3 hours. (3;3;0) Considers early childhood learning processes as well as implications for individual, group, and program assessment. Focus areas include formal, informal, and holistic assessment instruments as well as learning environment materials and resources. Implications for technology in assessment and management are discussed. Laboratory experiences (20-25) required. Prerequisite(s): EDEC 3613; INDE or CDFS major required.

### **EDEC 4633 - Nurturing Children's Social Competence**

3.0-3.0 4633. 3 hours. Facilitating the social and emotional skills of young children. Incorporates an ecological approach to significant influences on self-esteem and self-concept including diversity, family, creativity and individual differences. Includes analysis of play theory and research. Field experience required. Prerequisite(s): EDEC 3613 or EDEC 4243.

### **EDEC 4800 - Studies in Development, Family Studies and Early Childhood Education**

1.0-3.0 4800. 1-3 hours each. Organized classes for specific program needs and student interests. Prerequisite(s): Consent of department. Limited-offering basis. May be repeated for credit.

### **EDEC 4900 - Special Problems**

1.0-4.0 4900. 1-3 hours each. Students explore a problem independently. Problems are chosen by the student and developed through conferences with the instructor. Prerequisite(s): Open to junior and senior students.

## **Early Childhood Education - Graduate**

### **EDEC 5312 - Teaching PK-K Language and Literacy**

3.0-3.0 5312. 3 hours. Inquiry based and experiential approach to understanding 4 through 6 year olds development of language and literacy. Begins with physical, cognitive, social, and emotional development of 4 through 6 year olds as it relates to language and literacy. Students learn practical skills to assess, plan lessons, implement, and reflect on

teaching of language and literacy to 4 through 6 year olds. Special attention is given to Texas Prekindergarten guidelines and Kindergarten TEKS for language and literacy. Prerequisite(s): Accepted to graduate school and EC-6 certification (or comparable for EC teaching).

### **EDEC 5322 - Teaching PK-K Math and Science**

3.0-3.0 5322. 3 hours. Inquiry based and experiential approach to understanding 4 through 6 year olds development of math and science concepts. Begins with physical, cognitive, social, and emotional development of 4 through 6 year olds as it relates to math and science concepts. Students learn practical skills to assess, plan lessons, implement, and reflect on teaching of math and science concepts to 4 through 6 year olds. Special attention is given to Texas Prekindergarten guidelines and Kindergarten TEKS for math and science. Prerequisite(s): Accepted to graduate school and EC-6 certification (or comparable for EC teaching).

### **EDEC 5412 - Advanced Interventions for Pre-K/K Language and Literacy**

3.0-3.0 5412. 3 hours. Inquiry based and experiential approach to advanced interventions for Pre-K students who are not meeting developmentally expected language and literacy goals. Students learn practical skills of assessment and language/literacy intervention strategies (e.g. Response to Intervention strategies) as well as parent consultation. Special attention is given to poverty, language differences, behavior challenges, and disabilities that may impact Pre-K language and literacy development.

### **EDEC 5422 - Advanced Interventions for Pre-K/K Math and Science**

3.0-3.0 5422. 3 hours. Inquiry based and experiential approach to advanced interventions for Pre-K students who are not meeting developmentally expected math and science goals. Students learn practical skills of assessment and math and science intervention strategies (e.g. Response to Intervention strategies) as well as parent consultation. Special attention is given to poverty, language differences, behavior challenges, and disabilities that may impact Pre-K math and science development.

### **EDEC 5513 - Advanced Studies in Early Childhood Education**

3.0-3.0 5513. 3 hours. Advanced survey of theory/philosophy and research related to educating children. Integrative and comprehensive assessment of both classic and recent contributions in the field of early childhood education. Course requires involvement in early childhood setting.

### **EDEC 5523 - Early Childhood Studies Seminar**

3.0-3.0 5523. 3 hours. Graduate seminar and related readings and scholarly activity featuring special workshops and/or guest lectures by visiting researchers in early childhood studies.

### **EDEC 5623 - Environments and Programs for Young Children**

3.0-3.0 5623. 3 hours. Recommended for individuals entering the early childhood profession. Emphasizes the direct application of diverse early childhood learning theories on classroom practices including behavioral, developmental, and reconceptualist/critical perspectives. Includes curricular decision making, instructional planning, classroom management, and strategies for construction and implementation of learning environments for young children.

### **EDEC 5633 - Assessment in Early Childhood Education**

3.0-3.0 5633. 3 hours. Examines the role of assessment in the process of program development, instruction and individual differences. Attention is given to observational strategies, record keeping, analysis of data, instructional planning and program evaluation.

### **EDEC 5643 - Leadership and Supervision of Programs**

3.0-3.0 5643. 3 hours. Issues and problems in administration of programs for children, youth and families. Includes administrative leadership of programs and staff, effective staff development and supervision.

### **EDEC 5653 - Making the Literacy Connection: Language to Reading**

3.0-3.0 5653. 3 hours. The study of the development of literacy in young children through oral language, listening comprehension, alphabetic knowledge, print awareness and reading. Addresses young children's communication, language diversity, age-appropriate characteristics and appropriate instructional techniques to support literacy and reading. Includes techniques for assessment and evaluation of early language development.

### **EDEC 5800 - Special Topics in Early Childhood Studies**

1.0-3.0 5800. 1-3 hours each. Organized classes designed to accommodate the needs of students and demands of program development not met by regular offerings. Short courses and workshops on specific topics are offered on a limited basis, to be repeated only upon demand. May be repeated for credit.

### **EDEC 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor.

## **Economics - Undergraduate**

### **ECON 1100 - Principles of Microeconomics**

3.0-3.0 **TCCNS Number:** ECON 2302

1100 (2302). 3 hours. Business organization and market economy; theory of the firm; techniques of economic analysis in current economic problems; comparative economic systems.

### **ECON 1110 - Principles of Macroeconomics**

3.0-3.0 **TCCNS Number:** ECON 2301

1110 (2301). 3 hours. Principles of economic organization and growth in modern, industrial society; money and banking, monetary and fiscal policy; determinants of national income and business fluctuations.

### **ECON 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **ECON 3250 - Industrial Relations**

3.0-3.0 3250. 3 hours. Employer/employee relations in the United States; structure, methods and objectives of labor unions and employer associations in an industrial system and changing institutional pattern. Prerequisite(s): ECON 1100 and ECON 1110.

### **ECON 3550 - Intermediate Micro-Theory**

3.0-3.0 3550. 3 hours. Demand and supply analysis, consumer choice theory, production and cost theory and market equilibrium under different market structures. Prerequisite(s): ECON 1100 with a grade of A or B; and either MATH 1190 or MATH 1710 with a grade of C or better.

### **ECON 3560 - Intermediate Macro-Theory**

3.0-3.0 3560. 3 hours. Factors affecting income level, employment and output; national income concepts and measurements; application of economic policy to current problems. Prerequisite(s): ECON 1100 and ECON 1110 with a grade of A or B.

### **ECON 4020 - Money and Financial Institutions**

3.0-3.0 4020. 3 hours. Nature and functions of money; modern banking institutions and central banks; credit control and monetary stabilization. Prerequisite(s): ECON 1100 and ECON 1110.

### **ECON 4140 - Managerial Economics**

3.0-3.0 4140. 3 hours. Integrates microeconomic theory with accounting, finance, marketing and production management. Demand and cost estimation and forecasting; pricing; business strategy; case studies. Prerequisite(s): ECON 3550 and MATH 1190.

### **ECON 4180 - The Economics of Health Care**

3.0-3.0 4180. 3 hours. Application of economic theory and analysis to the financing and delivery of medical care. Emphasis on the use of economic concepts to understand health care markets and public policy issues. May not be repeated at the graduate level as ECON 5180. Prerequisite(s): ECON 3550.

### **ECON 4510 - History of Economic Thought**

3.0-3.0 4510. 3 hours. Economic thought since the Middle Ages. Prerequisite(s): ECON 1100 and ECON 1110.

### **ECON 4850 - International Trade**

3.0-3.0 4850. 3 hours. Examines the nature and theoretical foundations of modern trade between nations. Topics include patterns of international trade and production, welfare implications of trade, impacts of tariffs and quotas, balance of trade and balance of payments issues. Analysis of trade implications of international monetary systems, multinational corporations, exchange rates and economic implications of political action. Prerequisite(s): ECON 1100 and ECON 1110 or consent of department.

## **Economics - Graduate**

### **ECON 5000 - Economic Concepts**

3.0-3.0 5000. 3 hours. Theory of the firm under different market structures; demand theory, the Keynesian model and the money system. Offered in Fall only.

### **ECON 5140 - Managerial Economics**

3.0-3.0 5140. 3 hours. Integrates microeconomic theory with accounting, finance, marketing and production management. Incremental reasoning to decision making under uncertainty. Offered in Fall only. Prerequisite(s): ECON 5000 (or ECON 1100 and 1110 taken during undergraduate degree).

### **ECON 5180 - Economics of Health Care**

3.0-3.0 5180. 3 hours. Application of economic theory and analysis to the financing and delivery of medical care. Emphasis on the use of economic concepts to understand public policy issues in medical care. Students may not receive credit for both ECON 4180 and 5180.

### **ECON 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours.

## **Education Administration - Graduate**

### **EDAD 5300 - Introduction to Educational Leadership**

3.0-3.0 5300. 3 hours. Focuses on instructional leadership development and serves as the introductory course for degrees and certification in educational administration. Includes a study of campus-level leadership and accountability and concomitant roles and responsibilities; as well as interrelationships among administrators, teachers, students, parents and community groups. Degree plans are developed and the major professor/adviser is assigned.

### **EDAD 5330 - The Principalship**

3.0-3.0 5330. 3 hours. Study of instructional leadership as it relates to the improvement of instruction, effective schools and ongoing effective program delivery by personnel. Areas to be explored and discussed include significant and recent research and best practices of instructional leadership, learning theory, the change process, school climate and culture, effective teaching methods and the relationship of instruction to curriculum.

### **EDAD 5360 - Leadership for Social Justice**

3.0-3.0 5360. 3 hours. The situation of PK-12 schooling for school-dependent children in the United States points to various inequities (Connell, 1993; Hodgkinson, 1995; Jackson, 2011; Land & Legters, 2002; Larson & Murtadha, 2002). In addition to disadvantaging poor and/or school-dependent children, females, special needs children, racial and ethnic minority children, second language learners, and children of recent immigrant parents are often disadvantaged. These circumstances call for responsible, socially-just leadership that seeks to redress institutional injustice and to saturate culturally-and socially-responsive teaching and learning throughout the educational institution.

### **EDAD 5370 - Leadership of Assessment, Accountability, and Evaluation**

3.0-3.0 5370. 3 hours. Key standards, concepts, and skills related to student assessment, data analysis, campus and district evaluation, and various teacher evaluation systems. Aspects of the Texas school accountability system and how key standards and evaluation apply to accountability and school ratings.

### **EDAD 5390 - Campus-Level School Law**

3.0-3.0 5390. 3 hours. Provides an understanding of important constitutional, statutory, administrative and case law as it pertains to the everyday operation of schools in Texas. Students learn the legal framework within which schooling takes place and how it structures the decisions that campus administrators make. Primary emphasis is placed on legal issues facing campus-level administrators.

### **EDAD 5400 - Management of School Resources**

3.0-3.0 5400. 3 hours. Study and analysis of school resources including financial, budgetary and capital resources with particular application to school building-level administrators. The course focuses on theory as well as management.

### **EDAD 5500 - Internship in Educational Administration**

3.0-3.0 5500. 3 hours. Provision for on-the-job experience and professional study in administration and supervision as directed by the student's major adviser. Required for Texas professional certificate for school administration. Not applicable to degree programs. The internship requires 125 hours of experience at either a secondary, middle, elementary, or alternative school site. Prerequisite(s): Complete 12 hours of Educational Leadership.

### **EDAD 5550 - Computer Applications for Educational Administration**

3.0-3.0 5550. 3 hours. Study and analysis of the use of technology in the administration of education with emphasis on using microcomputer applications to facilitate administrative activities; planning for the incorporation of technology into district/campus wide instructional programs; and promoting education via the use of technology.

### **EDAD 5600 - Race, Class and Gender Issues in Education**

3.0-3.0 5600. 3 hours. Race, class and gender equities exist throughout educational systems. Students critically examine issues related to providing leadership for a diverse student population. Students learn what it means to be a culturally responsive leader and to review research and debunk stereotypes and negative views. Students begin to recognize all learners as capable, motivated, resilient and able to build on cultural strengths. Strategies for school change are also explored.

### **EDAD 5610 - School Communications and Public Relations**

3.0-3.0 5610. 3 hours. Every administrator in an educational organization has a responsibility to engage in public relations on a daily basis. The primary objective of this course is to examine school-based public relations with the context of life in an information age, practice in schools shared decision-making, and sustained demands for school improvement. Students study three critical dimensions of school public relations: informing the public; modifying attitudes and opinions; integrating the actions and attitudes of an organization with those of its public.

### **EDAD 5620 - Leadership for Student Educational Services**

3.0-3.0 5620. 3 hours. Designed to investigate the values, theoretical bases, best practices and challenges for leaders who administer student educational services at the school or district levels. Provides a review of federal laws, rules, regulations and expectations for students placed at risk in educational settings by circumstances and situations beyond their control. Emphasis on students who are educationally disadvantaged because of poverty, language differences, disabilities, interests and academic performance or lack thereof.

### **EDAD 5630 - Organizational Change and School Improvement**

3.0-3.0 5630. 3 hours. School change and improvement from the perspectives of classical/rational organizational theory, open systems theory, contingency theory and social systems theories. Content includes research on school change and school improvement, strategic planning, effects of major reform initiatives in the 1980s and 1990s, and the development of the literature review in a research study.

### **EDAD 5640 - Leadership for School Law and Finance**

3.0-3.0 5640. 3 hours. A study of philosophical foundations and principals of school law, the roles, responsibilities, systems and procedures in school business matters. Includes budgeting, taxation, and statutory programs for school support, fiscal management, business operations, legal framework for school programming, government structures, and federal, state, and local regulations.

### **EDAD 5650 - Professional Development and Supervision**

3.0-3.0 5650. 3 hours. Provides students with the knowledge, interpersonal skills and technical skills to accomplish the supervisory tasks of direct assistance to teachers and professional development. Students learn how to implement models of professional development, especially job-embedded professional development, and how to apply the basic processes of developmental supervision, clinical supervision and coaching. In addition, the course addresses the relationship of effective supervisory behaviors to appraisal processes.

### **EDAD 5680 - Administration of the K-12 Curriculum**

3.0-3.0 5680. 3 hours. Examines the interaction among curriculum, instruction and assessment at site, district and national levels. Theoretical knowledge as well as site and district based curricular projects are included. The student develops an understanding of the critical importance of research based yet practical curriculum alignment and coordinated planning in school reform and improvement.

### **EDAD 5700 - Practicum in Educational Leadership**

3.0-3.0 5700. 3 hours. A comprehensive view of educational leadership with an emphasis on action research methods.

### **EDAD 5800 - Studies in Education**

1.0-3.0 5800. 1-3 hours each. Organized classes specifically designed to accommodate the needs of students and the demands of program development that are not met by the regular offerings. Short courses and workshops on specific topics are offered on a limited basis, to be repeated only upon demand. May be repeated for credit.

### **EDAD 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor and the department chair.

## **Educational Foundations - Undergraduate**

### **EDUC 1301 - Introduction to the Teaching Profession**

3.0-3.0 TCCNS Number: EDUC 1301

1301 (1301). 3 hours. An orientation to the profession of teaching. Students will explore theories of learning,

characteristics of effective teachers, and current trends and issues in education. Topics include child development, the learning environment, instructional methods, behavior management, and serving diverse student populations.

### **EDUC 3320 - Foundations of Education**

3.0-3.0 3320. 3 hours. Standards and foundations of curriculum for grades EC-8 in public schools. Includes the study of professional ethics/responsibilities, educational philosophies, the history of American education, schools and society, school and community/parent relationships, legal/political control and financial support, school/classroom organizational patterns, and curriculum development/alignment.

### **EDUC 4200 - Student Teaching**

6.0-6.0 4200. 6 hours. Teaching under supervision in EC-6, Special Education, Bilingual Education, English as Second Language, Grades 4-8, and/or Grades 7-12. Required for those seeking Texas certification for any level & any content area. See Student Teaching Program for details. Pass/no pass only. Prerequisite(s): Completion of all program courses.

## **Educational Psychology - Graduate**

### **EPSY 5050 - Foundations of Educational Research Methodology**

3.0-3.0 5050. 3 hours. Overview of the process of conducting research, from formulating research questions to sampling, data collection, analysis, and drawing inferences. The main focus is on being able to understand, evaluate, and utilize published research, both qualitative and quantitative. Final product is a detailed critique of published research.

### **EPSY 5123 - Human Development Across the Life Span**

3.0-3.0 5123. 3 hours. The processes and stages that individuals undergo as they progress from birth through old age and death are studied from a human ecological perspective. Developmental tasks and concepts are explored. Prerequisite(s): Consent of instructor.

### **EPSY 5210 - Ed Statistics**

3.0-3.0 5210. 3 hours. Descriptive and inferential statistical concepts and techniques commonly used in educational research. Organization of data, graphical representation, measures of central tendency and variability, normal distribution curve, sampling theory and tests of significant differences between related and independent samples.

### **EPSY 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and developed through conferences with the instructor. Prerequisite(s): Consent of department.

### **EPSY 5910 - Special Problems**

1.0-3.0 5910. 1-3 hour each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and developed through conferences with the instructor. Prerequisite(s): Consent of department.



## **Elementary Education - Undergraduate**

### **EDEE 2000 - Exploring Diversity Through Social Action**

3.0-3.0 2000. 3 hours. Exploration of issues related to race and ethnicity, gender, social class, learning differences, and sexual orientation as they impact education in the U.S. Required for students seeking grades 4-8 teacher certification.

### **EDEE 2210 - Social Studies and Science Curriculum Grades EC-6**

3.0-3.0 2210. 3 hours. Intended to deepen content knowledge for EC-6 Generalist teachers. Prerequisite(s): Take a departmental-administered EC-6 Generalist practice test.

### **EDEE 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **EDEE 4330 - Science in Grades EC-6**

3.0-3.0 4330. 3 hours. (3;0;16) Subject matter background and material organization for an integrated science program in primary and elementary school. Students experience first-hand the scope and sequence of science education in a primary/elementary/middle school setting. Assignments, directed field experience and other class activities take place on site in a EC-6 school setting. Prerequisite(s): EDEE 3320 and EDEE 3380; admission to Teacher Education, which includes participation in a field-based program; all courses in the reading/English/language arts part of the academic major, required core and academic major science courses; and DFEC classes.

### **EDEE 4350 - Mathematics in Grades EC-8**

3.0-3.0 4350. 3 hours. (3;0;16) Principles in mathematics teaching and learning based on national curriculum and assessment standards. The learning process in the development of mathematical thinking and skills in children. Students observe mathematics instruction and materials in real settings and experience firsthand the scope and sequence of mathematics in a primary/elementary/middle school setting. Assignments, directed field experience and other class activities take place on site in a school setting. Prerequisite(s): EDEE 3320 and EDEE 3380; admission to Teacher Education, which includes participation in a field-based program; all courses in the reading/English/language arts part of the academic major, required core and academic major math courses; and DFEC classes.

### **EDEE 4800 - Studies in Education**

1.0-3.0 4800. 1-3 hours each. Organized classes for specific program needs and student interest. Prerequisite(s): Admission to Teacher Education and consent of department. Limited-offering basis. May be repeated for credit.

### **EDEE 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Emergency Medical Science Program - Undergraduate**

### **EMSP 4300 - Disaster Planning and Public Safety**

3.0-3.0 4300. 3 hours. Examination of concepts and principles of disaster planning. Role and impact on public safety. Communication of, response to, training and preparedness for natural and man-made disasters. Prerequisite(s): Junior status.

## **English - Undergraduate**

### **ENGL 1313 - Computer Assisted College Writing I**

3.0-3.0 **TCCNS Number:** ENGL 1301

1313 (1301). 3 hours. Writing as a means of critical thinking, with emphasis on the process of perfecting the essay through the writing of several drafts in the English computer classroom. No computer experience required. Satisfies a portion of the Communication requirement of the University Core Curriculum.

### **ENGL 1323 - Computer Assisted College Writing II**

3.0-3.0 **TCCNS Number:** ENGL 1302

1323 (1302). 3 hours. Study of the relationship between writing and research. Emphasis on the process of perfecting the essay through the writing of several drafts in the freshman computer laboratory. Continuation of ENGL 1313. Prerequisite(s): ENGL 1313 or equivalent. Satisfies a portion of the Communication requirement of the University Core Curriculum.

### **ENGL 2100 - Introduction to Creative Writing**

3.0-3.0 **TCCNS Number:** ENGL 2307

2100 (2307). 3 hours. Writings will include original works in each genre. Readings will cover a wide and diverse group of examples.

### **ENGL 2210 - Survey of World Literatures from Antiquity to 1700**

3.0-3.0 **TCCNS Number:** ENGL 2332

2210 (2332). 3 hours. Comparative and critical reading skills from a global perspective, tracing significant literary themes, text, movements, and genres across a wide range of world literatures and cultures from Antiquity to the 1700. Prerequisite(s): Three semester hours of freshman-level English or equivalent credit. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

### **ENGL 2220 - Survey of World Literatures from 1700 to the Present**

3.0-3.0 **TCCNS Number:** ENGL 2333

2220 (2333). 3 hours. Comparative and critical reading skills from a global perspective, tracing significant literary themes, text, movements, and genres across a wide range of world literatures and cultures from 1700 to the present. Prerequisite(s): Three semester hours of freshman-level English or equivalent credit. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

### **ENGL 2321 - British Literature**

3.0-3.0 **TCCNS Number:** ENGL 2321

2321 (2321). 3 hours. Critical survey of British literature and culture through the study of major authors' works from the Anglo-Saxon era to present. Prerequisite(s): 3 hours of freshman-level English (1313 or 1323) or equivalent credit. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

## **ENGL 2326 - American Literature**

3.0-3.0 TCCNS Number: ENGL 2326

2326 (2326). 3 hours. Critical survey of American literature and culture through study of representative works of major authors from different periods of American history from the colonial time to the end of the twentieth century.

Prerequisite(s): 3 hours of freshman-level English (1313 or 1323) or equivalent credit. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

## **ENGL 2341 - Forms of Literature**

3.0-3.0 TCCNS Number: ENGL 2341

2341 (2341). 3 hours. Designed to introduce students to close readings of literature, including poetry, drama, fiction, and creative nonfiction. Students will learn and practice the skills of close reading, thorough discussion and analytical writing about literature. Prerequisite(s): 3 hours of freshman-level English (1313 or 1323) or equivalent credit. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

## **ENGL 2342 - Diversity in Literature**

3.0-3.0 TCCNS Number: ENGL 2342

2342 (2342). 3 hours. An introduction to the literatures of various minority groups, defined by race, ethnicity, gender, sexual orientation, and/or physical condition. Topics, texts, and approaches will vary. Prerequisite(s): 3 hours of freshman-level English (1313 or 1323) or equivalent credit. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

## **ENGL 2500 - Introduction to Literary Analysis and Interpretation Skills**

3.0-3.0 2500. 3 hours. Prepares majors to understand literature and to articulate their understanding in essays supported by carefully analyzed evidence from assigned works. Covers basic critical vocabulary, the major literary genres (poetry, drama, fiction), and the conventions that govern these genres. Students learn to evaluate multiple interpretations of a text. Prerequisite(s): 6 hours of freshman composition.

## **ENGL 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

## **ENGL 3640 - Literature and Mental Illness**

3.0-3.0 3640. 3 hours. Study of literary representations of mental illness. A multidisciplinary approach to critical intersections between literature and psychology, mental illness, and treatment. Prerequisite(s): ENGL 1323 and PSYC 1100.

## **ENGL 3850 - The Literature of Texas and the Southwest**

3.0-3.0 3850. 3 hours. Study of the poetry, prose and drama of Texas and the Southwest and their relation to the cultural history of the region.

## **ENGL 3912 - Topics in American Literature**

3.0-3.0 3912. 3 hours. Consideration of genres, themes, movements, authors and their relationship to the cultural contexts of the age.

### **ENGL 3921 - African-American Literature**

3.0-3.0 3921. 3 hours. Study of the cultural and historical specificity of African-American literature. Comparison of that literature to canonical texts and trends, or examination of that literature as a counter discourse to dominative theories.

### **ENGL 3923 - American Jewish Writers**

3.0-3.0 3923. 3 hours. Study of the cultural and historical specificity of American Jewish literature. Comparison of that literature to canonical texts and trends, or examination of that literature as a counter discourse to dominative theories.

### **ENGL 4400 - American Fiction**

3.0-3.0 4400. 3 hours. Reading and analysis of American novels and short stories by Hawthorne, Melville, Twain, James, Faulkner, Hemingway, Welty and others.

### **ENGL 4470 - British Drama**

3.0-3.0 4470. 3 hours. May be offered as a survey from the origins into the 20th century or as a study of any of the major periods in the survey: medieval, Renaissance, Restoration and modern. May be repeated for credit as topics vary.

### **ENGL 4480 - American Drama**

3.0-3.0 4480. 3 hours. Offered as a historical survey of American drama or as a study of major authors and schools. Authors may include O'Neill, Miller, Williams, Hansberry, Albee. May be repeated for credit as topics vary.

### **ENGL 4500 - British Fiction**

3.0-3.0 4500. 3 hours. Reading and analysis of British novels and short stories by Defoe, Austen, Fielding, Dickens, Lawrence, Burgess, Hardy and others.

### **ENGL 4760 - Specialized Expository Writing**

3.0-3.0 4760. 3 hours. The application of rhetorical, analytical and organizational principles to the writing of expository prose in specialized areas of study.

### **ENGL 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Finance - Undergraduate**

### **FINA 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **FINA 3770 - Finance**

3.0-3.0 3770. 3 hours. Overview of money and the banking system; interest and present value calculations; financial information; analysis and financial decision making; security markets. Prerequisite(s): Completion of pre-business requirements, including ACCT 2010 and 2020 or equivalent with grades of C or better.

### **FINA 4200 - Investments**

3.0-3.0 4200. 3 hours. First course for the individual investor. Idea of investment value; necessary prerequisites for an investment program; policies; economic and industry factors; introduction to security analysis and valuation; operation of security markets; security laws. Prerequisite(s): FINA 3770 and ACCT 2010 and 2020 or equivalent with grades of C or better.

### **FINA 4210 - Introduction to Derivatives**

3.0-3.0 4210. 3 hours. Review of markets; determinants of interest rates and bond prices; forecasting of stock prices, including technical, psychological, cyclical and monetary indicators; trading strategy and tactics; market imperfections; options; futures markets; portfolio theory; and other relevant topics. Prerequisite(s): FINA 4200 with a grade of C or better or consent of department.

### **FINA 4300 - Financial Statement Analysis and Liquidity Management**

3.0-3.0 4300. 3 hours. The analysis and interpretation of financial statements. Analyzing issues related to corporate liquidity. Problems and solutions related to the management of short-term assets and liabilities. Effective financial statement evaluation from the perspective of managers, investors, and creditors. Proforma statement development for effective financial management. Prerequisite(s): FINA 3770 with a grade of C or better.

### **FINA 4310 - Valuation and Financial Decisions**

3.0-3.0 4310. 3 hours. This course develops a conceptual valuation framework for investment, capital structure and dividend decisions. Each is examined for its impact on the risk return characteristics of the firm. In addition, long-term financing decisions are discussed. Prerequisite(s): FINA 3770 with a grade of C or better.

### **FINA 4400 - Financial Markets and Institutions**

3.0-3.0 4400. 3 hours. Studies in the operations, mechanics and structure of the U.S. financial system. Topics include commercial banking, non-bank financial institutions, money and capital markets, the impact of monetary policy on financial institutions and markets, and an introduction to the international financial system. Prerequisite(s): FINA 3770 with a grade of C or better.

### **FINA 4410 - Advanced Topics in Financial Institutions and Markets**

3.0-3.0 4410. 3 hours. May include topics such as application of the theory of finance to the management of financial institutions, analysis of fixed income securities including valuation of embedded options, study of international financial markets, or other topics selected by the instructor. Prerequisite(s): FINA 4400 (may be taken concurrently).

### **FINA 4500 - International Finance**

3.0-3.0 4500. 3 hours. International and regional financial institutions and arrangements; balance of payments, theory, adjustments and impact on world trade; role of commercial and central banks in financing international flow; financing exports and imports; the instruments and markets of foreign exchange; determination of exchange rates. Prerequisite(s): FINA 3770 with a grade of C or better.

## **FINA 4800 - Internship**

3.0-3.0 4800. 3 hours. Supervised work in a job relative to student's career objective. Prerequisite(s): Student must meet the employer's requirements and have consent of the department chair. Pass/no pass only.

## **FINA 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Finance - Graduate**

### **FINA 5040 - Introduction to Finance and Financial Mathematics**

1.5-1.5 5040. 1.5 hours. Provides an understanding of finance terms, procedures and concepts used by managers in making financial decisions. Basic concepts and techniques of finance; the role of financial markets and institutions, interest rates, inflation, and yield curve determinants; analysis and interpretation of financial statements and ratios; financial mathematics to understand the time value of money; and bond and stock valuation models. This course meets the deficiency requirement of finance for MBA candidates and may be counted as part of a graduate program in a field other than business administration. No credit if ECON 1100 and ECON 1110 already taken.

### **FINA 5170 - Financial Management**

3.0-3.0 5170. 3 hours. Tools and techniques used and proposed in corporate financial management. Analysis of the investment and financing decisions and the environment in which such decisions are made are covered in readings, case problems and class discussion. Offered in Spring only. Prerequisite(s): FINA 5040 (or FINA 3770 taken during undergraduate degree).

### **FINA 5650 - Contemporary Issues in Finance**

3.0-3.0 5650. 3 hours. Current topics as selected by the instructor. May include cases and/or lecture format. Prerequisite(s): Consent of instructor. May be repeated for credit.

## **Fire Safety - Undergraduate**

### **FIRE 3300 - Community Risk Reduction for Fire and Emergency Services**

3.0-3.0 3300. 3 hours. Theoretical examination and practical application of community risk reduction. This course places a special emphasis on understanding ethical, sociological, political, and legal components of community risk reduction, and methodology for development and implementation of comprehensive risk reduction plans.

### **FIRE 3400 - Legal Foundations for Fire Protection**

3.0-3.0 3400. 3 hours. The examination of the legal aspects of fire service within the American court system with a primary emphasis on political and social implications of legal issues. This course includes a review of the legal system and coverage of employment, personal, administrative, operational, and code of service with regard to fire service.

### **FIRE 3700 - Fire Prevention Organization and Management**

3.0-3.0 3700. 3 hours. The examination of the factors that shape fire risk and the tools for fire prevention, including risk reduction education, fire investigation, research, master planning and various types of influences and strategies. A primary focus is placed on fire codes and standards and inspection and plans review.

### **FIRE 4400 - Fire and Emergency Services Administration**

3.0-3.0 4400. 3 hours. The study of principles and practices of administration and their application to fire and emergency service departments. A central focus is on leadership of a fire and emergency service department and the development of internal and external partnerships. A special emphasis is placed on the challenges and application of contemporary emergency administration.

## **Geography - Undergraduate**

### **GEOG 1170 - Culture, Environment and Society**

3.0-3.0 **TCCNS Number:** GEOG 1302

1170 (1302). 3 hours. Exploration of the dynamic relations between culture and environment addressing ethnic diversity and conflict, development and underdevelopment, settlement patterns, movement of commodities and people (including refugees), and environmental degradation.

### **GEOG 1200 - Global Societies**

3.0-3.0 **TCCNS Number:** GEOG 1303

1200 (1303). 3 hours. Geographical characteristics, major problems and role of major world regions; emphasis on Central and South America, Africa, Middle East and Asia.

### **GEOG 1710 - Earth Science**

3.0-3.0 **TCCNS Number:** GEOL 1401

1710 (GEOL 1401). 3 hours. (3;2) Principles and processes of physical geography. Introduction to mapping, weather and climate, soil and vegetation, and landforms of rivers, coasts and deserts. Satisfies a portion of the Life and Physical Sciences requirement of the University Core Curriculum.

### **GEOG 2110 - Foundations of Geographic Research**

3.0-3.0 2110. 3 hours. Introduction to research for entry-level geography majors. Journal articles are examined in detail with reference to exploring research design and implementation. Students also develop an area of research interest, choose a specific topic, and formulate research questions from which hypotheses are developed. Culminates in the development of a research plan and prospectus for a topical research question.

### **GEOG 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours. Individual readings and laboratory research projects in geology, earth and regional sciences.

### **GEOG 3190 - Statistical Research Methods in Geography**

3.0-3.0 3190. 3 hours. Application of statistical techniques and mathematical models to spatial analysis, including both point and areal patterns. Examples drawn from both earth and regional science. Prerequisite(s): MATH 1680 and GEOG 2110, or consent of department.

## **GEOG 3300 - Introduction to Geographic Information Systems**

3.0-3.0 3300. 3 hours. An introduction to quantitative and qualitative GIS and digital mapping techniques. Students will learn how to acquire, evaluate and create geospatial data and the foundations of geospatial analysis. Prerequisite(s): MATH 1580 or equivalent.

## **GEOG 4050 - Cartography and Graphics**

3.0-3.0 4050. 3 hours. (1;2) Construction and interpretation of topographic maps; thematic mapping of geographically referenced data; field mapping and surveying techniques; introduction to global positioning systems and computer cartography.

## **GEOG 4060 - Applied GIS: Map Info Professional**

3.0-3.0 4060. 3 hours. (1;2) An introduction to conceptual and practical aspects of geographic information systems. Emphasis on applications, using soci-demographic and business examples. Topics include: importing and mapping census data, creating and editing map attribute databases, geocoding, buffering, aggregating data, thematic maps and applications.

## **GEOG 4520 - Intermediate Geographic Information Systems**

3.0-3.0 4520. 3 hours (1;2) Step-by-step approach to spatial data integration and analysis, and cartographic presentation. Topics include data models and structures, map algebra, surface analysis, three-dimensional rendering, network analysis, sharing and distributing maps, and design and implementation of a GIS project in an area pertinent to the student's interests. Prerequisite(s): GEOG 2110 and GEOG 3300 (with a grade of C or better), or consent of department.

## **GEOG 4550 - Advanced Geographic Information Systems**

3.0-3.0 4550. 3 hours (1;2). Advanced spatial analysis through the use of specialized software and the design and development of spatial databases and applications. The course includes project planning, database development, data manipulation and analysis, model building, internet mapping, and other advanced topics in spatial analysis. Students gain advanced application skills through laboratory exercises and implementation of a GIS project in an area pertinent to the student's interests. Prerequisite(s): GEOG 4520 (with a grade of C or better), or consent of department.

## **GEOG 4560 - Introduction to GIS Programming**

3.0-3.0 4560. 3 hours (1;2). Modern GIS embraces the concept of open systems, which means GIS software can be customized to fit specific requirements of individual implementation environments. To meet the high demand of this kind, this course introduces basic concepts and skills of object-oriented programming and GIS customization. Students gain programming skills in accessing maps, data layers, features, and geometric objects through laboratory exercises.

## **GEOG 4570 - Special Topics in GIS**

3.0-3.0 4570. 3 hours (2;1). Current topics and techniques in Geographic Information Systems to complement core coursework. Examples include multiuser geospatial data management, web-based map delivery, GIS programming, spatial statistics, applications for specific careers fields, and other topics. Course content reflects recent trends in GIS research and the job market. Topics vary by semester. May be repeated for credit. Prerequisite(s): Consent of department.



## **GEOG 4580 - GIS In Health**

3.0-3.0 4580. 3 hours. Spatial analysis, geographic information system (GIS) and computational methods for public health applications including disease mapping, disease clustering and exposure modeling. Location-allocation methods for measuring access to health care services will also be discussed. Prerequisite(s): GEOG 2110 and GEOG 3190, or consent of department.

## **Geography - Graduate**

### **GEOG 5300 - Introduction to Geographic Information Systems**

3.0-3.0 5300. 3 hours. An introduction to quantitative and qualitative GIS and digital mapping techniques. How to acquire, evaluate and create geospatial data and the foundations of geospatial analysis. Apply skills to real world problems in relevant field of study.

## **Geology - Undergraduate**

### **GEOL 1610 - Introductory Physical Geology**

3.0-3.0 **TCCNS Number:** GEOL 1403

1610 (1403). 3 hours. (3;2) A systematic introduction to geology; internal and external processes that contribute to the earth's rock record; includes consideration of minerals, the earth's interior, volcanoes, mountain building, and terrestrial and oceanic sedimentation.

## **Health Education - Undergraduate**

### **HLTH 1100 - School and Community Health Problems and Services**

3.0-3.0 **TCCNS Number:** TECA 1318

1100 (TECA 1318). 3 hours. Introduction to the field of health education and various health services offered by the school and community. Health problems and strategies to improve community health are explored.

### **HLTH 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each. Individual study designed in consultation with instructor. Prerequisite(s): Consent of department.

### **HLTH 4100 - Epidemiology of Communicable and Non-Communicable Disease**

3.0-3.0 4100. 3 hours. Study of the nature, prevention, control and treatment of human disease and the role of the health professional in practical application. Course content emphasizes factors that contribute to population-based health disparities and the epidemiological practices associated with infectious disease investigation, prevention, treatment, and control as they relate to the role of health professionals.

### **HLTH 4400 - Health Promotion Skills and Competencies**

3.0-3.0 4400. 3 hours. Foundational content and skills development related to roles and responsibilities of the health educator. Prerequisite(s): PBHL 2300.

## **HLTH 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **History - Undergraduate**

### **HIST 1050 - World Civilization I**

3.0-3.0 **TCCNS Number:** HIST 2321

1050 (2321). 3 hours. Surveys the social, political, economic, cultural, religious, artistic, and intellectual history of the world from the emergence of human cultures to 1600. This includes cultural regions in Africa, the Americas, Asia, Europe, and Oceania and global interactions over time. Themes include the emergence of societies, the rise of civilizations, the development of political and legal systems, religion and philosophy, economic systems and trans-regional networks of exchange. The course emphasizes the development, interaction and impact of global exchange. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

### **HIST 1060 - World Civilization II**

3.0-3.0 **TCCNS Number:** HIST 2322

1060 (2322). 3 hours. Surveys the social, political, economic, cultural, religious, artistic, and intellectual history of the world from 1600 to present. This includes cultural regions in Africa, the Americas, Asia, Europe, and Oceania and their global interactions over time. Themes include maritime exploration and transoceanic empires, nation/state formation and industrialization, imperialism, global conflicts and resolutions, social and political movements, and global economic integration. The course emphasizes the development, interaction and impact of global exchange. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

### **HIST 2301 - Texas History Survey-Core**

3.0-3.0 **TCCNS Number:** HIST 2301

2301 (2301). 3 hours. General survey of Texas history from Pre-Columbian times to present. Includes the periods of Spanish and Mexican colonization, Revolution and Republic, Civil War and Reconstruction, and the modern era. (This class may not be substituted for HIST 4700 Texas History.) Satisfies a portion of the American History requirement of the University Core Curriculum.

### **HIST 2610 - United States History to 1865**

3.0-3.0 **TCCNS Number:** HIST 1301

2610 (1301). 3 hours. From colonial origins through the Civil War. Satisfies a portion of the American History requirement of the University Core Curriculum.

### **HIST 2620 - United States History Since 1865**

3.0-3.0 **TCCNS Number:** HIST 1302

2620 (1302). 3 hours. From the Civil War to the present. Satisfies a portion of the American History requirement of the University Core Curriculum.

### **HIST 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each. Prerequisite(s): Consent of department chair.

## **HIST 3150 - Historical and Cultural Development of the Mexican-American Community**

3.0-3.0 3150. 3 hours. Historical evolution of Mexican-American culture, social structure, family patterns and community organizations, and their effects on education, economic and religious institutions.

## **HIST 3310 - The Diverse History of Dallas Leadership**

3.0-3.0 3310. 3 hours. This course covers the history of Dallas by examining the historical, social, cultural, economic, and political institutions and processes in various periods. It is designed to introduce students to the Dallas population diversities, as well as the diversities of intellectual viewpoints about Dallas. A brief historical examination will introduce the main focus of the course, Dallas leadership during the 1970s and will explore how local decision making evolved to include public, private, and community leadership. Guest speakers and field trips will complement class sessions.

## **HIST 3320 - Research Methods for Professional and Public Historians**

3.0-3.0 3320. 3 hours. This class is designed to give students and interested individuals valuable research skills in public history. Students will learn to use scholarly electronic search engines, oral histories, archives, and government records.

## **HIST 3330 - History of American Indians Pre-Columbian to Present**

3.0-3.0 3330. 3 hours. This course surveys the history of American Indians in North America from pre-Columbian times to the present. Primary goals are to make students aware of the longevity and continuity of human history in North America, to explore how Native peoples have shaped North American history, as well as the Native American perspective. Classes consist of lectures, assigned readings and discussions of primary source documents and readings. Students will examine American Indian culture through photographs, maps, works of art and films. Prerequisite(s): History Core.

## **HIST 3340 - African American History, 1619 to Present**

3.0-3.0 3340. 3 hours. This class will explore the economic, political, and social contributions of African Americans from 1619 to the present day. Major focusses include important events, people, and trends as well as the antebellum slavery experience, the Reconstruction era, and Jim Crow marginalization. Prerequisite(s): History Core.

## **HIST 3350 - North American Environmental History**

3.0-3.0 3350. 3 hours. Examines the history of human interactions with the natural world in North America from pre-Columbian times to the present. Prerequisite(s): 3 hours of BIOL coursework or GEOG 1710; and 3 hours of HIST coursework.

## **HIST 4020 - History of Science and Technology Since Newton**

3.0-3.0 4020. 3 hours. Science and technology from Newton to the present emphasizing the presuppositions of scientific inquiry, the relationship between science and technology, and their impact on society.

## **HIST 4030 - Diversity and Decision Making in Dallas**

3.0-3.0 4030. 3 hours. This course completes the Dallas Studies program. It focuses on decision making processes in the city as well as the roles of diverse communities including African Americans, Latinos, Asians and women in that process. It will explore local decision making at the public, private, and community levels. Guest speakers and field trips will complement class sessions. The culmination of the course will be a presentation by students about their experiences and research while in the Dallas Studies program. Prerequisite(s): Completion of all other Dallas Studies required courses.

### **HIST 4150 - Mexican Immigration and the Chicano Community**

3.0-3.0 4150. 3 hours. Introduction to the history of Mexican immigration in the United States, focusing on the dynamic effects immigration has had throughout the 19th and 20th centuries on the formation of the Chicano community. Utilizes lectures, discussion of the readings, films, and speakers to emphasize a variety of themes including labor, politics, nativism, citizenship, demography, gender and culture. Prerequisite(s): HIST 3150 recommended.

### **HIST 4155 - Mexican American Autobiography**

3.0-3.0 4155. 3 hours. Surveys Mexican American autobiographies since the 19th century but emphasizes contemporary works. Themes touching on the economic, political, social, cultural, and gender spheres of life will be examined. The literature covered will be considered within the context of the broader history of Mexican Americans in the 20th century and continuing to the present period.

### **HIST 4160 - Chicano Political History: 19th and 20th Century**

3.0-3.0 4160. 3 hours. Surveys the history of Chicano politics in the U.S. since 1821. Briefly examines antecedents in the colonial era. Comparing the Chicano political experience before and after American sovereignty, the course assesses the continuity of the Chicano political tradition. Emphasizes reading and discussing new literature in the field. Prerequisite(s): HIST 3150 recommended.

### **HIST 4171 - Latin America : The Colonial Experience, 1492-1821**

3.0-3.0 4171. 3 hours. Surveys the history of Latin America from pre-contact civilization and the arrival of European explorers to the Wars of Independence. Analyzes the strategies and logic of conquest; the material, psychological and environmental effects deriving from the expansion of empire; the issues of slavery, labor systems, religion and honor, and the movement towards independence.

### **HIST 4172 - Modern Latin America : 1810-present**

3.0-3.0 4172. 3 hours. Surveys the history of Latin America from Independence to the present. Analyzes the formation of new states; the conflict between federalist and centralist groups; the role of caudillos in regional politics; the rise and crisis of export economies; international relations and the Cold War; US involvement in Latin American affairs; the Mexican and Cuban Revolutions; military governments and security structures; and current events in the region.

### **HIST 4180 - Colonial Mexico and the Spanish Southwest**

3.0-3.0 4180. 3 hours. Conquest and expansion of the Spanish in North America.

### **HIST 4190 - Mexico, 1810-Present**

3.0-3.0 4190. 3 hours. Social, economic and political history since independence.

### **HIST 4320 - The Hispanic Southwest**

3.0-3.0 4320. 3 hours. Examines the history of Hispanic presence in the Southwest from first contact to 1848 and the Hispanic cultural legacy in the region. Prerequisite(s): HIST 2610 or 4700.

### **HIST 4420 - United States Constitutional Development, 1783-Present**

3.0-3.0 4420. 3 hours. The Articles of Confederation, the Constitution, role of the Supreme Court and changing nature of constitutional doctrines.

### **HIST 4490 - The American Revolution, 1763-1789**

3.0-3.0 4490. 3 hours. The founding of the United States.

### **HIST 4700 - Texas**

3.0-3.0 4700. 3 hours. Development of Texas from its frontier beginnings to an urban state. Satisfies a portion of the American History requirement of the University Core Curriculum.

### **HIST 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours.

## **Hospitality Management - Undergraduate**

### **HMGT 1010 - Introduction to Hospitality Management**

3.0-3.0 1010. 3 hours. This course is designed to build an understanding of the hospitality industry through an examination of the segments of the industry and appraisals of the management skills that future managers need in order to succeed. The student will also gain an insight into the development of the industry through lectures, popular trade magazines, guest speakers, field trips, and experiential learning.

### **HMGT 1030 - Hospitality Safety and Sanitation**

3.0-3.0 1030. 3 hours. This course provides students seeking to enter the food service industry with basic sanitation principles, which include understanding personal hygiene, sanitizing of eating and drinking utensils, food bacteriology, emergency pathogens, prevention of illnesses, accident prevention, employee training and sanitary and safe food service operation. Students will also learn how to design a responsible alcohol program in a foodservice organization, focusing on customer safety, issues of reasonable care, policies and procedures, legal and regulatory codes, and knowledge of alcohol's impact on the body.

### **HMGT 1310 - Building Careers in Hospitality**

3.0-3.0 1310. 3 hours. Theories of career development to assist students to prepare for entry into the workforce. Topics include skills assessment, resume preparation, interview techniques, and professional development.

### **HMGT 2050 - Food and Beverage Management**

3.0-3.0 2050. 3 hours. This course is designed to move the students through the various management steps involved in food service. Food production issues are studied from a managerial point of view. Standards in food production and beverage service are a focal point of the course. This course is designed to build the skills necessary to operate a successful and profitable food service operation.

### **HMGT 3040 - Practicum in Hospitality Management**

3.0-3.0 3040. 3 hours. The HMGT practicum is designed to provide the student supervised, on-the-job training of operations management and organizational behavior offered through an approved agency. A contact between the university, student, and employer provides the beginning groundwork. Students will recognize the professions demand challenges requirements and opportunities prior to graduation. (Faculty Approval, Sophomore standing required.) Prerequisite(s): HMGT 1010 and an HMGT 2000 or 3000 level course in the course sequence.

### **HMGT 3050 - Hotel Management Operations**

3.0-3.0 3050. 3 hours. This course covers the study of broad-based hotel and motel operations, reviewing development, pre-opening, marketing, departmental operations and organizational structure. The course includes work in training, staffing, work improvement techniques, motivating, organizing, planning, and scheduling. Prerequisite(s): HMGT 1010.

### **HMGT 3310 - Career Development in Hospitality Management**

3.0-3.0 3310. 3 hours. Theories of career development to prepare for entry into the workforce. Topics include skill assessment, resume preparation, interview techniques, and professional development.

### **HMGT 3311 - Tourism Industry**

3.0-3.0 3311. 3 hours. Provides students with an overview of the tourism industry. Topics include history of tourism, careers in tourism, cycles of tourism, tourism relationship with other hospitality industries, among others.

### **HMGT 3312 - Restaurant Management**

3.0-3.0 3312. 3 hours. Provides an overview of working in the restaurant industry. Students will learn how to design, open, and successfully operate a restaurant.

### **HMGT 3320 - Hospitality Marketing and Sales**

3.0-3.0 3320. 3 hours. Introduction of concepts, and systems utilized in the marketing for the hospitality industry. Topics include sales, brand management, customer service, vendor relations, and guest expectations.

### **HMGT 3330 - Beverage Management**

3.0-3.0 3330. 3 hours. History, regions, manufacturing, storing, and mixology of beverages in the hospitality industry.

### **HMGT 3340 - Club and Resort Management**

3.0-3.0 3340. 3 hours. Introduces students to membership club management and furthers their knowledge of the lodging industry by covering resorts, timeshares, cruise ships, and casino hotels.

### **HMG 3350 - Creating a Customer Service Mindset**

3.0-3.0 3350. 3 hours. Understanding the keys to excellent customer service and how to develop a positive customer service experience. Prerequisite(s): Hospitality Management major, junior standing, or instructor permission.

### **HMG 3360 - Enhancing the Service Experience**

3.0-3.0 3360. 3 hours. Service experience components and enhancing those components to increase the overall experience giving the business a competitive advantage.

### **HMG 3370 - Fairs, Festivals, and International Events**

3.0-3.0 3370. 3 hours. Planning and executing unique, multi-day events that often have a cultural component to them. Prerequisite(s): HMG 4120 Event Management or Hospitality Management Major.

### **HMG 4120 - Special Events and Meeting Planning**

3.0-3.0 4120. 3 hours. This course will provide students with basic understanding of the management process as it relates to the planning and operations of special events and meetings. This course is designed to develop skills, strategies, knowledge, and understanding of meeting and event planning.

### **HMG 4150 - Current Issues in Hospitality Industry**

3.0-3.0 4150. 3 hours. This course will explore the dynamics and implications of current societal and professional issues and changes in the delivery of hospitality services. The course will examine current trends that impact the profession and help students understand the relevance of these trends in their own professional development. Prerequisite(s): Senior standing.

### **HMG 4310 - Revenue Management in the Hospitality Industry**

3.0-3.0 4310. 3 hours. Practices of hospitality organizations, supply and demand, forecasting, sales and discounting strategies, and profit maximization. Prerequisite(s): Senior standing or instructor permission.

### **HMG 4330 - Catering and Convention Services**

3.0-3.0 4330. 3 hours. Meal planning, cost analysis, and preparing to host a convention. Prerequisite(s): HMG 4120.

### **HMG 4340 - Understanding Customer Satisfaction and Customer Loyalty**

3.0-3.0 4340. 3 hours. Determining the factors that cause customer satisfaction and dissatisfaction and the impact on organizations. Prerequisite(s): HMG 3350.

### **HMG 4350 - Leadership and Strategic Management**

3.0-3.0 4350. 3 hours. How to strategically compete with their competitors and increase productivity and profitability for their organization. Prerequisite(s): Senior standing or Hospitality Management major.

### **HMG 4399 - Hospitality Internship**

3.0-3.0 4399. 3 hours. Practical work experience in the hospitality industry. Students required to secure their own internship. Prerequisite(s): Hospitality Management major, minor, or concentration.

### **HMG 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours.

## **Hospitality Management - Graduate**

### **HMG 5301 - Advanced Lodging and Revenue Management**

3.0-3.0 5301. 3 hours. Research, revenue management, and strategic management in the lodging industry. Prerequisite(s): Current MBA student.

## **Human Service Management and Leadership - Undergraduate**

### **HSML 1300 - An Introduction to the Helping Profession**

3.0-3.0 **TCCNS Number:** SOCW 2361

1300 (SOCW 2361). 3 hours. An introduction of the human services discipline from a historical, theoretical, systemic and multidisciplinary perspectives.

### **HSML 3000 - Human Service in the Nonprofit Sector**

3.0-3.0 3000. 3 hours. The foundation course for students interested in a career in one of the human service professions. Examination of the philosophy, values, roles and responsibilities of human services and human service workers in today's society. Examination of personal needs, interests, and potential strengths as a professional human service worker.

### **HSML 3100 - Professional Interpersonal Skills**

3.0-3.0 3100. 3 hours. The course will focus on the knowledge, skills and attitudes necessary for the application of interpersonal communication and other communication skills including exploration, mutual understanding and taking action in addressing human problem situations. Special emphasis is placed on developing skills of attending, listening and responding in ways that allow the student to engage in a productive helping relationship. Emphasis is also placed on applying effective communication skills in their collaboration with other human service professionals.

### **HSML 3600 - Human Behavior I: Micro**

3.0-3.0 3600. 3 hours. The intent of this course to provide knowledge on multi-dimensional development of individuals and the range of social systems in which individuals live. In this class students will explore the study of human behavior by looking across the life course, and incorporating theories of human interaction as a framework for practice decisions. Material presented focuses most specifically on the human life course as it is impacted by multi-dimensional factors. Investigation of developmental theories gives students diverse viewpoints which can help identify leverage points for change. As the semester progresses, students become more adept at recognizing "theory in life and life in theory" in order to make well-reasoned practice decisions.

### **HSML 3700 - Case Management in Human Services**



3.0-3.0 3700. 3 hours. Case management is an important function of human service providers in both the private and public sectors. The purpose of this course is to prepare students for the demands of case management practice in multiple rehabilitation, healthcare, and business settings. Students will gain both the grounding in theory essential to assist them in conceptualizing cases, and the skills necessary to provide quality services to consumers in professional settings. Students will participate in the exploration of case management procedures to identify and evaluate clients' strengths, weaknesses, problems and needs in order to develop an effective plan of action.

### **HSML 3850 - Behavioral Addictions**

3.0-3.0 3850. 3 hours. This course is an examination the biological, psychological, and social aspects of alcoholism, eating disorders, compulsive gambling, and other addictions. Student will learn about the experience of addiction and the importance of reducing harm within the biopsychological framework as both a goal and a process. Aspects of social justice are also explored.

### **HSML 4000 - Introduction to Financial Management for Nonprofit Organizations**

3.0-3.0 4000. 3 hours. This course is designed to introduce students to the fiscal disciplines of nonprofit organizations. Students will learn basic skills in accounting principles, analyzing financial information, reporting requirements, cash management, and capital budgeting.

### **HSML 4100 - Chemical Addictions**

3.0-3.0 4100. 3 hours. This course provides an overview of causes and consequences of chemical addictions as they related to the impact on the individual, family, community and society. Human Service students attain knowledge of the psychological, physiological, and sociological effects of mood altering substances and subsequent challenges. Emphasis is placed on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug interactions.

### **HSML 4120 - Theoretical Approaches to Addiction Treatment**

3.0-3.0 4120. 3 hours. This course prepares students for the realities of working with clients affected by addictions. Identifying major theories relevant to substance abuse assessment and treatment; defining and explaining techniques relevant to the major theories, students gain the necessary tools needed to competently translate addictions theory into practice.

### **HSML 4150 - Group Processes in Human Services**

3.0-3.0 4150. 3 hours. This course is designed to explore the concepts of group dynamics, group culture, the change process and stages of development. Students will be given the opportunity to practice leadership skills needed to facilitate effective group work in various settings. Students will also learn about the application of group processes and techniques to chemical dependency treatment, issues relevant to at-risk youth, as well as families in crisis. Prerequisite(s): All HSML 3000-level courses are recommended. HSML majors must complete HSML 3700.

### **HSML 4200 - Grant Proposal Research and Writing**

3.0-3.0 4200. 3 hours. This course focuses on the process of writing grants in human services. Students will explore and analyze the various components of a grant, the process of developing and writing grant proposals, how to develop a unified proposal, and research techniques in finding different types of grant funding sources. Prerequisite(s): HSML 3000 (may be taken concurrently).

## **HSML 4300 - Volunteer Development and Management**

3.0-3.0 4300. 3 hours. This course is designed to address the issue of managing volunteers in nonprofit organizations. This course will provide students with an understanding of planning for, facilitating, and creating an organizational culture favorable to volunteer recruitment, training and retention as well as how to work collaboratively in building projects that engage volunteers in meaningful, goal directed work that correlates with the organization's mission and goals. Prerequisite(s): HSML 3000 and HSML 3100.

## **HSML 4301 - Theories of Peer Recovery and Advocacy**

3.0-3.0 4301. 3 hours. Introduces students to the history, theory, science and practice of the peer recovery approach to working with individuals, families, groups and communities. The discussion of major internal and external elements - historical, political, economic, social and technological - that have affected the adoption of recovery-oriented practice in the human services sector is examined. Prerequisite(s): HSML 3000, HSML 3100, and HSML 3700.

## **HSML 4350 - Community Organizing, Development and Collaboration**

3.0-3.0 4350. 3 hours. This course explores strategies for community organizing, development and collaboration. Students will learn how to create change in communities by collaboratively building democratic organizations and mobilizing resources for social change. Prerequisite(s): HSML 3000.

## **HSML 4400 - Leadership in the Nonprofit Sector**

3.0-3.0 4400. 3 hours. Overview organizational leadership theory and practice for volunteer managers and community leaders. Students examine and develop a range of skills in a number of interpersonal areas : group dynamics, decision-making, managing differences, and leadership and influence as they pertain to primarily nonprofit organizations and their ability to lead a volunteer workforce. Students who have received credit for this course as an undergraduate may not retake it for graduate credit.

## **HSML 4500 - Diversity and Social Justice in Human Services**

3.0-3.0 4500. 3 hours. This course explores cultural, social and psychological differences and similarities among various groups. The dynamics of oppression and the relationship of social justice considerations to the profession for human service practice are examined. This course promotes culturally competent practice for the helping professional. The purpose of this course is to increase human service workers commitment to work towards a nonracist, multi-cultural and egalitarian society. Concepts focused on in this course will include but are not limited to sociopolitical processes, intrapersonal processes, and socio-cultural processes. The implications of these processes for practice in helping professions are discussed. Prerequisite(s): All HSML 3000-level courses are recommended.

## **HSML 4525 - Problems of Youth: Prevention and Intervention**

3.0-3.0 4525. 3 hours. This course examines the particular problems of youth and their implications for social service workers delivering services to this population. Topics include youth serving in social institutions of both a preventative and rehabilitative nature and issues related to alcohol, tobacco, and other drugs and their effects.

## **HSML 4600 - Human Behavior II: Macro**

3.0-3.0 4600. 3 hours. This course explores the interchange between individuals and their social environment. An examination of the role of family, groups, local and global communities in shaping beliefs and attitudes toward social problems for individuals and groups. This foundational knowledge promotes attentiveness to society as an integration

of public, private and charitable behaviors and structures---all necessary to prepare an active and engaged community. This course considers human behavior from an empowerment-based perspective evaluating strengths and deficits based on theoretical concepts. Prerequisite(s): HSML 3000, HSML 3600 and HSML 4500.

### **HSML 4620 - Topics in Human Services**

3.0-3.0 4620. 3 hours. This course is the study of various topics in Human Services and issues of concern for non-profit managers. Prerequisite(s): Consent of department.

### **HSML 4650 - Assessment of Behavioral and Chemical Addictions**

3.0-3.0 4650. 3 hours. This course examines substance use and abuse. Its goals are to explore how society causes an increased use of substances; and to analyze systems designed to offer prevention and treatment. Special emphasis is placed on various theoretical models and concepts of addictions, and assessment techniques currently used in substance abuse/addiction treatment of adolescents. Guidelines for screening and assessing teens for alcohol abuse and drug abuse problems are discussed as well as assessment for referral and treatment; confidentiality laws; and screening and assessment in juvenile justice settings. Prerequisite(s): Must have either HSML 4100 or HSML 4120.

### **HSML 4660 - Intervention Strategies for Behavioral and Chemical Addictions**

3.0-3.0 4660. 3 hours. This course is an examination of prevention and intervention strategies with individuals who are overcoming substance use and abuse. Major theories in prevention and intervention are discussed. This course will also examine the role of mental status, special populations, multicultural and diversity issues in prevention and intervention. Prerequisite(s): Must have completed HSML 4100 or HSML 4120.

### **HSML 4700 - Program Planning and Evaluation**

3.0-3.0 4700. 3 hours. Provides students with basic skills in conceptualizing, designing and planning human service-related programs for and within nonprofit agencies. Program evaluation with emphasis performance outcomes and utilizing assessment results to strengthen program operation is emphasized.

### **HSML 4750 - Capstone Course**

3.0-3.0 4750. 3 hours. Course is designed to crystallize the competencies covered in the HSML degree program and promote critical thinking and effective writing on those topics. Format includes exchange between students and nonprofit professionals on leadership and management issues to: expand individual competencies, build leadership confidence, and affirm learning acquired during the program. Serves as a final preparation for internship / employment in a non-profit agency. Satisfies one of the course requirements for students pursuing American Humanics certification. Prerequisite(s): Permission of the Human Services Coordinator.

### **HSML 4850 - Human Service Internship**

3.0-3.0 4850. 3 hours. Supervised work in a community agency that is directly related to the student's career and specialization interests. Designed to integrate theory and practice in human services and prepare students for practical application of skills, knowledge and philosophy in a supervised setting. Students must meet individual employers' requirements and obtain consent of Human Services program director. Prerequisite(s): Permission of Internship Coordinator.

### **HSML 4851 - Human Services Internship II**

3.0-3.0 4851. 3 hours. Provides experience in a supervised non-profit organization setting aimed at the integration of theory and practice and skills relevant to career development and enhancing employability skills in a human services setting. Requires completion of a minimum of 150 clock hours within the practicum setting plus attendance at weekly integrative seminars. Prerequisite(s): HSML 4850 and 18 additional hours of HSML course work.

### **HSML 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each. Special problems may be repeated for credit. Prerequisite(s): HSML major and consent of instructor.

## **Kinesiology - Undergraduate**

### **KINE 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each. Individual study designed in consultation with instructor. Prerequisite(s): Consent of department.

### **KINE 3550 - Pedagogical Skills, Strategies, and Management in Physical Education and Movement for Children**

3.0-3.0 3550. 3 hours (2;1) Effective use of communication and pedagogical skills and strategies to enhance student engagement and learning. Course focuses on developmentally appropriate physical education at the EC-6 level, highlighting movement education theory and application. Candidates are provided with opportunities to learn and implement effective demonstrations, explanations, and instructional cues and prompts, linking physical activity concepts to appropriate learning experiences. Candidates are afforded both peer teaching and field based applications of content.

### **KINE 3551 - Physical and Health Literacy**

3.0-3.0 3551. 3 hours. Integrated health and movement for preparing to teach in grades EC-6.

### **KINE 4500 - Pedagogical Skills, Strategies, and Management in Secondary Physical Education**

3.0-3.0 4500. 3 hours. (2;1) Candidates will develop a sound understanding related to progression in fundamental movements and skills across all developmental levels, leading to instructionally suitable and developmentally appropriate activities for all students. Candidates will also acquire a thorough understanding and application of the games analysis model. Content includes lesson and unit plan design and implementation, class observation and teaching assessment, service learning experience, achievement motivation theories, and advanced technology implementation in various physical activity settings. Candidates are afforded both peer teaching and field based application of content.

## **Language - Undergraduate**

### **LANG 1010 - Elementary Language**

3.0-3.0 1010. 3 hours. Grammar and phonetics; reading, composition and oral-aural practice. For advanced placement credit or transfer credit only.

## **LANG 1020 - Elementary Language**

3.0-3.0 1020. 3 hours. Grammar and phonetics; reading, composition and oral-aural practice. Prerequisite(s): Foreign language course 1010 in same language, or equivalent. For advanced placement credit or transfer credit only.

## **LANG 2040 - Intermediate Language**

3.0-3.0 2040. 3 hours. Grammar, composition, oral-aural practice and readings. Prerequisite(s): Foreign language course 1020 in same language, or equivalent. For advanced placement credit or transfer credit only.

## **LANG 2050 - Intermediate Language**

3.0-3.0 2050. 3 hours. Grammar, composition, oral-aural practice and readings. Prerequisite(s): Foreign language course 2040 in same language, or equivalent. For advanced placement credit or transfer credit only.

## **LANG 2900 - Special Problems**

1.0-4.0 2900. 1-4 hours each.

## **Law - Law**

### **LAW 7V01 - Study Abroad Credit**

3.0-12.0 7v01. 3-12 hours. Credit hours granted for equivalent work completed at an approved study abroad program.

### **LAW 7V12 - International Law**

1.0-2.0 7v12. 1-2 hours. Provides an introduction to public international law, including treaties; laws of the sea, air, and space; human rights; and international dispute resolution.

### **LAW 7V30 - Special Topics in Legal Education**

1.0-9.0 7v30. 1-9 hours. Focused study in an identified area of law. Content will vary and course may be repeated if the material is not duplicated.

### **LAW 7V91 - Practicum**

2.0-3.0 7v91. 2-3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. Topics vary by semester but examples include: health law, general counseling, lawyering, environmental law, juvenile advocacy, elder law, urban and regional development, real estate transactions, and business disputes.

### **LAW 7V93 - Clinic**

1.0-6.0 7v93. 1-6 hours. Representation of clients under the supervision of a faculty member. Clinics include classroom sessions, assignments on cases, and meetings with faculty member. Prerequisite(s): 1L classes and other courses as specified in the particular clinic listing.

## **LAW 7V98 - Independent Study**

1.0-12.0 7v98. 1-12 hours. Concentrated study under supervision of faculty member, on a topic representing advanced work that builds on existing coursework and that is not covered in another course. Enrollment is by approval only and will result in the development of a major paper. Graded pass-fail.

## **LAW 7V02 - Independent Study In Legal Education**

1.0-12.0 7v02. 1-12 hours. Individual research and writing conducted under the guidance of a faculty member, resulting in the development of a major paper.

## **LAW 7V16 - Health Care Law**

2.0-3.0 7v16. 2-3 hours. Survey of and introduction to health care law, including legal issues relating to health care delivery, health care organizations, health care insurance, statutory and common law obligations of health care providers and professionals.

## **LAW 7097 - Community Engagement**

0 - 0 7097. 0 hours. The community engagement program places students with various non-profit organizations throughout the legal community, providing students with the opportunity to develop professional connections, give back to the community, and gain valuable legal experience. Required.

## **LAW 7099 - Louis a. Bedford Jr. Mentorship Program**

0 - 0 7099. 0 hours. The Louis a. Bedford Jr. Mentorship program provides students with opportunities to interact with practicing attorneys, begin to develop their professional networks, and gain insight into the Dallas legal market. Required.

## **LAW 7100 - Fundamentals of Being A Lawyer**

1.0-1.0 7100. 1 hour. Introduces students to the UNT Dallas College of Law and its curriculum, and introduces concepts and skills that will be important throughout the study of law, including introduction to law as a profession, introduction to the court systems in Dallas, anatomy of a trial and anatomy of a deal, methods of effective studying and learning in law school, and interactions and interviews with lawyers relating to legal education and the practice of law. Prerequisite(s): Consent of department. Required.

## **LAW 7101 - Principles of Accounting and Finance for Lawyers**

1.0-1.0 7101. 1 hour. Focuses on the core accounting and finance principles that lawyers encounter across many areas of practice. Core goals are being able to read, interpret, and use basic financial statements, and understanding and applying basic principles of valuation. Prerequisite(s): For both full-time and part-time students, completion of all courses taken in their first year. Required. Students may place out of this class by demonstrating proficiency through other coursework at the graduate or undergraduate level or through other methods established by the College of Law. See details for satisfying the Principles of Accounting and Finance for Lawyers requirement.

## **LAW 7104 - Legal Methods**

1.0-1.0 7104. 1 hour. This course focuses on the skills fundamental to success in law school, including the process of identifying legal issues posed by a problem, identifying and articulating relevant rules of law applicable to a problem,

applying rules of law to a problem, and reaching evaluative conclusions about the problem in light of the legal analysis. Prerequisite(s): Consent of department. Required.

### **LAW 7105 - Income Tax I**

1.0-1.0 7105. 1 hour. The course is intended to provide a basic understanding of federal tax concepts, preparing students to spot issues, do basic tax planning, and know when to consult with a specialist. The course will use basic arithmetic, for which a calculator may be used, but will not require higher math skills.

### **LAW 7108 - Advanced Legal Research**

1.0-1.0 7108. 1 hour. The purpose of this course is to build upon the knowledge acquired in the first year Legal Writing and Research. Students have the opportunity to gain greater depth in their working knowledge of legal research methods, keeping cost effectiveness at the forefront. The course will review primary and secondary sources and will explore, among other sources, subject-specific secondary sources, practice materials, legislative history, historical resources, and more administrative materials. Students will be introduced in greater depth to alternative resources. Upon completion of this course, students should be able to evaluate research options and make choices that best suit a particular legal research situation. Prerequisite(s): LAW 7210 or 7211.

### **LAW 7109 - Academic Success Asst Pgm**

1.0-1.0 7109. 1 hour. Course description to be announced.

### **LAW 7110 - Criminal Law Topics**

1.0-1.0 7110. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include white collar crimes, juvenile law, and post-conviction litigation.

### **LAW 7111 - Dispute Resolution Topics**

1.0-1.0 7111. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include mediation, negotiation techniques, and arbitration.

### **LAW 7112 - Public Law Topics**

1.0-1.0 7112. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include poverty law, non-profit law, and education law.

### **LAW 7113 - Insurance Law**

1.0-1.0 7113. 1 hour. Covering the principles of insurance law, including indemnity, recovery, and government regulation.

### **LAW 7115 - Family Law Topics**

1.0-1.0 7115. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include marital property, child support proceedings, and custody hearings.

### **LAW 7116 - Health Care Law Topics**

1.0-1.0 7116. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include bioethics, practitioner liability, and access to health care.

### **LAW 7118 - Judicial Clerkship Bootcamp**

1.0-1.0 7118. 1 hour. This course focuses on fine-tuning one's writing abilities in advance of serving as a judicial law clerk or judicial law intern. The class will culminate with a bench memo not exceeding 10 double-spaced pages. Most of the reading for the class will consist of materials relating to the writing assignments, including attorneys' briefing, relevant portions of the record, and key precedents. The course will also provide students with practical information about how to be an effective law clerk, drawing heavily on guest speakers and panelists, including local federal and state judges and law clerks. The course will be pass/fail.

### **LAW 7119 - Advocacy Skills Development**

1.0-1.0 7119. 1 hour. Course description to be announced.

### **LAW 7120 - The Trial Process**

1.0-1.0 7120. 1 hour. An introductory course that will examine the importance of jury trials to the development of law, the role of the attorney in the trial presentation, the role of a jury in a trial, and the stages of a trial.

### **LAW 7121 - Transactional and Business Topics**

1.0-1.0 7121. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include international business transactions, corporate and partnership taxation, and real estate law.

### **LAW 7122 - Trial Advocacy Topics**

1.0-1.0 7122. 1 hour. Course designed to provide advanced coverage by focusing on a narrow topic within a broader area. This course may be repeated if the covered topic has changed. Examples of topics that may be covered in this course include expert witnesses, exhibits, and cross examination.

### **LAW 7123 - Bankruptcy I**

1.0-1.0 7123. 1 hour. Course description to be announced.

### **LAW 7126 - Law and Technology**

1.0-1.0 7126. 1 hour. This course will explore how law and technology intersect, surveying areas where technology has impacted the law, covering the resulting changes to the law, and examining ethical issues related to attorney technology competence.



## **LAW 7127 - Law Practice Technology**

1.0-1.0 7127. 1 hour. Course description to be announced.

## **LAW 7201 - Teaching Fellows**

2.0-2.0 7201. 2 hours. Teaching fellows develop writing skills by assisting with first year legal writing classes. Prerequisite(s): Enrollment is by application only. This course satisfies the major writing requirement.

## **LAW 7203 - Civil Procedure II**

2.0-2.0 7203. 2 hours. Continues study of the fundamental procedural doctrines and rules governing civil lawsuits, with an emphasis on the federal rules of civil procedure. Focuses on pleadings, motions, and processes relating to pre-trial, trial, post-trial, appeal, joinder of parties, and class actions. Prerequisite(s): LAW 7302. Required.

## **LAW 7204 - Profession and Practice Law**

2.0-2.0 7204. 2 hours. Introduction to the role and history of lawyers and law in society, areas of law practice, types of firms, and the role of personal and professional values in the practice of law. Note: This course consists of two one-hour segments for the part-time program. Required.

## **LAW 7205 - Texas Civil Procedure**

2.0-2.0 7205. 2 hours. Study of the Texas rules of civil procedure focusing on pretrial and trial practice and the differences between federal and state procedures. Prerequisites: LAW 7302 and 7203. Required.

## **LAW 7206 - Texas Criminal Procedure**

2.0-2.0 7206. 2 hours. Study of how the Texas code of criminal procedure is implemented in Texas criminal prosecutions from arrest through trial proceedings. Prerequisite(s): LAW 7310. Required.

## **LAW 7207 - Texas Appellate Procedure**

2.0-2.0 7207. 2 hours. Study of civil and criminal appeals to include interlocutory appeals and mandamus. Contains an advocacy component. Prerequisite(s): LAW 7205 and 7206. Required.

## **LAW 7208 - Advanced Legal Writing: Teaching Fellows**

2.0-2.0 7208. 2 hours. Teaching fellows develop writing skills by assisting with first year legal writing classes. Prerequisite(s): Enrollment is by application only. This course satisfies the major writing requirement.

## **LAW 7210 - Legal Writing II**

2.0-2.0 7210. 2 hours. Building on Legal Writing I, continues to focus on understanding and practicing effective legal writing. As with the first semester, the course will include multiple writings, and also will include preparation of a brief in connection with a summary judgment motion. Prerequisite(s): LAW 7301. Required.

## **LAW 7211 - Legal Research**

2.0-2.0 7211. 2 hours. Focusing on bibliographic instruction and application of research skills. Students will learn the various legal resources available to them and will develop the skills necessary to find, evaluate, and use those sources to assist clients. Prerequisite(s): Consent of department.

### **LAW 7212 - Immigration Law**

2.0-2.0 7212. 2 hours. This course builds on the foundations established in Immigration Law I, providing students with the opportunity for more advanced study in the letter and effects of immigration law in the United States.

### **LAW 7213 - Property I**

2.0-2.0 7213. 2 hours. Introduction to the fundamental principles and doctrines relating to the law of property, including defining rights in property, interests in real property and personal property, transfer of property interests, private and public limitations on the use of real property, and the landlord-tenant relationship. Prerequisite(s): Consent of department. Required.

### **LAW 7214 - Property II**

2.0-2.0 7214. 2 hours. Course description to be announced.

### **LAW 7215 - Income Tax II**

2.0-2.0 7215. 2 hours. This course is intended to provide more advanced study in income tax, building on the principles encountered in Income Tax I. Prerequisite(s): LAW 7105.

### **LAW 7216 - Torts I**

2.0-2.0 7216. 2 hours. Course description to be announced.

### **LAW 7217 - Torts II**

2.0-2.0 7217. 2 hours. Course description to be announced.

### **LAW 7218 - First Amendment**

2.0-2.0 7218. 2 hours. Course description to be announced.

### **LAW 7219 - Civil Rights**

2.0-2.0 7219. 2 hours. Course description to be announced.

### **LAW 7220 - Courtroom Advocacy Skills**

2.0-2.0 7220. 2 hours. This is a performance course designed to introduce students to the skills used in courtroom presentations, focusing on the conduct of a jury trial. Prerequisite(s): Completion or concurrent enrollment in LAW 7120.

### **LAW 7221 - Effective Oral Communication**

2.0-2.0 7221. 2 hours. Focuses on understanding and gaining proficiency in effective oral communication in the range of situations in which lawyers must communicate verbally. Includes extensive performance and simulation. Required.

### **LAW 7222 - Contracts I**

2.0-2.0 7222. 2 hours. Course description to be announced.

### **LAW 7223 - Bankruptcy II**

2.0-2.0 7223. 2 hours. Course description to be announced.

### **LAW 7224 - Contracts II**

2.0-2.0 7224. 2 hours. Course description to be announced.

### **LAW 7227 - Health Care Law**

2.0-2.0 7227. 2 hours. Health Care Law is a survey course that covers the laws and regulations relating to health care patients, professionals, and institutions, including those that govern the professional-patient relationship, the liability of health care professionals and institutions, life and death decision-making, public and private insurance, the structure of health care enterprises, and fraud, waste, and abuse. The course involves reading cases, statutes, and regulations, and is taught from a problem-based and practice-based perspective, so that students will have an opportunity in class to tackle health care law issues and hone legal skills such as problem solving and advising clients.

### **LAW 7228 - Intellectual Property Law**

2.0-2.0 7228. 2 hours. Provides a comprehensive introduction to intellectual property, including an overview of patent, trademark, trade secret, and copyright law.

### **LAW 7229 - Consumer Law**

2.0-2.0 7229. 2 hours. Course description to be announced.

### **LAW 7230 - Administrative Law**

2.0-2.0 7230. 2 hours. Study of the law relating to administrative agencies, including federal agencies and state agencies (coverage of state administrative law will focus on Texas administrative agencies). Core goals are understanding the scope and role of administrative agencies; their statutory authority and constitutional boundaries; the promulgation of regulations (including legal authority and legally required methods of promulgation); core regulatory interpretive principles; and key practice issues.

### **LAW 7231 - Employment Law**

2.0-2.0 7231. 2 hours. This course is designed to provide a broad overview of the rights and limitations relating to the employer-employee relationship. This course also provides advanced study in the laws governing the employer-employee relationship and may discuss topics such as at-will employment, whistleblowing, labor unions, and discrimination.

### **LAW 7294 - Capstone I**

2.0-2.0 7294. 2 hours. This course is designed to provide a basic introduction to the skills and topics covered on the Texas Bar Exam, with a focus on developing the skills necessary to succeed on essays, the Multistate Performance Test, and multiple choice questions.

### **LAW 7295 - Capstone II**

2.0-2.0 7295. 2 hours. Course description to be announced.

### **LAW 7296 - Capstone III**

2.0-2.0 7296. 2 hours. Course description to be announced.

### **LAW 7301 - Legal Writing I**

3.0-3.0 7301. 3 hours. Focuses on understanding and practicing effective legal writing, through frequent writing exercises and for a range of audiences. Core goals include understanding and applying the following: sources and hierarchies of legal authority; reading and interpreting cases and statutes (also emphasized in other first-year courses); the process of legal analysis (also emphasized in other first-year courses); synthesizing rules from cases, statutes, or both; distinctive features of effective legal writing. Prerequisite(s): Consent of department. Required.

### **LAW 7302 - Civil Procedure I**

3.0-3.0 7302. 3 hours. Study of the fundamental procedural doctrines and rules governing civil lawsuits, with an emphasis on the federal rules of civil procedure. Focuses on the right to bring claims, personal jurisdiction, subject matter jurisdiction, and venue. Prerequisite(s): Consent of department. Required.

### **LAW 7305 - Texas Civil Procedure**

3.0-3.0 7305. 3 hours. Study of the Texas rules of civil procedure focusing on pretrial and trial practice and the differences between federal and state procedures. Prerequisites: LAW 7302 and 7203. Required.

### **LAW 7306 - Tort Law Practicum**

3.0-3.0 7306. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on advanced tort law concepts.

### **LAW 7307 - Texas Criminal Procedure**

3.0-3.0 7307. 3 hours. Study of how the Texas code of criminal procedure is implemented in Texas criminal prosecutions from arrest through trial proceedings. Prerequisite(s): LAW 7310. Required.

### **LAW 7310 - Criminal Law**

3.0-3.0 7310. 3 hours. Study of the fundamental legal principles, doctrines, and processes relating to criminal law, including the state's authority to define crimes, standards for criminal liability, defenses, and processes for enforcement. Prerequisite(s): Consent of department. Required.

## **LAW 7311 - Criminal Law Practicum**

3.0-3.0 7311. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on various aspects of criminal law, such as criminal trials, evidentiary issues, and procedure. Prerequisite(s): LAW 7310.

## **LAW 7312 - Practice Foundation I: Interviewing and Counseling**

3.0-3.0 7312. 3 hours. Provides foundation for the essential lawyering skills of interviewing and counseling, including principles and concepts relating to these essential skills, but emphasizing simulation and practice exercises. Both litigation and transactional contexts and scenarios will be included. Prerequisite(s): Consent of department. Required.

## **LAW 7313 - Practice Foundation II: Negotiation and Conflict Resolution**

3.0-3.0 7313. 3 hours. Provides foundation for understanding and effectively engaging in essential lawyering skills of negotiation and conflict management, including principles and concepts relating to these essential skills, but emphasizing simulation and practice exercises. Both litigation and transactional contexts and scenarios will be included. Required.

## **LAW 7315 - Family Law**

3.0-3.0 7315. 3 hours. Provides foundation for knowledge and understanding of family law. Core goals include understanding and applying the following: definition of the family; community property; rights and responsibilities among family members; marriage; dissolution of marriage and issues arising as a result (custody, child support); legal status of unmarried individuals; federal law relating to family issues. The emphasis will be on Texas law, but will address key national issues and trends. LAW 7411 or LAW 7213. Required.

## **LAW 7316 - Business Law Practicum**

3.0-3.0 7316. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on various aspects of law affecting businesses, such as business formation, contracts, and transactions.

## **LAW 7317 - Professional Responsibility**

3.0-3.0 7317. 3 hours. Survey of the ethics and law of lawyering, including the Model Rules of the American Bar Association and state regulation. Core goals include understanding and applying the following: how and why the profession is regulated; the duties of lawyers, including duty of competence, confidentiality, and loyalty; duties to court; ethical issues in applied settings such as corporate counsel; lawyer discipline. Emphasis will include topics relevant to the Multistate Professional Responsibility Exam. Required.

## **LAW 7318 - Evidence**

3.0-3.0 7318. 3 hours. A study of the rules of proof in civil and criminal contexts, emphasizing the most critical issues and doctrines, with regular attention to the Federal Rules of Evidence and the Texas rules. Core goals include understanding and being able to apply rules of admissibility, reliability, hearsay, relevance, expert evidence, examination and impeachment of witnesses, privileges, presumptions, and burdens of proof. Prerequisite(s): LAW 7310 and LAW 7203. Required.

### **LAW 7319 - Motions Practicum**

3.0-3.0 7319. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on the various motions that may be submitted and argued to the court during litigation.

### **LAW 7320 - Appellate Advocacy Practicum**

3.0-3.0 7320. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on the various aspects of appellate practice, including brief writing and oral argument.

### **LAW 7321 - Business Associations I**

3.0-3.0 7321. 3 hours. Introduction to the law relating to business associations. Core goals include understanding and being able to apply the following principles and concepts: choice of business entity (partnership, corporation, limited liability partnership, and unincorporated entities); agency principles relating to persons involved in the entity and those with whom they or the entity relate; financing structure; fiduciary responsibilities; and responsibilities and liability principles relating to partners, directors, officers. Prerequisite(s): LAW 7407 or LAW 7224. Required.

### **LAW 7322 - Commercial Law**

3.0-3.0 7322. 3 hours. Introduction to commercial law as governed by the Uniform Commercial Code (U.C.C.), with a focus on secured sales transactions under Article 9. Course may also address aspects of sale of goods under Article 2 of the U.C.C. Topics under secured transactions include types of personal property secured transactions, creation of security interest, default and secured party remedies, the perfecting of security interests, and priorities among creditors. Prerequisite(s): LAW 7407 or LAW 7224. Required.

### **LAW 7323 - Constitutional Law II: Federal Criminal Procedure**

3.0-3.0 7323. 3 hours. This course is designed to provide an overview of federal criminal procedure, focusing on the Fourth, Fifth, and Sixth Amendments to the Constitution. Topics covered may include search and seizure, arrest, due process, and trial procedure.

### **LAW 7325 - Wills, Trusts and Estates**

3.0-3.0 7325. 3 hours. Focuses on wills, trusts, and estates, with attention to Texas law. Core goals include understanding and applying: the functions of wills, trusts, and estates in planning; executing and revoking wills; substitutes for wills; trusts as a method for conveying wealth both during life and after death; and rules and principles relating to administering estates and trusts. Prerequisite(s): LAW 7411 or LAW 7213. Required.

### **LAW 7333 - Energy Law Practicum**

3.0-3.0 7333. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on various aspects of energy law, such as renewable energy, oil and gas, and regulatory actions.

### **LAW 7334 - Employment Law Practicum**

3.0-3.0 7334. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on various aspects of employment law, such as employment discrimination, labor unions, and ERISA.

### **LAW 7335 - Practice Foundation III: Business of Law**

3.0-3.0 7335. 3 hours. Studies the business, organizational, and technological aspects of law practice management for the 21st century. Core goals include understanding and applying: essential elements of law practice management; types of law practices and organizational variations among them; risk management; planning tools relating to legal practice; technology and the delivery of legal services; and changes in the legal market. Required.

### **LAW 7336 - Legislative Drafting Practicum**

3.0-3.0 7336. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on modifying existing legislation or drafting new legislation in a chosen area of law.

### **LAW 7346 - Health Care Law Practicum**

3.0-3.0 7346. 3 hours. Course designed primarily around one or more problems or cases that involve advanced understanding in one or more doctrinal areas. Students will engage in activities and experiences similar to those engaged in by lawyers faced with such problems or cases. The problems and cases in this course will focus on various aspects of health care law, such as access to care, reproduction, and death and dying.

### **LAW 7388 - Externship Seminar**

3.0-3.0 7388. 3 hours. This seminar is a three credit course that is required for students in the first semester of an externship placement. The course will focus on optimizing the educational and instructional opportunities in a field placement. The seminar engages students in structured lessons focused on learning by doing, learning from supervision, skill development, ethical issues in practice, and other related topics. In order to take this course via distance, students must have reached 28 credit hours prior to enrolling in the course.

### **LAW 7401 - Torts**

4.0-4.0 7401. 4 hours. Study of civil liability for wrongfully inflicted harm to persons and property, with an emphasis on intentional torts and negligence. Core goals include understanding and applying the history, policies, and practice implications of tort law; intentional tort doctrines including battery, assault, and false imprisonment, as well as defenses to these; negligence; damages; and comparative fault in multi-theory and multi-party actions. Prerequisite(s): Consent of department. Required.

### **LAW 7407 - Contracts**

4.0-4.0 7407. 4 hours. Study of the fundamental legal principles and doctrines relating to contract law, including the formation of contracts, the enforceability of contracts, the interpretation of contracts, and remedies for breach of contract. Prerequisite(s): Consent of department. Required.

## **LAW 7411 - Property**

4.0-4.0 7411. 4 hours. Study of the fundamental principles and doctrines relating to the law of property, including defining rights in property, interests in real property and personal property, transfer of property interests, private and public limitations on the use of real property, and the landlord-tenant relationship. Required.

## **LAW 7414 - Constitutional Law I**

4.0-4.0 7414. 4 hours. Course description to be announced.

## **Linguistics - Undergraduate**

### **LING 2050 - The Language of Now : Pop Culture, Technology, and Society**

3.0-3.0 2050. 3 hours. Explores the relationship between popculture, technology, and language change. Examines the linguistic significance of new technologies such as texting, gaming, IM, and social networking. Satisfies the Language, Philosophy, and Culture requirement of the University Core Curriculum.

### **LING 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **LING 3060 - Principles of Language Study**

3.0-3.0 3060. 3 hours. An introductory linguistics course that focuses on the structure of English (phonology, morphology and syntax). The course includes language acquisition and development, the history of English, dialects of American English and problems of usage.

### **LING 4020 - Structure of Modern English**

3.0-3.0 4020. 3 hours. Modern English grammars, morphology and syntax; principles of analysis and various theories of English structure; relationship between linguistic structure, rhetorical pattern and literary style. Prerequisite(s): LING 3060 or equivalent.

### **LING 4030 - Acquisition of English as a Second Language**

3.0-3.0 4030. 3 hours. Study of language acquisition, development, production and comprehension focusing on the application of current research findings to the context of learning and teaching English as a second language. Prerequisite(s): LING 3060.

### **LING 4040 - Phonetics and Phonology : The Sound Patterns of Language**

3.0-3.0 4040. 3 hours. Explores two fundamental aspects of the sounds used in human language: phonetics and phonology. Analyzes the sounds of English and other languages spoken around the world. Prerequisite(s): Consent of department.

### **LING 4070 - History of the English Language**



3.0-3.0 4070. 3 hours. The evolution of Modern English from Indo-European through Old English and Middle English. Prerequisite(s): Consent of department.

### **LING 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours.

## **Logistics and Supply Chain Management - Undergraduate**

### **LSCM 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **LSCM 3960 - Logistics and Supply Chain Management**

3.0-3.0 3960. 3 hours. Analysis and design of logistics and supply chain systems. Topics include transportation, warehousing, inventory control, materials handling and packaging, and plant and warehouse locations within and between firms. Emphasis on concepts and practices that provide firms with a competitive advantage. Prerequisite(s): Junior standing.

### **LSCM 4360 - Global Alliances and International Supply Chain Management**

3.0-3.0 4360. 3 hours. Supply chain and alliance strategy in the multi-national firm: materials management, international sourcing and distribution, importing/exporting procedures. International carrier management and operations. Prerequisite(s): LSCM 3960.

### **LSCM 4510 - Logistics and Business Analysis**

3.0-3.0 4510. 3 hours. Analysis of logistics case studies and development of issue-based problem solving skill sets and tools. Students will develop business analysis frameworks and apply Excel-based optimization tools to assess shareholder value implications of logistics solutions. Prerequisite(s): LSCM 3960.

### **LSCM 4530 - E-Logistics in Supply Chain Management**

3.0-3.0 4530. 3 hours. Comprehensive inquiry into the role of e-commerce in collaborative distribution and logistics relationships. Special attention is afforded to resource and technology interdependencies, exchange governance mechanisms and relationship management bench-marking. Emphasis is given to the tools for creating value in the supply chain.

### **LSCM 4540 - Logistics Application of Enterprise Resource Planning Systems**

3.0-3.0 4540. 3 hours (2;2). Students will gain first-hand experience in Enterprise Resource Planning (ERP) systems through a combination of lectures and lab exercises. Special attention is paid to interdependencies between logistical (SCM) and back office software functions such as finance (FI), controlling (CO) and human resources (HR). Students will learn how to navigate, analyze data, and develop solutions for supply chain management problems using a modern, commercially available ERP system. Students will learn how to work through key tasks in all major modules and develop greater understanding of the underlying supply chain business process.

### **LSCM 4560 - Business Transportation Management**

3.0-3.0 4560. 3 hours. Principles of transportation covering the role of transportation systems; environmental and economic impacts; modal components; managerial and economic aspects of the various modes, with applications to both domestic and international operations.

### **LSCM 4800 - Logistics Internship**

3.0-3.0 4800. 3 hours. Supervised work in a job related to student's career objective. Pass/no pass only. Prerequisite(s): LSCM 3960. Must be within two long terms/semesters of graduation at the time of the internship and have consent of department chair or internship director.

### **LSCM 4830 - Industry Practicum**

3.0-3.0 4830. 3 hours. Students will work in small groups to identify and resolve hands-on industry problems under the guidance of faculty member, work closely with industrial representatives, and develop solutions for final paper / presentation to industry executives. Prerequisite(s): LSCM 3960 and at least one other LSCM course.

### **LSCM 4860 - Advanced Logistics Management**

3.0-3.0 4860. 3 hours. Application of logistics decision-making tools and skills as they apply to inventory, transportation, and warehouse management. Course stresses hands-on application of analytical tools useful in logistics; analysis of the characteristics of logistics system elements and their interrelationships within a company; developing skills to analyze technical logistics problems; and developing executive-level communications skills leading to the concise statement of problems and proposed solutions. Prerequisite(s): LSCM 3960. Capstone course to be taken during the last term/semester of course work.

### **LSCM 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours. Supervised study on a selected logistics and supply chain topic. Typically requires a research paper and significant independent study. Prerequisite(s): Consent of department.

## **Management - Undergraduate**

### **MGMT 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **MGMT 3330 - Communicating in Business**

3.0-3.0 3330. 3 hours. Development of interpersonal business communication skills in the following areas: group communication, written communication (collaborative writing and business letters, memorandums and reports), oral communication (business presentations, meetings and interviews), and listening. The following topics are also addressed: international communication and electronic communication technology.

### **MGMT 3340 - Introduction to the Global Auto Industry**

3.0-3.0 3340. 3 hours. Explores the role of dealerships as retail networks that connect manufacturers with consumers. Key concepts include franchise relationships, location selection, facility planning, financial requirements, sales forecasting, customer retention and societal impacts.

### **MGMT 3341 - Dealership Fixed Operations**

3.0-3.0 3341. 3 hours. Fixed Operations in the modern dealership. Includes Pmts, Mechanical Services and Collision Repair. Course topics include: customer relationship management, employee selection and retention, and operational management. Prerequisite(s): MGMT 3340 or consent of department.

### **MGMT 3720 - Organizational Behavior**

3.0-3.0 3720. 3 hours. Individual behavior in formal organizations. Cases, lectures and experiential exercises in organizational culture, motivation, leadership, dynamics of power, perception and attribution, communication, decision making and performance, and individual differences.

### **MGMT 3820 - Management Concepts**

3.0-3.0 3820. 3 hours. Management philosophy; planning, organizing and controlling; entrepreneurial processes; organizational performance; structure and design. Includes an overview of organization theory and strategic management.

### **MGMT 3830 - Operations Management**

3.0-3.0 3830. 3 hours. Management of production emphasizing industrial enterprises; production objectives; design and improvement of processes, work methods, and physical facilities; use of measurements and standards; production planning and control; quality control; budgetary and cost control; materials management. Prerequisite(s): DSCI 2710.

### **MGMT 3850 - Foundations of Entrepreneurship**

3.0-3.0 3850. 3 hours. Initiation of new ventures and approaches to growth of existing firms through opportunity recognition, innovation and change. Emphasizes developing effective entrepreneurial skills and behaviors. Includes preparation of a comprehensive business plan. Open to non-business majors.

### **MGMT 3860 - Human Resource Management**

3.0-3.0 3860. 3 hours. An introduction to personnel management. Topics include employment, placement and personnel planning, training and development; compensation and benefits; health, safety and security; and employee and labor relations. Open to non-business majors.

### **MGMT 3870 - Management Research Methods**

3.0-3.0 3870. 3 hours. Develops skills in management research methods necessary for problem solving success. Particular emphasis is given to applying theory to management decision making based on objective methods for solving problems in organizational behavior, human resource management, entrepreneurship, and operations. Prerequisite(s): Completion all pre-business courses.

### **MGMT 3880 - Business Ethics and Social Responsibility**

3.0-3.0 3880. 3 hours. A study of ethical behaviors crucial to personal and corporate success in organizations. Codes of ethics, theoretical models and managerial behavior serve as the foundation to investigate ethics and, in turn, social responsibility associated with firm theory. Various stakeholder interest and demands are analyzed as an important theme during the course.

## **MGMT 3915 - Creativity and Opportunity Development**

3.0-3.0 3915. 3 hours. Course deals with frameworks, functions, and workings of creativity and opportunity development, and with their role in new startups and in managing firms for sustainable competitive advantage. Emphasis placed on enhancing students' competence in creative thinking, generating ideas, and in the identification and development of business opportunities. Topics may include individual creativity, business opportunities, and management techniques for enhancing creativity and for recognizing and developing opportunities in new and established organizations.

## **MGMT 4170 - Employee and Labor Relations**

3.0-3.0 4170. 3 hours. Employee-employer relationships; problems and theories of the bargaining process.

## **MGMT 4180 - Workplace Health and Safety**

3.0-3.0 4180. 3 hours. Problems of occupational safety and health (OSHA) workers' compensation, unemployment compensation, industrial security and environmental risk management. Open to non-business majors.

## **MGMT 4200 - Strategic Processes**

3.0-3.0 4200. 3 hours. Study of the context and concepts of strategic decision making. Topics include strategic leadership, corporate governance, international influences on strategic decisions, and strategic risk management. Prerequisite(s): Senior standing.

## **MGMT 4210 - E-Management: Managing in a Digital Economy**

3.0-3.0 4210. 3 hours. Deals with the "why" and "how" of the changing face of management. Focuses on what managers do to maintain and enhance their firm's competitive position in the era of e-commerce. Examines and evaluates some of the more critical issues associated with analyzing the environment, designing organizations and managing people to deal with the challenges that emerge in the new business environment. Prerequisite(s): MGMT 3820 or MGMT 3850.

## **MGMT 4220 - Advanced Entrepreneurship**

3.0-3.0 4220. 3 hours. A capstone course that provides students with concepts and hands-on opportunities that are related to the development, growth, and management of new ventures. The course focuses on application and integration of entrepreneurship principles to ensure success of entrepreneurial undertaking. Emphasis is placed on contextual influences during various stages of development and their implications, and on comprehensive analysis and evaluation of businesses from an entrepreneurial perspective. Topics may include such areas as technology and new ventures, growth and expansion, family business, or capital funding. Prerequisite(s): MGMT 3330, 3720, 3850, MKTG 3650, FINA 3770 and DSCI 3710. MGMT 3330, MGMT 3720, and MKTG 3650 may be taken concurrently.

## **MGMT 4235 - Social Entrepreneurship**

3.0-3.0 4235. 3 hours. The course will introduce entrepreneurial concepts that can be used to stimulate entrepreneurial behavior in individuals for the benefit of communities. Students will study best practices of not-for-profit enterprises and social venturing practices and will learn how these enterprises launch and sustain their ventures. The primary focus is on equipping students with knowledge and skills that are needed to develop viable socially relevant organizations or to grow entrepreneurial initiatives in not-for-profit organizations. Course may include projects.

## **MGMT 4300 - Recruitment, Selection and Placement**

3.0-3.0 4300. 3 hours. Recruitment, selection and placement of employees in an organization. Test validation and other selection techniques relative to EEO, ADA and AAP laws. Recruiting, selecting and placing a culturally diverse work force.

## **MGMT 4335 - Technology & Innovation Management**

3.0-3.0 4335. 3 hours. This course will examine frameworks and concepts to understand technology and innovation management in businesses. Topics may include areas such as technology entrepreneurship, product and process innovation, innovation process theories, etc. The main focus is on equipping students with the skills and ability to manage, develop and expand technological innovation. The course may include projects and applied exercises.

## **MGMT 4340 - Dealership Variable Operations**

3.0-3.0 4340. 3 hours. Connecting with, and selling equipment to savvy consumers. Evaluating advertising channels, managing customer relationships, training and retaining employees, re-marketing, and inventory control.

## **MGMT 4341 - Finance and Insurance/Regulatory and Compliance Issues**

3.0-3.0 4341. 3 hours. An introduction to major federal regulations that affect the automotive retail, consumer finance and other consumer-oriented businesses. Provides an opportunity to earn a nationally-recognized certificate from the Association of Finance and Insurance Professionals. Course material/testing fee required.

## **MGMT 4345 - Dealership Accounting and Financial Statement Analysis**

3.0-3.0 4345. 3 hours. Designed for non-accountants planning to work as managers in dealerships, financial institutions or with manufacturers. Emphasis on the use of financial information and analysis of financial statements.  
Prerequisite(s): MGMT 3340 or consent of the department.

## **MGMT 4350 - Training and Development**

3.0-3.0 4350. 3 hours. Practical and theoretical approaches to the training and development of employees in an organization. Topics include organization, role and scope of the T and D function, philosophies; strategies and needs analysis; development of program content, methods, materials and techniques, and evaluation and control of the training and development function.

## **MGMT 4400 - Managing Interpersonal Relationships**

3.0-3.0 4400. 3 hours. A practical and theoretical course dealing with small group behavior. Emphasis is on identifying and classifying behavior to better understand it and to develop strategies for effectively managing interpersonal and group relationships. Exercises and role playing are used to illustrate major points.

## **MGMT 4460 - Topics in Organizational Behavior**

3.0-3.0 4460. 3 hours. Study of individual and group behavior in organizations. Representative topics include employee motivation, leadership, organizational power and politics, decision making and performance, organizational culture, perception and attribution, and individual differences. Students study one or more of these topics in depth.  
Prerequisite(s): MGMT 3720 or consent of instructor. May be repeated for credit as topics vary.

## **MGMT 4470 - Leadership**

3.0-3.0 4470. 3 hours. An in-depth course on leadership. Students are provided practical tools and methods of leadership that will apply to a variety of organizational structures. Students gain insights about their own personalities, skills, ethics, values and beliefs as they relate to leading others, and have the opportunity to discuss and debate a number of leadership topics.

## **MGMT 4560 - Topics in Entrepreneurship**

3.0-3.0 4560. 3 hours. Study of entrepreneurs, entrepreneurship, and new business. Representative topics include start-up motives, strategic issues in small and entrepreneurial businesses, franchising, behavioral issues in small business management, legitimacy of new business, international aspects for new and small businesses, family businesses, succession, growth and alliances for small businesses, decision making and the entrepreneur. Students study one or more of these/such topics in depth. May be repeated for credit as topics vary.

## **MGMT 4660 - International Management Perspectives**

3.0-3.0 4660. 3 hours. A comprehensive framework is used to study the management of multinational operations in cross-cultural environments with a focus on the decisions that managers must make. Topics include strategic planning, organization, human resources, operations management, entrepreneurship and ethics.

## **MGMT 4790 - Human Resources Capstone**

3.0-3.0 4790. 3 hours. Intensive review of the functional disciplines in the Human Resources (HR) field. Evaluate theories of HR and demonstrate integrative knowledge of HR functions relative to each other and to other functional areas within an organization. Prerequisite(s): Senior standing.

## **MGMT 4800 - Internship**

3.0-3.0 4800. 3 hours. Supervised work in a job related to student's career objective. Prerequisite(s): Student must meet the employer's requirements and have consent of advisor.

## **MGMT 4810 - Purchasing and Materials Management**

3.0-3.0 4810. 3 hours. From original planning through delivery of finished products; purchasing, inventory control, receiving, stores, production control, traffic and materials handling.

## **MGMT 4820 - Manufacturing Planning and Control**

3.0-3.0 4820. 3 hours. In-depth coverage of the function of production planning and control, including such topics as materials requirements planning, capacity planning, master production scheduling, forecasting, production activity planning, and control and project management. Prerequisite(s): MGMT 3830.

## **MGMT 4830 - Productivity and Quality Management**

3.0-3.0 4830. 3 hours. Coverage of the topics related to quality science and quality improvement. Topics include acceptance sampling, TQM, process control and their impact on productivity. Prerequisite(s): MGMT 3830.

## **MGMT 4840 - Compensation and Benefits Administration**

3.0-3.0 4840. 3 hours. Wage and salary administration in public and private organizations; determinants of general wage and salary levels and structures; total compensation systems; interrelationship among employee performance, intrinsic and extrinsic rewards, perceived equitable payments, and employee satisfaction. Open to non-business majors.

### **MGMT 4860 - Organizational Design and Change**

3.0-3.0 4860. 3 hours. Organizational design is a primary management tool for organizing business processes and developing organizational capabilities. The course focuses on developing an understanding of the basics of organizational design, how to utilize organizational design principles to manage change, and how to keep the design aligned with the needs of the firm and the demands to which it must respond. The design and development effort includes study of organizational structures, the basic work patterns of the organization, organizational cultures, managerial roles, and the use of teams.

### **MGMT 4880 - Management of Projects and Systems**

3.0-3.0 4880. 3 hours. Investigation and study of the role of projects in contemporary organizations. Includes a presentation of the technical aspects pertaining to the management of complex projects and systems starting with conceptual design and advanced development, and continuing through detailed design, production and termination. Emphasis is placed on integrative concepts rather than isolated methodologies.

### **MGMT 4890 - Legal Aspects of Employment Practices**

3.0-3.0 4890. 3 hours. Current legislation and its impact on human resources policy and practices.

### **MGMT 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each. Supervised study on a selected management topic. Typically requires a research paper and significant independent study. Prerequisite(s): Consent of department.

## **Management - Graduate**

### **MGMT 5070 - Management Issues**

1.5 - 1.5 5070. 1.5 hours. The basic concepts in managing the complete flow of materials that represent a supply chain from suppliers to customers. Emphases within the module are placed on production concepts with business wide applications, determining demand, transformation processes used to satisfy demand, and finally managing the supply activity supporting the transformation processes. Offered in Spring only. No credit if MGMT 3830 already taken.

### **MGMT 5120 - Managing Organizational Design and Change**

3.0-3.0 5120. 3 hours. Examination of the development of organizational competencies and capabilities through the study of the theory and tools related to organizational design and change. Emphasis is placed on the use of horizontal and vertical linkage mechanisms that provide the organization with the flexibility to adapt to a rapidly changing competitive environment. Definition of management roles and the use of teams are emphasized in the change management process..

### **MGMT 5140 - Organizational Behavior and Analysis**

3.0-3.0 5140. 3 hours. Research emphasis in organizational behavior stressing organization-people linkages and interrelationships, including selection, orientation and training; job design and reward systems; supervision; formal participation schemes; appraisals and development, organizational structure and design, communications, control and conflict resolution. Examination of behavioral science methodologies and strategies. Applications to tangential areas of organization theory, development, planning and implications for management and employee relations.

### **MGMT 5210 - Human Resource Management Seminar**

3.0-3.0 5210. 3 hours. A study of the creation and implementation of human resource policies in public and private organizations. Topics include employment, placement and personnel planning; compensation and benefits; employee and labor relations; training and development; health, safety and security. Designed for non-business graduate students and business graduate students with limited or no background in personnel management.

### **MGMT 5230 - Management Seminar**

3.0-3.0 5230. 3 hours. Development of philosophy, strategy and tactics in managing an enterprise. Administrative processes common to all enterprises, including variations needed to meet different situational requirements. Methods of study include extensive reading, exploratory research and seminar discussion.

### **MGMT 5240 - Project Management**

3.0-3.0 5240. 3 hours. Analysis and application of project management techniques and processes to large scale, complex and unique projects. Topics include project selection; planning and organization; negotiation and conflict resolution; budgeting and cost estimation; scheduling; resource allocation; monitoring and control; project auditing; and termination.

### **MGMT 5300 - Entrepreneurship and Venture Management**

3.0-3.0 5300. 3 hours. The creation of new business enterprises and the expansion of current enterprises through the venture. Topics include assessment of entrepreneurial characteristics, the entrepreneurial team, generation and screening of venture ideas, market analysis and technical analysis.

### **MGMT 5310 - Employment, Placement and Personnel Planning**

3.0-3.0 5310. 3 hours. Basic elements of employee performance; analysis of the factors involved in employment, placement and personnel planning. Blends theory and practice so the student understands policies and procedures required for recruitment selection and personnel planning.

### **MGMT 5320 - Compensation and Motivation Theory**

3.0-3.0 5320. 3 hours. Overview of theories that will provide knowledge, skills and abilities to develop and implement compensation programs in order to attract, retain and reward diverse, high-performing employees in a global environment. Topics will vary with evolving compensation practices.

### **MGMT 5660 - International Management**

3.0-3.0 5660. 3 hours. Designed to expose the student to the international aspects of management. Cultural differences in management applications, management of multinational corporations and integration of domestic business functions and international operations. Offered in Fall only.



## **MGMT 5710 - Seminar in Business Ethics and Social Responsibility**

3.0-3.0 5710. 3 hours. Examines the strategic purposes of the firm both as an economic and social entity within the global marketplace. Topics include: ethics in business and ethical decision making, corporate social responsibility and corporate citizenship, and stakeholder management, including shareholders, employees, customers, the community, government, and the environment. Offered in Fall only.

## **MGMT 5760 - Strategic Management**

3.0-3.0 5760. 3 hours. Examination and evaluation of current theories, issues and programs involved in strategically managing organizations. Emphasis is on critical thinking, judgment, and solving strategy problems within uncertain and complex decision environments.

## **MGMT 5800 - Internship**

1.0-3.0 5800. 3 hours. A supervised, productive and educationally meaningful work experience in a job related to the student's career objective. Prerequisite(s): Student must meet employer's requirements and have consent of department. May not be used to meet professional field requirements. Pass/no pass only.

## **MGMT 5870 - Leadership Research and Development**

3.0-3.0 5870. 3 hours. Theories and current research on leadership with emphasis placed on leadership development and specific applications within the organizational setting. Prerequisite(s): Admission to the MBA program.

## **MGMT 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problem chosen by the student and developed through conferences and activities under the direction of the instructor. Prerequisite(s): Consent of department.

## **Marketing - Undergraduate**

### **MKTG 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **MKTG 3010 - Professional Selling**

3.0-3.0 3010. 3 hours. Professional selling principles and practices for business applications. Principles of communication, listening, selling yourself and a business sales model. Students develop and present two sales presentations. Satisfies the COBA business foundation communication requirement. Open to all majors.

### **MKTG 3650 - Foundations of Marketing Practice**

3.0-3.0 3650. 3 hours. Survey of marketing concepts and practices and overview of the range of activities performed by marketing managers. Topics include the identification of market opportunities, strategic marketing planning, product/service development and management, price setting and management, establishing and managing distribution channels, and structuring promotional programs. Prerequisite(s): Junior standing.

## **MKTG 3660 - Advertising Management**

3.0-3.0 3660. 3 hours. Advertising for business executives; creation of primary demand, stimuli, promotional programs, media selection, appropriation and evaluation. Prerequisite(s): MKTG 3650.

## **MKTG 3700 - Marketing Metrics**

3.0-3.0 3700. 3 hours. Calculate, understand and interpret fundamental metrics or indicators of performance in marketing contexts. The pedagogical method is hands-on analysis of mini-cases, problems and exercises, using hand calculation as well as computer worksheets. Prerequisite(s): MKTG 3650 (may be taken concurrently, but completion is recommended).

## **MKTG 3710 - Marketing Research and Analytics**

3.0-3.0 3710. 3 hours. Market-research based marketing decision making (e.g., segmentation, targeting, positioning, marketing planning, profitability management, and assessing and ROI of marketing campaigns) using qualitative and quantitative analysis techniques. Enhance knowledge and skills in data-based decision making, qualitative and quantitative analysis, statistic, and marketing intelligence in the context of marketing application. Uses hands-on experiential learning methods to impart and strengthen the required skills and knowledge. Prerequisite(s): DSCI 3710 and MKTG 3700 (both may be taken concurrently).

## **MKTG 4120 - Consumer Behavior**

3.0-3.0 4120. 3 hours. A survey of individual and organizational decision making in the acquisition, consumption and disposition of goods and services, with selected applications in market segmentation, marketing communications and marketing management. Topics include consumer and organizational behavior models and decision processes; internal influencing forces of motivation, perception, learning, personality, lifestyle and attitudes; external influencing forces of culture, subculture, demographic, social class, reference group and household. Prerequisite(s): MKTG 3650.

## **MKTG 4280 - Global Marketing Issues and Practice**

3.0-3.0 4280. 3 hours. Students examine marketing decision making in an international context. Course emphasizes issues and concepts relevant to firms competing in the global market place, including problems and opportunities arising from the economic, legal/political, sociocultural, geographic and technological environments. Specific topics include multinational distribution, international product adaptation and cross-cultural consumer behavior. Requires a project emphasizing using and refining secondary data collection skills. Students may be required to work in a group context. Prerequisite(s): MKTG 3650.

## **MKTG 4330 - Strategic Brand Management**

3.0-3.0 4330. 3 hours. Course concentrates on strategic and operational issues related to brand management - an important aspect of marketing function - its integration in the organization, management of portfolio of brands, environmental scanning, identification and creation of value to offer to consumers, budgeting, planning and control issues. Specific areas discussed will be research, data management, analyses for planning, decision making, decisions in the areas of product/service offering, pricing, communication (advertising, sales promotion, sponsorship, and publicity) channels, ethics and global implications, among others. Prerequisite(s): MKTG 3650 and MKTG 3700 (may be taken concurrently).

## **MKTG 4520 - Marketing Channels and Strategic Partnerships**

3.0-3.0 4520. 3 hours. An examination of strategic issues involved in managing marketing channels. Topics include channel design, supply chain management and the external channels environment. Marketing channel strategy is extended to the use of strategic alliances and other collaborative distribution relationships for global competitive advantage. Special attention is afforded to resource and technology interdependencies, exchange governance and relationship benchmarking. Prerequisite(s): MKTG 3650.

### **MKTG 4620 - E-Commerce Marketing Tools and Applications**

3.0-3.0 4620. 3 hours. Explores the evolution of the Internet and the Internet's ensuing role in marketing. Introduction to web design, web authoring and web-based marketing applications. Prerequisite(s): MKTG 3650.

### **MKTG 4640 - Database Marketing Fundamentals**

3.0-3.0 4640. 3 hours. Examines theories, issues, processes and applications involved in the strategic use of marketing databases in corporate and non-corporate settings. Emphasizes the importance of acquiring, maintaining and processing market-related information. Introduces the extension of database marketing to the concept of one-to-one marketing. Discusses uses of computer hardware and software, the Internet and telecom technology in database marketing. Examines issues involved in the creation and maintenance of marketing databases as well as their varied uses. Students complete a project, learning and using many skills related to applied database marketing. Prerequisite(s): MKTG 3650 and MKTG 4620.

### **MKTG 4880 - Advanced Marketing Management**

3.0-3.0 4880. 3 hours. Application of concepts, tools and procedures employed by practicing marketing managers. Specific attention is given to product development and management, promotion development and management, channel selection and management, physical distribution management and price setting and management. Students acquire skills in the essentials of case analysis and written as well as oral presentation of their analysis. Oral presentations may be made using electronic media. Groups may be required for case work. Prerequisite(s): MKTG 3700 and MKTG 3710.

### **MKTG 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Marketing - Graduate**

### **MKTG 5000 - Marketing Concepts**

1.5-1.5 5000. 1.5 hours. A functional analysis of marketing and its importance in the economy as well as in business management. Develops an understanding of the increased complexity of the modern marketing system, why it is essential and how it performs. Embraces business activities involved in moving goods from production to consumption. This course meets the deficiency requirement in marketing for MBA candidates.

### **MKTG 5150 - Marketing Management**

3.0-3.0 5150. 3 hours. Application of concepts, tools and procedures employed by practicing marketing managers. Specific attention is given to product development and management, promotion development and management, channel selection and management, physical distribution management, and price setting and management. Students acquire skills in the essentials of case analysis and written as well as oral presentation of their analysis. Oral presentations may be made using electronic media. Groups may be required for case work. Offered in Fall only. Prerequisite(s): Admission to the MBA program.

## **Mathematics - Undergraduate**

### **MATH 1000R - Fundamentals of Mathematics with Applications**

3.0-3.0 1000R. 3 hours. Preparatory course for MATH 1580 and MATH 1680. Topics include, basic algebraic operations; linear equations and inequalities; lines in the coordinate plane; sets and logic; counting and probability; functions, graphs and modeling. Successful completion does not award academic credit or fulfill any degree requirement. Prerequisite(s): A score between 336 and 349 on TSI-Math.

### **MATH 1010 - Fundamentals of Algebra**

3.0-3.0 1010. 3 hours. Basic algebraic operations, linear equations and inequalities, polynomials, rational expressions, factoring, exponents and radicals, and quadratic equations. Successful completion does not award academic credit or fulfill any degree requirement. Prerequisite(s): A score between 336 and 349 on TSI-Math.

### **MATH 1100 - Algebra**

3.0-3.0 **TCCNS Number:** MATH 1314 or 1414

1100 (1314 or 1414). 3 hours. Quadratic equations; systems involving quadratics; variation, ratio and proportion; progressions; the binomial theorem; inequalities; complex numbers; theory of equations; determinants; partial fractions; exponentials and logarithms. Prerequisite(s): TSI-Math complete; or MATH 1010 with a grade C or better; or concurrent enrollment in MATH 1010. Satisfies the Mathematics requirement of the University Core Curriculum.

### **MATH 1190 - Business Calculus**

3.0-3.0 **TCCNS Number:** MATH 1325

1190 (1325). 3 hours. Differential and integral calculus with emphasis on applications to business. Prerequisite(s): MATH 1100 or equivalent with grade of C or better. Satisfies the Mathematics requirement of the University Core Curriculum.

### **MATH 1324 - Business Math I**

3.0-3.0 **TCCNS Number:** MATH 1324

1324 (1324). 3 hours. Topics from algebra (linear equations, quadratic equations, functions and graphs, exponential and logarithmic functions, and systems of equations), mathematics of finance (simple and compound interest, annuities and amortization) and applications to management, business and economics. Prerequisite(s): TSI-Math complete; or MATH 1010 with a grade C or better; or concurrent enrollment in MATH 1010.

### **MATH 1350 - Mathematics for Elementary Education Majors I**

3.0-3.0 **TCCNS Number:** MATH 1350

1350 (1350). 3 hours. Concepts of sets, functions, numeration systems, different number bases, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. Only for students requiring course for teacher certification. Prerequisite(s): MATH 1100 with a grade of C or better. Satisfies the Mathematics requirement of the University Core Curriculum.

### **MATH 1351 - Mathematics for Elementary Education Majors II**

3.0-3.0 **TCCNS Number:** MATH 1351

1351 (1351). 3 hours. Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. Only for students requiring course for teacher certification. Prerequisite(s): MATH 1350.

### **MATH 1352 - Algebra for Teachers**

3.0-3.0 1352. 3 hours. Intended for individuals seeking EC-6 or Math 4-8 teaching certification. Simplifying expressions; solving equations; modeling real-life situations; describing patterns and sequences; writing formulas to match sequences; representing functions with equations, graphs, and tables; distinguishing between linear and non-linear functions; analyzing examples of reasoning. Prerequisite(s): TSI Math-complete or MATH 1010 with a grade of C or better.

### **MATH 1353 - Geometry and Measurements for Teachers**

3.0-3.0 1353. 3 hours. Basic geometry; the coordinate plane; Pythagorean Theorem; distance formula; polygons; circles; regular polyhedra; congruence and similarity, constructions; transformations; symmetry; tessellations; Perimeter; area; surface area; volume, history of math as it relates to geometry, discussion on the geometry curriculum in elementary grades. Prerequisite(s): TSI Math-complete or Math 1010 with a grade of C or better.

### **MATH 1354 - Numbers and Operations for Teachers**

3.0-3.0 1354. 3 hours. Intended for individuals seeking EC-6 teaching certification. An in-depth investigation of the number and operations concepts taught in elementary and middle school including addition, subtraction, multiplication, division of positive and negative integers; number theory; rational numbers; proportional reasoning. Prerequisite(s): TSI Math-complete or Math 1010 with a grade of C or better.

### **MATH 1355 - Probability and Statistics for Teachers**

3.0-3.0 1355. 3 hours. Elementary probability, tree diagrams, counting techniques, basic set theory, statistical techniques for organizing, summarizing, displaying, and interpreting data, sampling techniques, descriptive statistics, normal distribution, discussions on children's learning of statistics and probability. Prerequisite(s): Two years of high school algebra and one year of high school geometry or Math 1010 with a grade of C or better; or consent of department.

### **MATH 1580 - Survey of Mathematics with Applications**

3.0-3.0 **TCCNS Number:** MATH 1332

1580 (1332). 3 hours. Topics include probability, statistics, algebra, logic and the mathematics of finance. Additional topics are selected from geometry, sets, cryptography, fair division, voting theory and graph theory. Emphasis is on applications. Recreational and historical aspects of selected topics are also included. Technology is used extensively. Math 1580 is not intended to prepare students for calculus, science, engineering or business courses. Students may not receive credit for both Math 1580 and Math 1581. Prerequisite(s): TSI-Math complete; or MATH 1010 or MATH D300 with a grade C or better; or concurrent enrollment in MATH D300. Satisfies the Mathematics requirement of the University Core Curriculum.

### **MATH 1581 - Survey of Mathematics with Applications and Algebra Review**

4.0-4.0 **TCCNS Number:** MATH 1332

1581 (1332). 4 hours (3;1). An alternate version of Math 1580 for students identified in the mathematics placement process as requiring supplemental instruction to strengthen their algebra skills. Students may not enroll in this course if

they have received credit for any other UNTD mathematics course with a grade of C or better. Students may not receive credit for both Math 1580 and Math 1581. Prerequisite(s): Consent of department. Satisfies the Mathematics requirement of the University Core Curriculum.

## **MATH 1600 - Trigonometry**

3.0-3.0 TCCNS Number: MATH 1316

1600 (1316) 3 hours. Trigonometry based on both right triangles and the unit circle: graphs of trigonometric functions; inverse trigonometric functions; trigonometric identities and equations; laws of sines and cosines; polar coordinates; DeMoivre's theorem; vectors. Prerequisite(s): MATH 1100 (or equivalent) with a grade of C or better. Satisfies the Mathematics requirement of the University Core Curriculum.

## **MATH 1650 - Pre-Calculus**

5.0-5.0 TCCNS Number: MATH 2312 or 2412

1650 (2312 or 2412). 5 hours. A preparatory course for calculus. trigonometric functions, their graphs and applications; sequences and series; exponential and logarithmic functions and their graphs; graphs of polynomial and rational functions; general discussion of functions and their properties. Prerequisite(s): MATH 1100 with grade of C or better. Satisfies the Mathematics requirement of the University Core Curriculum.

## **MATH 1680 - Elementary Probability and Statistics**

3.0-3.0 TCCNS Number: MATH 1342 or 2342

1680 (1342 or 2342). 3 hours. An introductory course to serve students of any field who want to apply statistical inference. Descriptive statistics, elementary probability, estimation, hypothesis testing and small samples. Students may not receive credit for both Math 1680 and Math 1681. Prerequisite(s): TSI-Math complete; or MATH 1010 or MATH D300 with a grade C or better; or concurrent enrollment in MATH D300. Satisfies the Mathematics requirement of the University Core Curriculum.

## **MATH 1681 - Elementary Probability and Statistics with Algebra Review**

4.0-4.0 TCCNS Number: MATH 1342

1681 (1342). 4 hours (3;1). An alternate version of Math 1680 for students identified in the mathematics placement process as requiring supplemental instruction to strengthen their algebra skills. Students may not enroll in this course if they have received credit for any other UNTD mathematics course with a grade of C or better. Students may not receive credit for both Math 1680 and Math 1681. Prerequisite(s): Consent of department. Satisfies the Mathematics requirement of the University Core Curriculum.

## **MATH 1710 - Calculus I**

4.0-4.0 TCCNS Number: MATH 2413

1710 (2413). 4 hours (3;0;2). Limits and continuity, derivatives and integrals; differentiation and integration of polynomial, rational, trigonometric, and algebraic functions; applications, including slope, velocity, extrema, area, volume and work. Prerequisite(s): MATH 1600 or equivalent. Satisfies the Mathematics requirement of the University Core Curriculum.

## **MATH 1720 - Calculus II**

3.0-3.0 TCCNS Number: MATH 2314

1720 (2314). 3 hours. Differentiation and integration of exponential, logarithmic and transcendental functions;

integration techniques; indeterminate forms; improper integrals; area and arc length in polar coordinates; infinite series; power series; Taylor's theorem. Prerequisite(s): MATH 1710.

### **MATH 1780 - Probability Models**

3.0-3.0 1780. 3 hours. Probability theory, discrete and continuous random variables, Markov chains, limit theorems, stochastic processes, models for phenomena with statistical regularity. Prerequisite(s): MATH 1710.

### **MATH 2000 - Discrete Mathematics**

3.0-3.0 **TCCNS Number:** MATH 2305 or 2405

2000 (2305 or 2405). 3 hours. Introductory proof-writing, logic, sets, relations and functions, induction and recursion, combinatorics and counting techniques, discrete probability, and graphs. Prerequisite(s): MATH 1710 (may be taken concurrently).

### **MATH 2700 - Linear Algebra and Vector Geometry**

3.0-3.0 **TCCNS Number:** MATH 2318 or 2418

2700 (2318 or 2418). 3 hours. Vector spaces over the real number field; applications to systems of linear equations and analytic geometry in  $\mathbb{R}^n$ , linear transformations, matrices, determinants and eigenvalues. Prerequisite(s): MATH 1720.

### **MATH 2730 - Multivariable Calculus**

3.0-3.0 **TCCNS Number:** MATH 2315 or 2415

2730 (2315 or 2415). 3 hours. Vectors and analytic geometry in 3-space; partial and directional derivatives; extrema; double and triple integrals and applications; cylindrical and spherical coordinates. Prerequisite(s): MATH 1720 or equivalent.

### **MATH 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each. May be repeated for credit.

### **MATH 3000 - Real Analysis I**

3.0-3.0 3000. 3 hours. Introduction to mathematical proofs through real analysis. Topics include sets, relations, types of proofs, continuity and topology of the real line. Prerequisite(s): MATH 2000.

### **MATH 3350 - Introduction to Numerical Analysis**

3.0-3.0 3350. 3 hours. Description and mathematical analysis of methods used for solving problems of a mathematical nature on the computer. Roots of equations, systems of linear equations, polynomial interpolation and approximation, least-squares approximation, numerical solution of ordinary differential equations. Prerequisite(s): MATH 2700 and computer programming ability.

### **MATH 3400 - Number Theory**

3.0-3.0 3400. 3 hours. Factorizations, congruencies, quadratic reciprocity, finite fields, quadratic forms, diophantine equations. Prerequisite(s): MATH 2000 or equivalent.

### **MATH 3410 - Differential Equations I**

3.0-3.0 3410. 3 hours. First-order equations, existence-uniqueness theorem, linear equations, separation of variables, higher-order linear equations, systems of linear equations, series solutions and numerical solutions. Prerequisite(s): MATH 1720 and MATH 2700.

### **MATH 3420 - Differential Equations II**

3.0-3.0 3420. 3 hours. Ordinary differential equations arising from partial differential equations by means of separation of variables; method of characteristics for first-order PDEs; boundary value problems for ODEs; comparative study of heat equation, wave equation and Laplace's equation by separation of variables and numerical methods; further topics in numerical solution of ODEs. Prerequisite(s): MATH 2700 and MATH 3410.

### **MATH 3510 - Abstract Algebra I**

3.0-3.0 3510. 3 hours. Groups, rings, integral domains, polynomial rings and fields. Prerequisite(s): MATH 3000 or 3400.

### **MATH 3520 - Abstract Algebra II**

3.0-3.0 3520. 3 hours. Topics from coding theory, quadratic forms, Galois theory, multilinear algebra, advanced group theory, and advanced ring theory. Prerequisite(s): MATH 3510.

### **MATH 3610 - Real Analysis II**

3.0-3.0 3610. 3 hours. Continuation of MATH 3000. Topics include derivatives, integrals, limits of sequences of functions, Fourier series; and an introduction to multivariable analysis. Prerequisite(s): MATH 3000 and 2700 (may be taken concurrently).

### **MATH 3680 - Applied Statistics**

3.0-3.0 3680. 3 hours. Descriptive statistics, elements of probability, random variables, confidence intervals, hypothesis testing, regression, contingency tables. Prerequisite(s): Math 1710.

### **MATH 3740 - Vector Calculus**

3.0-3.0 3740. 3 hours. Theory of vector-valued functions on Euclidean space. Derivative as best linear-transformation approximation to a function. Divergence, gradient, curl. Vector fields, path integrals, surface integrals. Constrained extrema and Lagrange multipliers. Implicit function theorem. Jacobian matrices. Green's, Stokes', and Gauss' (divergence) theorems in Euclidean space. Differential forms and an introduction to differential geometry. Prerequisite(s): MATH 2700 and 2730.

### **MATH 4050 - Advanced Study of the Secondary Mathematics Curriculum**

3.0-3.0 4050. 3 hours. Study of mathematical topics in the secondary curriculum from an advanced viewpoint. Discussion of the relationship between the secondary and collegiate curricula. Combinatorics. The Euclidean algorithm, congruence classes, and prime factorization. Modeling with differential equations. Conic sections. Pedagogical techniques. Prerequisite(s): MATH 3510 or MATH 3610.



## **MATH 4060 - Foundations of Geometry**

3.0-3.0 4060. 3 hours. Selections from synthetic, analytic, projective, Euclidean and non-Euclidean geometry. Prerequisite(s): Math 2000 or equivalent.

## **MATH 4100 - Fourier Analysis**

3.0-3.0 4100. 3 hours. Application oriented introduction to Fourier analysis, including Fourier series, Fourier transforms, discrete Fourier transforms, wavelets, orthogonal polynomials, and the Fast Fourier Transform (FFT) algorithm. The theoretical portions of this course will emphasize interconnections and operator algebraic formalism. Applications will be chosen from among differential equations, signal processing, probability, and high precision arithmetic. Prerequisite(s): MATH 1720 and MATH 2700. Prior or concurrent enrollment in MATH 2730 and MATH 3410 recommended.

## **MATH 4200 - Dynamical Systems**

3.0-3.0 4200. 3 hours. One-dimensional dynamics. Sarkovskii's theory, routes to chaos, symbolic dynamics, higher-dimensional dynamics, attractors, bifurcations, quadratic maps, Julia and Mandelbrot sets. Prerequisite(s): MATH 3610.

## **MATH 4430 - Introduction to Graph Theory**

3.0-3.0 4430. 3 hours. Introduction to combinatorics through graph theory. Topics introduced include connectedness, factorization, Hamiltonian graphs, network flows, Ramsey numbers, graph coloring, automorphisms of graphs and Polya's Enumeration Theorem. Connections with computer science are emphasized. Prerequisite(s): MATH 2000 or MATH 3000 or CSCE 2100.

## **MATH 4450 - Introduction to the Theory of Matrices**

3.0-3.0 4450. 3 hours. Congruence (Hermitian); similarity; orthogonality, matrices with polynomial elements and minimal polynomials; Cayley-Hamilton theorem; bilinear and quadratic forms; eigenvalues. Prerequisite(s): MATH 2700.

## **MATH 4500 - Introduction to Topology**

3.0-3.0 4500. 3 hours. Point set topology; connectedness, compactness, continuous functions and metric spaces. Prerequisite(s): MATH 3610.

## **MATH 4520 - Introduction to Functions of a Complex Variable**

3.0-3.0 4520. 3 hours. Algebra of complex numbers and geometric representation; analytic functions; elementary functions and mapping; real-line integrals; complex integration; power series; residues, poles, conformal mapping and applications. Prerequisite(s): MATH 2730.

## **MATH 4610 - Probability**

3.0-3.0 4610. 3 hours. Combinatorial analysis, probability, conditional probability, independence, random variables, expectation, parameterized distributions, limit theorems, joint distributions, conditional distributions, and correlation. Prerequisite(s): MATH 2730.

## **MATH 4650 - Statistics**

3.0-3.0 4650. 3 hours. Sampling distributions, point estimation, interval estimation, hypothesis testing, goodness of fit tests, regression and correlation, analysis of variance, and non-parametric methods. Prerequisite(s): MATH 3680 or at least a 4 on the AP Statistics test; and MATH 4610.

## **MATH 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Mathematics - Graduate**

### **MATH 5001 - Teaching Dual Credit Mathematics**

3.0-3.0 5001. 3 hours. Course planning and course syllabus, the preparation and mechanics of lectures and problem solving sessions, models of instruction, the preparation, administration and grading of examinations, the mathematical foundations of secondary and dual credit curricula; review of the undergraduate mathematics curriculum. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

### **MATH 5011 - Mathematical Models for Educators**

3.0-3.0 5011. 3 hours. Algebraic, geometrical and numerical techniques of math modelling. Models formulated for problems arising in applications of mathematics that can be utilized by educators to motivate learning and appreciation of mathematics. Topics may include applications of math in coding theory, graph theory, game theory, difference equations and stochastic difference equations. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

### **MATH 5090 - Topics in Math Content and Pedagogy**

3.0-3.0 5090. 3 hours. This course considers topics in Math content and pedagogy that are not covered in other courses. Potential topics may include advanced mathematical thinking, use of technology in mathematics instruction, research-based practices in teaching undergraduate mathematics; historical development of various mathematical topics, mathematical literacy and proficiency, instructional strategies. Math content topics that promote student learning and appreciation of mathematics and are of interest to math educators. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

### **MATH 5611 - Introduction to Mathematical Analysis I**

3.0-3.0 5611. 3 hours. This is the first part of a two semester course in Introduction to Mathematical Analysis. Topics include: real number system; sequences and series; limit and differentiation, the Riemann integral, sequences of functions, elementary metric space theory including compactness, connectedness and completeness, complex analytic functions, Cauchy's theorem, the Taylor and Laurent series, residues, and Contour integrals. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

### **MATH 5621 - Introduction to Mathematical Analysis II**

3.0-3.0 5621. 3 hours. This is the second part of a two semester course in Introduction to Mathematical Analysis. Topics include: real number system; sequences and series; limit and differentiation, the Riemann integral, sequences of functions, elementary metric space theory including compactness, connectedness and completeness, complex analytic

functions, Cauchy's theorem, the Taylor and Laurent series, residues, and Contour integrals. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

## **MATH 5680 - Introduction to Probability and Statistics**

3.0-3.0 5680. 3 hours. Foundation for elementary statistics ; combinatorial analysis, probability, conditional probability, independence, random variables, expectation, generating functions and limit theorems, sampling distributions, point estimation, interval estimation, hypothesis testing, goodness of fit tests, regression and correlation, analysis of variance, and non-parametric methods. Prerequisite(s): Admission to M.Ed. program or consent of instructor.

## **Middle School Education - Undergraduate**

### **EDME 4351 - Teaching Mathematics in Grades 4-8**

3.0-3.0 4351. 3 hours. This course offers candidates a constructivist approach to helping students develop a knowledge of mathematics in grades 4-8. Teaching strategies are presented with developmental activities that can be used with middle grade students. Students will reflect on what it means to teach mathematics and explore the factors that influence teaching. Prerequisite(s): Admission to the teacher education program, which includes participation in a field-based program for the middle grades in mathematics, EDEE 3320; required core and academic major math courses and EDEC and DFST classes.

## **Music - Undergraduate**

### **MUSI 1310 - Survey of American Music**

3.0-3.0 TCCNS Number: MUSI 1310

1310 (1310). 3 hours. The evolution of popular music in the United States from the 19th century to the present, by examining the multicultural and historic roots of original musical genres, contributing artists, stylistic elements, instruments, and rhythms. Satisfies the Creative Arts requirement of the University Core Curriculum.

## **Music Education - Undergraduate**

### **MUED 1130 - Foundations in Music**

1.0-1.0 TCCNS Number: MUSI 1304

1130 (MUSI 1304). 1 hour. Development of musical concepts and skills in listening and performance through use of elementary school music program materials and activities. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

## **Music Ensemble - Undergraduate**

### **MUEN 2500 - Music Ensemble**

3.0-3.0 2500. 3 hours. This is a non-auditioned vocal and instrumental ensemble course open to all students in the university community.

## **Non-Course Based Option in Mathematics - Undergraduate**

## **UGMT 1301 - Non-Course Based Option in Mathematics**

1.0-3.0 1301. 1-3 hours. The content of this course will be tailored to the individual student and may include basic algebra, linear equations and inequalities, polynomials, rational expressions, factoring, exponents and radicals, and quadratic equations. Pass/no pass only.

## **Physics - Undergraduate**

### **PHYS 1052 - Solar System**

3.0-3.0 **TCCNS Number:** PHYS 1404

1052 (1404). 3 hours (3;2). History of astronomy and the physical properties of the earth, moon, planets and minor bodies. Includes weekly outdoor and indoor laboratory exercises.

### **PHYS 1062 - Stars and the Universe**

3.0-3.0 **TCCNS Number:** PHYS 1403

1062 (1403). 3 hours (3;2). Properties of stars and stellar systems and a study of the origin, evolution and future of the universe. Includes weekly outdoor and indoor laboratory exercises.

### **PHYS 1210 - Conceptual Physics**

3.0-3.0 **TCCNS Number:** PHYS 1415

1210 (1415). 3 hours. (3;3). Principles and applications of mechanics, heat, sound, light, electricity and atomic physics for the elementary education major. Prerequisite(s): Must be an INDE-BS major and must complete one of the following courses: MATH 1100, MATH 1350, MATH 1351, or equivalent. May be used to satisfy a portion of the Life and Physical Sciences requirement of the University Core Curriculum (by elementary education students).

### **PHYS 1410 - General Physics I**

3.0-3.0 **TCCNS Number:** PHYS 1301

1410 (1301). 3 hours. (3;0;1) Non-calculus based physics sequence suitable for life sciences majors and preprofessional students. Principles and applications of mechanics, sound and heat. Prerequisite(s): Proficiency in algebra and trigonometry.

### **PHYS 1420 - General Physics II**

3.0-3.0 **TCCNS Number:** PHYS 1302

1420 (1302). 3 hours. (3;0;1) Non-calculus based physics sequence suitable for life sciences majors and preprofessional students. Principles and applications of electricity, magnetism, light and atomic physics. Prerequisite(s): PHYS 1410 or consent of department.

### **PHYS 1430 - General Physics Laboratory I**

1.0-1.0 **TCCNS Number:** PHYS 1101

1430 (1101). 1 hour. (0;3) Prerequisite(s): Credit for or concurrent enrollment in PHYS 1410.

### **PHYS 1440 - General Physics Laboratory II**

1.0-1.0 TCCNS Number: PHYS 1102

1440 (1102). 1 hour. (0;3) Prerequisite(s): Credit for or concurrent enrollment in PHYS 1420.

### **PHYS 1710 - Mechanics**

3.0-3.0 TCCNS Number: PHYS 2325

1710 (2325). 3 hours. (3;0;1) Laws of motion; inertia, acceleration, force, energy, momentum and angular momentum. Rotational and oscillatory motion. Gravitation. Prerequisite(s): MATH 1710.

### **PHYS 1730 - Laboratory in Mechanics**

1.0-1.0 TCCNS Number: PHYS 2125

1730 (2125). 1 hour. (0;3) Prerequisite(s): Credit for or concurrent enrollment in PHYS 1710.

### **PHYS 2220 - Electricity and Magnetism**

3.0-3.0 TCCNS Number: PHYS 2326

2220 (2326). 3 hours. (3;0;1) Electric fields, dc and ac circuits, magnetic fields and magnetic induction. Electric and magnetic properties of matter. Prerequisite(s): PHYS 1420 or 1710; MATH 1720. It is recommended that the course be taken concurrently with PHYS 1730.

### **PHYS 2240 - Laboratory in Wave Motion, Electricity, Magnetism and Optics**

1.0-1.0 TCCNS Number: PHYS 2126

2240 (2126). 1 hour. (0;3) Prerequisite(s): Credit for or concurrent enrollment in PHYS 2220.

## **Political Science - Undergraduate**

### **PSCI 1040 - American Government: Laws and Institutions**

3.0-3.0 TCCNS Number: GOVT 2301

1040 (GOVT 2301). 3 hours. U.S. and Texas constitutions, federalism, local government, institutions, civil rights and civil liberties. Satisfies legislative requirement of a course emphasizing U.S. and Texas constitutions. PSCI 1040 must be taken to satisfy the requirement of a course emphasizing U.S. and Texas constitutions. Satisfies a portion of the Government/Political Science requirement of the University Core Curriculum.

### **PSCI 1050 - American Government: Process and Policies**

3.0-3.0 TCCNS Number: GOVT 2302

1050 (GOVT 2302). 3 hours. Political parties, elections, interest groups, mass media, public opinion and public policy. Satisfies a portion of the Government/Political Science requirement of the University Core Curriculum.

### **PSCI 1060 - American Government: Topics**

3.0-3.0 1060. 3 hours each. Individually or team-taught courses that explore in depth a substantive aspect of American government or politics. Topics vary and may include (but are not limited to) specific contemporary public issues, institutional simulations, and politics through the arts and literature. May be repeated for credit as topics vary. May be used for duplication only when topic is the same. Satisfies a portion of the Government/Political Science requirement of the University Core Curriculum.

## **PSCI 1370 - American Government: Urban Politics and Mass Behavior**

3.0-3.0 1370. 3 hours. An examination of government institutions, processes and policy in American and Texas cities, including mass political behavior and participation by urban populations. Prerequisite(s): PSCI 1040 (or GOVT 2306 transfer) is recommended. Satisfies a portion of the Government/Political Science requirement of the University Core Curriculum.

## **PSCI 2306 - Government & Politics in Texas**

3.0-3.0 TCCNS Number: GOVT 2306

2306 (GOVT 2306). 3 hours. Survey of the structures, functions, processes, and administrative procedures of the Texas political system. Compare and discuss the similarities and differences among states with respect to institutional structures, laws and regulations, political cultures, histories, demographics, and economics. Satisfies a portion of the Government/Political Science requirement of the University Core Curriculum.

## **PSCI 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours.

## **PSCI 3010 - American State and Local Government**

3.0-3.0 3010. 3 hours. Political processes among state and local governments, and similarities and variations in the politics and policies of states.

## **PSCI 3020 - Government & Politics in Texas**

3.0-3.0 3020. 3 hours. This course introduces students to the political processes and administrative procedures of state governments. It will take a comparative approach and discuss the similarities and differences among states with respect to institutional structures, laws and regulations, political cultures, histories, demographics, and economics.

## **PSCI 3100 - Topics in American Government**

3.0-3.0 3100. 3 hours. Major areas of research and controversy in American politics. Representative topics include political campaigning, minority group politics, and science fiction and politics. May be repeated for credit as topics vary.

## **PSCI 3110 - The Legislative Process**

3.0-3.0 3110. 3 hours. Legislative behavior, representation, selection of legislators, organization and procedures; relationships to other branches of government.

## **PSCI 3120 - Women and Politics**

3.0-3.0 3120. 3 hours. Explores aspects of women's political, legal and economic lives in which gender intersects with government; provides overview of issues and important concepts, events and movements concerning them.

## **PSCI 3130 - Interest Groups**

3.0-3.0 3130. 3 hours. The theory, development, types, operations and effectiveness of interest groups in American politics.

### **PSCI 3160 - Mass Media in American Politics**

3.0-3.0 3160. 3 hours. Mass media's impact upon the political process, institutions and the individual.

### **PSCI 3200 - The American Legal System**

3.0-3.0 3200. 3 hours. Institutions and processes; courts and judicial behavior.

### **PSCI 3210 - The U.S. Supreme Court**

3.0-3.0 3210. 3 hours. Explores varying aspects of the U.S. Supreme Court, including how the Supreme Court selects and decides cases, how justices are appointed to the Supreme Court, how the Supreme Court interacts with other branches of government and interest groups, and how decisions are implemented.

### **PSCI 3300 - International Relations**

3.0-3.0 3300. 3 hours. Alternative theories of the observed behavior of nation states, international and transnational organizations and multinational actors, with explorations of the use of cooperation and coercion to resolve conflicts. Prerequisite(s): Completion of the core American government sequence: PSCI 1040 and either PSCI 1050 or PSCI 1060.

### **PSCI 3320 - Democratic Theory**

3.0-3.0 3320. 3 hours. The evolution of theories of democracy, republicanism, equality and their alternatives and the application of these concepts to governance and problem-solving in modern democracies. Prerequisite(s): Completion of the core American Government sequence: PSCI 1040 and either PSCI 1050, PSCI 1060, or PSCI 1370.

### **PSCI 3330 - Introduction to Public Administration**

3.0-3.0 3330. 3 hours. Examines the theory and practice of the administration and management of governmental operations and bureaucracy, politics, and policy. Legal and historical dynamics of public administration will also be explored. Prerequisite(s): PSCI 1040 or PSCI 1050 (or equivalents).

### **PSCI 3350 - Minority Politics and Political Behavior**

3.0-3.0 3350. 3 hours. An examination of how political behavior in the United States is changing as the transformation to a majority-minority polity creates debates about citizenship, political participation and representation. Prerequisite(s): PSCI 1040 and PSCI 1050, or their equivalents.

### **PSCI 4020 - Urban Politics**

3.0-3.0 4020. 3 hours. The city in social order; political machinery of central city and suburbs; types of conflicts, policies, leadership and groups; metropolitan government.

### **PSCI 4100 - Political Parties**

3.0-3.0 4100. 3 hours. Development, nature, problems, organization, operation and functions.

### **PSCI 4120 - Public Opinion and Participation**

3.0-3.0 4120. 3 hours. Shaping factors, communication techniques, public opinion, governmental action and democracy.

### **PSCI 4140 - The Presidency**

3.0-3.0 4140. 3 hours. Development of power, influence and limitations of the chief executive; selection, office, changing role and problems of control.

### **PSCI 4200 - Constitutional Law: Discrimination and the Powers of the Government**

3.0-3.0 4200. 3 hours. Constitution of the United States; work of the Supreme Court, and effects of decisions on national and state government. Decisions of the United States Supreme Court; scope of legislative, executive and judicial power; presidential power in war and foreign affairs; clash of national and state power; economic liberties and property rights; racial and gender discrimination.

### **PSCI 4210 - Constitutional Law: Rights and Liberties**

3.0-3.0 4210. 3 hours. Constitution of the United States; work of the Supreme Court, and effects of decisions on national and state government. Decisions of the United States Supreme Court; freedom of religion, speech and press; rights of criminal defendants; right to privacy.

### **PSCI 4220 - Jurisprudence**

3.0-3.0 4220. 3 hours. Law in the modern state, meaning and objects, sources and growth, and conceptions of rights and justice. Prerequisite(s): 3 hours in public law.

### **PSCI 4340 - Political Psychology**

3.0-3.0 4340. 3 hours. Survey of the psychological underpinnings of human political behavior, how and why individuals relate to and participate in political systems as members of political state and community. Prerequisite(s): PSCI 1040, PSCI 1050, and PSYC 1100. Same as PSYC 4340.

### **PSCI 4520 - International Human Rights**

3.0-3.0 4520. 3 hours. Consideration of the concept and role of human rights in international affairs.

## **Psychology - Undergraduate**

### **PSYC 1100 - Introduction to Psychology**

3.0-3.0 **TCCNS Number:** PSYC 2301

1100 (2301). 3 hours. This course offers a general understanding and application of the basic principles of psychology. Topics will include the history of psychology, scientific methods, physiological foundation of behavior, development, principles of learning, personality theory, abnormal behavior, and social psychology. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.



## **PSYC 1500 - Mythbusting: Distinguishing Fact from Fallacy in Psychology and Everyday Life**

3.0-3.0 1500. 3 hours. This type of mythbusting consists of learning a variety of approaches to critical thinking, preparing students to be able to differentiate information as fact or fallacy. Traditional teaching methods with texts, lectures and discussion are used with a variety of in-class and homework experiences and assignments to develop and practice the necessary skills. Prerequisite(s): Limited to Freshmen and Sophomores.

## **PSYC 2310 - Careers and Writing in Psychology**

3.0-3.0 2310. 3 hours. Develops students' core competencies in fundamental areas crucial to the discipline of psychology, including academic writing (e.g., APA style, writing literature reviews, writing research proposals) and increasing career awareness in a variety of psychology-related domains. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 2317 - Quantitative Methods**

4.0-4.0 2317. 4 hours. Techniques appropriate for treatment of psychological data; frequency distributions, percentiles, measures of central tendency and variability, normal curve function, simple correlational analyses, and applications of sampling theory. Prerequisite(s): MATH 1680 or 1681.

## **PSYC 2320 - Social Psychological Theory in Close Relationships**

3.0-3.0 2320. 3 hours. Social psychology theory and research on topics in close relationship literature, including attitudes toward love and sexuality, friendship, intimacy, power, conflict, and divorce. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 2480 - Psychosocial Adjustment**

3.0-3.0 **TCCNS Number:** PSYC 2315

2480 (2315). 3 hours. Processes involved in adjustment of individuals to their personal and social environments; role of conflict, frustration and healthy and pathological strategies of adjustment.

## **PSYC 2580 - Health Psychology**

3.0-3.0 2580. 3 hours. Examines psychological, physiological, social and behavioral factors as they influence and are influenced by physical health. Health psychology is concerned with the acquisition and maintenance of health through behavior change strategies, the prevention and/or treatment of illnesses, the role of psychosocial and stress factors in the development of physical illness, and the formulation of health care policy.

## **PSYC 2600 - Interpersonal Behavior**

3.0-3.0 2600. 3 hours. (2;2) Relevant variables underlying interpersonal relationships, and current research methods and findings. Skills in developing effective interpersonal relationships in such contexts as friendships, dating, marriage, family, business and industry. Includes the use of recording devices, role playing and self-observation procedures.

## **PSYC 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

## **PSYC 2950 - Experimental Methods**

4.0-4.0 2950. 4 hours. (4;3) Basic experimental procedures and designs, laboratory apparatus, and treatment of experimental data. Experiments and experimental reports required of each student. Prerequisite(s): PSYC 2317 or consent of department.

## **PSYC 3000 - Positive Psychology**

3.0-3.0 3000. 3 hours. Nature of psychology with emphases on the development of strengths and virtues, positive emotion, positive cognition, prosocial behavior, positive interventions, and positive environments. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 3100 - Social Psychology**

3.0-3.0 3100. 3 hours. A survey of psychological research and theory on social behavior with attention to person perception, interpersonal attraction, group processes, attitudes, helping behavior, aggression, and applied social psychology. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 3200 - Research Methods**

3.0-3.0 3200. 3 hours. This course introduces students to psychology research methods and addresses general issues in research methodology, such as experimental designs, survey research, mixed methods, and sampling procedures. This course highlights the way data is collected, analyzed, as well as the strengths and weaknesses of each methodological approach. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 3210 - Statistics in Psychology**

3.0-3.0 3210. 3 hours. This course covers the principles and concepts for the use of statistics in the social and behavioral sciences. It will cover descriptive statistics, inferential statistics, and sampling, such as measures of central tendency, t-tests, linear regression, simple random sampling, and stratified sampling. Prerequisite(s): PSYC 1100 and 3200 with a grade of "C" or better.

## **PSYC 3300 - Psychology of Leadership**

3.0-3.0 3300. 3 hours. Theories, styles, models, topics, and best practices of leadership, including positive characteristics such as service, charisma and integrity. Psychopathological conceptions of dominance, aggression, and narcissism in relation to leaders in different cultural contexts are also explored. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 3340 - Literature and Mental Illness**

3.0-3.0 3340. 3 hours. Study of literary representations of mental illness. A multidisciplinary approach to critical intersections between literature and psychology, mental illness, and treatment. Prerequisite(s): ENGL 1323 and PSYC 1100.

## **PSYC 3360 - Psychology of Adolescence**

3.0-3.0 3360. 3 hours. A topical study of adolescent behavioral and psychological development with emphasis on theory, methods of inquiry, and practical implications. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 3380 - Mentored Collaborative Research**

3.0-3.0 3380. 3 hours. Students join with peer student researchers to explore an empirical question of interest. Under mentorship of instructor, each student is directly involved in empirical research, including literature review, hypothesis generation, research design, data collection, data analysis, and interpretation. May be repeated for credit.

Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 3480 - Adult Development and Aging**

3.0-3.0 3480. 3 hours. Personality, cognitive, social and sensory-perceptual aspects of development from early adulthood through death. Emphasis on the development of a comprehensive understanding of the adult portion of the life span. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 3490 - Psychology of Women**

3.0-3.0 3490. 3 hours. Comparison of personality and cultural factors associated with gender. Prerequisite(s): PSYC 1100.

### **PSYC 3520 - Introduction to Industrial Organizational Psychology**

3.0-3.0 3520. 3 hours. Personnel and organizational psychology; selection and testing procedures, test validation, and theories of organization, leadership and job performance. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 3530 - Psychology of the Offender**

3.0-3.0 3530. 3 hours. Psychological processes related to the legal offender; dynamics involved in such activities as sexual deviancy, drug abuse, personal assault, including murder, and non-assaultive crimes; meaning of classification from courtroom to prisons and in release. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 3620 - Developmental Psychology**

3.0-3.0 3620. 3 hours. Basic theories and research in life-span developmental psychology; parent-child relations, identification, peer relations, self-concept, language learning, perceptual and cognitive development. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 3630 - Introduction to Psychological Measurement**

3.0-3.0 3630. 3 hours. Fundamental approaches, theories of psychological tests and testing; correlation, reliability, validity and methods of test construction. Prerequisite(s): PSYC 1100 and 3210.

### **PSYC 3640 - Marital Adjustment**

3.0-3.0 3640. 3 hours. Physiological, psychological and social economic factors involved in marital adjustment; practical education for marriage and parenthood. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 3700 - Ecological Psychology**

3.0-3.0 3700. 3 hours. Effects of changing ecological conditions, such as the increased use of chemicals, the processing of foods, and the contamination of water and air on human behavior. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 4000 - Abuse in Adult Relationships**

3.0-3.0 4000. 3 hours. A general survey of current research on psychological, interpersonal and situational factors involved in physical and emotional abuse in dating, cohabiting and marital relationships. The interdisciplinary body of research is covered from a psychological perspective. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 4020 - Psychology of Death and Dying**

3.0-3.0 4020. 3 hours. Concepts and attitudes concerning death and dying from a psychological perspective; current research on death and dying; development of insights and understanding to prepare the student to interact effectively with people who are terminally ill and their family members. Prerequisite(s): PSYC 1100 or equivalent. (Same as AGER 4020.)

## **PSYC 4040 - Advanced Seminar in Psychology (Capstone)**

3.0-3.0 4040. 3 hours. This course is designed for Senior Psychology majors to develop a senior thesis that integrates and applies psychological ideas, theory, and methods in order to complete primary or secondary analysis. Prerequisite(s): PSYC 4600, 3200, 3210, and 3100.

## **PSYC 4110 - Interviewing for Paraprofessionals in Psychology**

3.0-3.0 4110. 3 hours. Introduction to the interviewing process in mental health service settings. Includes purposes, objectives, goals, types and skills of interviewing via lectures, plus taped and live demonstrations. Prerequisite(s): PSYC 1100 and 4610.

## **PSYC 4300 - Psychosocial Issues in HIV/AIDS**

3.0-3.0 4300. 3 hours. Examines the psychosocial factors that are related to health-related behaviors in both healthy people and people living with HIV/AIDS. Prepares students who expect to pursue careers in health service fields (e.g. psychologists, physicians, biologists, dentist, etc.) to be conscious of issues that HiV + people face daily. Students interested in HIV/AIDS as a social phenomenon are encouraged to enroll. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 4310 - Evolutionary Psychology**

3.0-3.0 4310. 3 hours. Application of evolutionary theory (first proposed by Charles Darwin) to the study of human behavior and our thoughts, feelings, and actions. Topics will cover the evolutionary basis of a wide range of human behaviors, such as sex, emotion, stress, morality, culture, religion, and consciousness. Prerequisite(s): PSYC 1100 or equivalent.

## **PSYC 4320 - Forensic Psychology**

3.0-3.0 4320. 3 hours. The interface of psychology and law with a focus on forensic psychology (e.g., forensic psychological assessment, expert testimony, offender treatment, and correctional psychology). Prerequisite(s): PSYC 1100 or equivalent (required); CJUS 2100 or equivalent (required); CJUS 3201 (recommended); CJUS 4200 (recommended).

## **PSYC 4330 - Psychology of Social and Personality Development**

3.0-3.0 4330. 3 hours. A review of psychological theory and research on age trends and individual differences in personality and social development. Topics include emotional development, aggression, identity and achievement,

attachment, gender role development, and familial and extra-familial influences on development. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4340 - Political Psychology**

3.0-3.0 4340. 3 hours. Survey of the psychological underpinnings of human political behavior, how and why individuals relate to and participate in political systems as members of political state and community. Prerequisite(s): PSCI 1040, PSCI 1050, and PSYC 1100. Same as PSCI 4340.

### **PSYC 4390 - Internship in Psychology**

3.0-3.0 4390. 3 hours. Supervised professional research, and/or service work in the community. May be repeated one time for credit toward overall degree requirements. Prerequisite(s): Consent of instructor; Psychology major.

### **PSYC 4470 - Sexual Behavior**

3.0-3.0 4470. 3 hours. Impact of psychosocial factors on development and expression of human sexuality. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4480 - New Directions in Psychology**

3.0-3.0 4480. 3 hours. In-depth study of traditional roles and interests versus current roles and interests of psychologists designed to keep students abreast of the rapidly expanding and changing field of psychology. Topics include changes of duties in schools, legal systems, law enforcement, business and industry, government, biology and medicine, as well as other areas. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4510 - Practicum**

1.0-3.0 4510. 1-3 hours. In-depth study of areas of specific interest. Practical experience in supervised settings. Prerequisite(s): Senior standing and consent of department. May be repeated for credit.

### **PSYC 4520 - Personality**

3.0-3.0 4520. 3 hours. Major approaches to conceptualization of personality; psychodynamic, phenomenological and trait-type learning models. Prerequisite(s): PSYC 1100.

### **PSYC 4600 - History and Systems**

3.0-3.0 4600. 3 hours. Principal historical antecedents of modern psychology, relevance to major contemporary systematic positions; philosophy of science, associationism, structuralism, behaviorism, functionalism, Gestalt and psychoanalysis; recent psychological theories. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4610 - Abnormal Psychology**

3.0-3.0 4610. 3 hours. Major psychoses, neuroses and other types of maladaptive behavior patterns that are common problems in society; descriptions of symptomatology, theoretical approaches and epidemiological variables. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4620 - Abnormal Child Psychology**

3.0-3.0 4620. 3 hours. A survey of the symptomatology, theoretical perspectives and treatment approaches of psychological disorders seen in infants, children and adolescents. Prerequisite(s): PSYC 3620 or PSYC 4610; PSYC 1100 or equivalent.

### **PSYC 4640 - Psychophysiology**

3.0-3.0 4640. 3 hours. Physiological processes of the body and relationships to behavior. Sensory and motor processes, learning and memory, and physiological problems of motivation and emotion. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4670 - Behavioral & Biopsychosocial Challenges within LGBT Communities**

3.0-3.0 4670. 3 hours. Understanding the health-related behaviors and psychosocial factors associated with sexual minorities (LGBT; lesbian, gay bisexual & transgendered), primarily in the U.S. Designed for healthcare workers, educators, service providers and individuals who work with or are interested in LGBT communities.

### **PSYC 4690 - Introduction to Learning and Memory**

3.0-3.0 4690. 3 hours. Explores the processes of acquiring and using knowledge. In particular, basic principles in conditioning, concept learning, and human memory are taught as a foundation to the understanding of learning. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4700 - Psychobiology of Stress : The Mind-Body Connection**

3.0-3.0 4700. 3 hours. The biology of the stress response is detailed. The effects of this response on a number of topics including but not limited to aging, memory, and depression are discussed. The effects of the stress response on immunity and illness are highlighted. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4800 - Introduction to Perception and Cognition**

3.0-3.0 4800. 3 hours. A general survey of current data in perception and cognition. Perception topics covered are psychophysics, sensory psychology, perceptual constancies and the development of perception. Cognition topics include short- and long-term memory, problem solving, concept formation and the acquisition of knowledge. The information processing approach is emphasized as a means of interpreting perception and cognition. Prerequisite(s): PSYC 1100 or equivalent.

### **PSYC 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

### **PSYC 4910 - Special Problems**

1.0-3.0 4910. 1-3 hours each.

## **Public Administration - Undergraduate**

### **PADM 3700 - Issues in Public Administration**

3.0-3.0 3700. 3 hours. An in-depth investigation of a contemporary issue of concern to public managers. Possible topics include managing nonprofit organizations, public-private partnerships and ethics in government. May be repeated for credit as topics vary.

## **Public Administration - Graduate**

### **PADM 5020 - Leading and Managing Public Organizations**

3.0-3.0 5020. 3 hours. Survey of contemporary theories and applications of managing high performance public organizations. Focus on leadership approaches, strategy, decision making, change management, networks and collaboration, privatization, and groups and teams.

### **PADM 5030 - Managing Human Resources**

3.0-3.0 5030. 3 hours. The theory and application of managing human behavior in public organizations. Topics include motivation, supervision, conflict management, workplace diversity, and the functions of public personnel systems including job design, analysis, and classification; recruitment and selection; compensation; development, training, and evaluation; promotion and discipline; and employee law. Prerequisite(s): PADM 5020.

### **PADM 5050 - Legal Issues in Public Administration**

3.0-3.0 5050. 3 hours. This course focuses on the relationship between public management and the law. Explores the role of bureaucrats in formulating law and policy through the rule-making process and the control of executive branch agencies by the executive, the legislature, and the courts.

### **PADM 5200 - Public Personnel Management**

3.0-3.0 5200. 3 hours. Managing human resources in national, state and local governments.

### **PADM 5310 - Economic and Community Development**

3.0-3.0 5310. 3 hours. This course examines the basic role of governance as an instrument of economic and community development in the United States. Focus on the meaning and application of development primarily on subnational development with particular reference to cities and towns. Topics include economic development tools, politics of development, development financing, and development organizations.

### **PADM 5390 - Professional Practice for Public Managers**

3.0-3.0 5390. 3 hours. Workshop teaches current and future public managers how to operate a government agency on a day-to-day basis. Managerial practices include the meaning of public service, communication in the public sector, making effective presentations, facilitating effective meetings, executive-legislative relations, citizen relations, media relations, and ethics. To be taken during the last semester of course work. Prerequisite(s): Enrollment in course restricted to the last semester in MPL program.

### **PADM 5400 - Managing Financial Resources**

3.0-3.0 5400. 3 hours. Principles of the budgetary process and innovations in budget preparation with emphasis on the role of the budget as a tool for financial control, improving program performance, and policy making. Topics include budget innovation, accounting, and financial reporting.

### **PADM 5410 - Capital Budgeting and Planning**

3.0-3.0 5410. 3 hours. Examination of capital budgeting and planning in government. Course explores the financial aspects of water and waste water utilities, roads and highways, airports, parks, storm water drainage and other infrastructure. Key dimensions of budgeting, planning and managing public works facilities are detailed through lectures, case studies and papers.

### **PADM 5420 - Revenue Policy and Administration**

3.0-3.0 5420. 3 hours. Examination of the economic, political and administrative issues that governments encounter when making revenue decisions, including how to achieve equity, economic efficiency and administrative feasibility. Topics include the three principal revenue sources of government income, sales and property taxes plus such nontax sources as user charges, grants-in-aid and lotteries.

### **PADM 5430 - Financial Accountability in Government**

3.0-3.0 5430. 3 hours. An introduction to financial control in government, including fund accounting, financial reporting, internal controls and auditing. Particular emphasis is given to the public manager's use of accounting information in such contexts as budget decision making, pricing government services, cash planning and municipal bond ratings.

### **PADM 5550 - Seminar in Program Evaluation**

3.0-3.0 5550. 3 hours. Advanced course in evaluation, performance measurement, and monitoring in the management of government programs. Uses methods of social science to evaluate the effectiveness of government services.

### **PADM 5560 - Performance Measurement in Public and Nonprofit Sectors**

3.0-3.0 5560. 3 hours. Overview of the performance measurement process, including benchmarking and performance monitoring in public and nonprofit organizations. The overall objective of the course is to acquaint program administrators and other practitioners with conceptual tools essential to understanding the development of performance measurement systems and the techniques necessary to enable them to apply the concepts in their work environments. Emphasis is on the practical application of the techniques of performance measurement in field settings.

### **PADM 5610 - Disaster Preparedness and Management**

3.0-3.0 5610. 3 hours. Examination of the theory and practice of emergency management. Particular emphasis is given to the major issues affecting emergency management, including strategies to promote planning for mitigating disasters. Emphasis is on the evolving role of the Federal Emergency Management Agency (FEMA), state and local government, and emergency managers in the disaster management arena.

### **PADM 5615 - Environmental Planning and Hazards**

3.0-3.0 5615. 3 hours. Introduction to environmental planning and policy at the federal, state and local government levels. Designed to help students develop a working knowledge of basic planning and policy concepts, methods, institutions and issues. Emphasis is given to the linkage between environmental degradation and vulnerability to hazards.

### **PADM 5700 - Seminar in Public Administration**



3.0-3.0 5700. 3 hours. Concepts, problems and processes of public administration. May be repeated for credit as topics vary.

### **PADM 5800 - Public Management Internship**

3.0-3.0 5800. 3 hours. Pre-career MPL students must enroll in this graded course in their first semester. Acquisition of practical management experience through a series of seminars designed to prepare pre-career students for a 440-hour internship with a public or non-profit organization. Academic supervision and evaluation of internship performance along with a final presentation are required.

### **PADM 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Conference courses open to advanced students capable of doing independent research under the direction of the instructor. Prerequisite(s): Consent of department chair.

### **PADM 5910 - Special Problems**

1.0-3.0 5910. 1-3 hours each. Conference courses open to advanced students capable of doing independent research under the direction of the instructor. Prerequisite(s): Consent of department chair.

## **Public Affairs & Community Service - Undergraduate**

### **PACS 3000 - Pathways to Civic Engagement**

3.0-3.0 3000. 3 hours. Promotes an understanding of self in relation to the theory and practice of civic engagement. Topics include the history of civic engagement and civil society, earning and spending social capital, voluntary sector engagement, trends in civic engagement in the U.S., and social issues. This course has a service learning requirement.

### **PACS 4000 - Mediation**

3.0-3.0 4000. 3 hours. Develops mediator competence. Defines and examines the process of mediation. Covers the history and development of mediation and introduces theories of conflict management. Reviews diverse settings of mediation, such as domestic, commercial, non-profit, employment and institutional environments. Significant legal, ethical, professional cultural and gender considerations are explored. Students participate in mediation exercises and simulations. Required for academic certificate in alternative dispute resolution.

### **PACS 4010 - Family Mediation**

3.0-3.0 4010. 3 hours. Provides mediators with advanced practical skills and clear theoretical understanding of family mediation, with particular emphasis on divorce and child custody issues. Meets statutory requirements of Texas and many other states for mediators of disputes relating to the parent-child relationship. Corequisite(s): PACS 4000.

### **PACS 4020 - Dispute Resolution in the Workplace**

3.0-3.0 4020. 3 hours. Review of alternative dispute resolution (ADR) to address sources of conflict in the workplace. Examines procedures and benefits of arbitration, mediation, ombudspersons, minitrials, neutral fact-finding and other alternatives to litigation-based conflict resolution. Trends in use and ethical/professional considerations are considered. Corequisite(s): PACS 4000.

### **PACS 4030 - Dispute Resolution in a Global Workplace**

3.0-3.0 4030. 3 hours. Explores the relationship of trade-based and work-based conflict with special focus on alternative dispute resolution practices. Examines dispute resolution options available in trade agreements and their implications for workplace and trade. Students learn the benefits and limitations of workplace conflict resolution practices in an environment with multiple layers of world trade. Corequisite(s): PACS 4000.

### **PACS 4040 - Crisis Intervention**

3.0-3.0 4040. 3 hours. Provides overview of crisis intervention from the perspectives of a host of intervention organizations and professionals. Reviews the tactics, techniques, behaviors, emotions and motivations of those who intervene or negotiate in crisis situations as well as those who precipitate such actions and their victims. Students will be introduced to professionals who negotiate interventions in suicide, workplace and domestic conflict situations. They will also review existing research and practices about such interventions.

### **PACS 4050 - Negotiation and Dispute Resolution**

3.0-3.0 4050. 3 hours. Introduces the fundamentals of nonlitigation strategies for a variety of business, professional and personal settings. Learning and skills are developed through lecture, role playing, out-of-class assignments, case studies and negotiation simulations. Required for interdisciplinary minor in alternative dispute resolution. Corequisite(s): PACS 4000.

### **PACS 4060 - Practicum in Mediation and Dispute Resolution**

3.0-3.0 4060. 3 hours. Provides opportunity for students to round out their education in dispute resolution through participation in numerous exercises, simulations and actual mediations and/or other forms of alternative dispute resolution. Required for interdisciplinary minor in alternative dispute resolution. Corequisite(s): PACS 4000.

### **PACS 4200 - Leadership Theory and Practice for Volunteer Managers**

3.0-3.0 4200. 3 hours. Overview of organizational leadership theory and practice for volunteer managers and community leaders. Students examine and develop a range of skills in a number of interpersonal areas: group dynamics, decision-making, managing differences, and leadership and influence as they pertain to primarily non-profit organizations and their ability to lead a volunteer workforce. May not be repeated if credit has been received for it at the graduate level. Corequisite(s): PACS 4000.

### **PACS 4220 - Proposal Writing and Grants Administration**

3.0-3.0 4220. 3 hours. Students will learn the basic steps in researching funding ideas including how to use the Internet as a fundamental tool, and the detailed steps required for preparing funding applications. The course will also focus on the skills and tools needed to monitor funds once grants have been awarded. Corequisite(s): PACS 4000.

### **PACS 4240 - Volunteer Management Concepts and Applications**

3.0-3.0 4240. 3 hours. Analysis and review of day-to-day applications of management principles to the administrative and operating practices of contemporary volunteer programs in the public, not-for-profit, and for-profit sectors. Focuses on volunteer program management and organization, including targeting, recruiting, training, supervising, motivating, counseling, retaining and recognizing volunteer workforces. May not be repeated if credit has been received for it at the graduate level. Corequisite(s): PACS 4000.

## **PACS 4250 - Community Resource Mapping and Collaboration**

3.0-3.0 4250. 3 hours. Analyzes systems that measure community assets and resources. Explores the means of identifying and approaching potential collaborative community partners, and focuses on the development of joint proposals and/or business plans. Provides an overview of the role of volunteer managers and agency leadership of community organizations that provide resources in the development of a collaborative, capacity building community. An ecological approach is used to analyze the full range of human service agency services: health, social, educational, diagnostic, enrichment, religious, civic and legal. Students have an opportunity to do field work with agency staff on assigned community projects. Corequisite(s): PACS 4000.

## **PACS 4310 - Community Service Internship**

3.0-3.0 4310. 3 hours. (0;0;8) Supervised work in a community agency that is directly related to the student's major, professional field or career objective. Duties, learning objectives, reporting and supervisory functions are agreed on beforehand by the agency and the student. May be repeated for credit. Prerequisite(s): Meet the employer's requirements and consent of program director. Corequisite(s): PACS 4000.

## **PACS 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each. Special problems and research in economic development or regional/sectoral analysis. Prerequisite(s): Consent of instructor and PACS 4000.

## **PACS 4980 - Special Topics in Alternative Dispute Resolution**

1.0-4.0 4980. 1-4 hours each. Various topics in alternative dispute resolution. Possible topics may include arbitration basics, problem solving, dispute resolution in local government, and others. Prerequisite(s): PACS 4000.

## **Public Health - Undergraduate**

### **PBHL 2300 - Introduction to Public Health**

3.0-3.0 2300. 3 hours. Overview of the field of public health; its history and development, the structure and management of health institutions and organizations, determinants of chronic and acute illnesses, and public health ethics and policies. Topics include maternal and child health, community mental health, and health care delivery in the United States.

### **PBHL 3310 - Principles of Human Nutrition**

3.0-3.0 3310. 3 hours. Principles of human nutrition including digestion and absorption of macronutrients, role of vitamins and minerals, energy metabolism, nutrition assessment, diet planning, food safety and life span nutrition. Emphasis on food choices that promote health and prevent diet-related diseases. Prerequisite(s): BIOL 1710 or BIOL 1720; or permission of instructor.

### **PBHL 3320 - Planning, Administration and Evaluation of Health Programs**

3.0-3.0 3320. 3 hours. Processes for developing, planning, implementing and evaluating health promotion programs in various settings. Prerequisite(s): PBHL 2300.

### **PBHL 3330 - Health Policy**

3.0-3.0 3330. 3 hours. Provides an introduction to the public institutions and processes that govern health policy in the United States. Uses the concepts and tools of public policy analysis to examine current health policy proposals in terms of access, quality, and cost. Prerequisite(s): PBHL 2300.

### **PBHL 4310 - Epidemiology**

3.0-3.0 4310. 3 hours. Principles and methods of epidemiology and their applicability to public health. Topics include history and practical applications of epidemiology, mortality and morbidity, sources of data, epidemiologic study design, measurement of disease frequency and effect, data interpretation, and screening for disease. Prerequisite(s): PBHL 2300 and MATH 1680.

### **PBHL 4330 - Mentored Research Experience in Public Health**

3.0-3.0 4330. 3 hours. This course will focus on developing fundamental research skills for undergraduates in the public health sciences. Under the direction of a faculty mentor, students will learn how to conduct research and dissemination of results. May be repeated for credit. Prerequisite(s): PBHL 2300 and MATH 1680, or instructor consent.

### **PBHL 4340 - Health Promotion Skills and Competencies**

3.0-3.0 4340. 3 hours. Foundational content and skills development related to roles and responsibilities of the health educator. Prerequisite(s): PBHL 2300.

### **PBHL 4390 - Capstone Experience in Public Health**

3.0-3.0 4390. 3 hours. Integrative experience bringing together students' knowledge and skills in the public health major. Includes an internship in the public health service sector or a research setting, portfolio building, short reflections, a synthesis paper and a presentation. Prerequisite(s): Senior standing and completion of PBHL 2300, SOCI 3120, and PBHL 4310 with a grade of "C" or better.

## **Public Leadership - Graduate**

### **PLDR 5300 - Data Analytics and Research Methods I**

3.0-3.0 5300. 3 hours. Key computational and data competencies needed by administrators to fulfill the informational needs of decision making at all levels of an organization. Using and applying analytical and statistical tools understand the impact of quantitative data and decision making. Prerequisite(s): Admission to the MSPL program.

### **PLDR 5310 - Data Analytics and Research Methods II**

3.0-3.0 5310. 3 hours. The fundamental concepts and techniques in managing and presenting data for effective data-driven decision making. Topics include data design as well as practical applications of appropriate research methodologies to assess the effectiveness and efficiency of public and nonprofit sector programs and policies. Topics include: developing an evaluation plan; designing various types of evaluations such as process, impact, cost-benefit, and cost-effectiveness evaluations; and managing evaluation projects. Data visualization includes understanding the best practices for usable, consumable, and actionable data/results presentations. Prerequisite(s): PLDR 5300.

### **PLDR 5320 - Public Service and Society**

3.0-3.0 5320. 3 hours. An examination of the political, institutional, organizational, ethical, social, legal and economic environments in which public servants and community leaders operate.

### **PLDR 5325 - PLDR Fundraising Principles & Grant Writing**

3.0-3.0 5325. 3 hours. Provides a practical understanding of advanced concepts, techniques and theories of fundraising for nonprofit and community leaders, including the preparation of an effective grant application. Prerequisite(s): PLDR core courses.

### **PLDR 5330 - Organization Theory and Managing Change in Public Service**

3.0-3.0 5330. 3 hours. Survey of historical and contemporary theories of organizations, human behavior within the organizational setting, and managing change in the public service context Prerequisite(s): Admission to the MSPL program.

### **PLDR 5335 - PLDR Nonprofit Management**

3.0-3.0 5335. 3 hours. A practical course on managing nonprofit organizations which addresses key aspects such as public trust, board development, strategic planning, volunteer management, financial management, financial, accountability and transparency. Prerequisite(s): PLDR core courses.

### **PLDR 5340 - Intergovernmental Relations and Management**

3.0-3.0 5340. 3 hours. The nature and role of public leaders in the American federal system of government, including all levels of government: federal, state, county, municipal, and special districts. Prerequisite(s): PLDR 5320.

### **PLDR 5345 - Theory and Applications of GIS in Public Service**

3.0-3.0 5345. 3 hours. Applications of Mathematics in GIS including the Geometry of the Sphere, Categories of GIS Data, and related topics from Topology and Graph Theory; will also include applications of GIS methodologies to address social, biological and public service questions. Prerequisite(s): PLDR 5320 or consent of department.

### **PLDR 5350 - PLDR Performance Measurement and Management**

3.0-3.0 5350. 3 hours. An overview and application of the operations and performance management in the public and nonprofit sectors with a focus on impact assessment and efficient service delivery to create public value. Prerequisite(s): PLDR core courses.

### **PLDR 5355 - Leadership in the Administrative State**

3.0-3.0 5355. 3 hours. Overview of the administrative state in the 21st century and identifies the competencies needed to lead bureaucratic organizations. Prerequisite(s): PLDR 5320.

### **PLDR 5360 - Public Health Leadership**

3.0-3.0 5360. 3 hours. The course will survey theories of leadership and their application to current public health issues. Course focuses on leadership in transitioning public health findings into action, identifying and assessing leadership approaches, and developing skills to mobilize communities and promote health.

## **PLDR 5365 - Healthcare Administration**

3.0-3.0 5365. 3 hours. The course will provide an overview of competencies fundamental to healthcare administration. Course will highlight the core knowledge areas for healthcare leaders and managers, including healthcare finance, governance and organizational structure, laws, and regulations, and quality and performance improvement.

## **Reading - Undergraduate**

### **EDRE 4450 - Reading and Writing, Birth through Grade 6**

3.0-3.0 4450. 3 hours. (3;0;0) Examines theoretical and practical aspects of emergent literacy. The course focuses on practices that foster motivated, strategic readers and writers. Emphasizes development of early language and pre-literacy skills, common school literacy practices, parental/social influences and affective elements related to early reading. Includes an additional hour of field experience per week. Prerequisite(s): DFST 1013 and admission to Teacher Education.

### **EDRE 4820 - Reading and Writing in Grades 4-8**

3.0-3.0 4820. 3 hours. Examines reading and writing processes, the development of reading and writing abilities and skills, theories and models of reading, the nature of the balanced reading program, instructional strategies, planning and materials for the 4-8 literacy learning environment. Prerequisite(s): Admission to Teacher Education.

### **EDRE 4840 - Linguistically Diverse Learners**

3.0-3.0 4840. 3 hours. Designed to enhance the awareness and understanding of pre-service teachers regarding the linguistically diverse learner. Includes study of the language and learning needs of language minority students, the affective aspect of the immigrant and refugee experience, and the impact of that experience on academic and linguistic development. Students will explore how to make practical application of course content in both the regular and the English-as-a-Second-Language classrooms. Prerequisite(s): EDRE 4450/4820 (both may be taken concurrently); LING 3060 (may be taken concurrently); and admission to Teacher Education.

### **EDRE 4850 - Assessment and Evaluation of Reading**

3.0-3.0 4850. 3 hours. Examines a variety of assessment and evaluation strategies that are appropriate for the classroom teacher to utilize. Although both formal and informal procedures are introduced, the main focus is on non-intrusive, naturalistic procedures. Observations are required. Prerequisite(s): EDRE 4450 or EDRE 4820.

### **EDRE 4860 - Reading and the Language Arts in Grades EC-8**

3.0-3.0 4860. 3 hours. Problems related to the comprehension and expansion of symbols of meaning; the interrelationship of reading with other areas of language arts. Prerequisite(s): EDEE 3320, EDEE 3380, and all courses in the Reading/English/language arts part of the academic major; and Admission to Teacher Education, which includes participation in a field-based program.

### **EDRE 4861 - Integrated Language Arts & Social Studies Instruction K-8**

3.0-3.0 4861. 3 hours. Interrelationship of writing in literacy, and all areas of language arts and social studies for instruction in EC-8. Prerequisite(s): EDUC 3320, EDRE 4450, and admission to Teacher Education.

## **EDRE 4890 - Inquiry into Classroom Practice**

3.0-3.0 4890. 3 hours. Emphasis on reflective inquiry as teacher candidates relate theory and research to their own teaching experiences. The course addresses the following topics: Inquiry into curricular content and structure, pedagogical practices, assessment approaches, student diversity, and equity issues as well as professional communication and engagement. Required for Clinical Teaching. Must be taken concurrently with Clinical Teaching. Prerequisite(s): Successful completion of Early Clinical Teaching and current placement in a field site for Clinical Teaching.

## **EDRE 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Reading - Graduate**

### **EDRE 5070 - Literacy Development for English Language Learners**

3.0-3.0 5070. 3 hours (0;0;3). A detailed analysis of reading and writing instruction for English language learners. Includes theoretical models, recognition of current issues related to integrated literacy instruction, and delineates best practices for English literacy development in educational settings.

### **EDRE 5180 - Advanced Assessment and Evaluation in Reading**

3.0-3.0 5180. 3 hours. An exploration of current techniques for assessment and evaluation in reading. Merging assessment and instruction in classrooms is emphasized. Prerequisite(s): EDRE 5370 or equivalent.

### **EDRE 5190 - Reading Assessment and Instruction for Special Populations**

3.0-3.0 5190. 3 hours. Development, implementation and evaluation of assessment and instructional procedures in reading for special populations. Supervised instruction in a clinic setting is required. Prerequisite(s): EDRE 5180 or equivalent. May be repeated once for credit.

### **EDRE 5200 - Development and Supervision of Reading Programs**

3.0-3.0 5200. 3 hours. Analysis of the total reading program, emphasizing specific strategies for improvement of programs. Prerequisite(s): EDRE 5370 or equivalent.

### **EDRE 5370 - Advanced Reading Theory/Practice**

3.0-3.0 5370. 3 hours. A program designed to provide understanding of the many facets of the reading act, to provide opportunities for evaluation of approaches to teaching reading and to acquaint students with basic research in reading. Prerequisite(s): EDRE 4820 or equivalent.

### **EDRE 5520 - Writing Workshop Approaches**

3.0-3.0 5520. 3 hours. This course includes theory, research, and instructional practice related to composition instruction and writing workshop approaches, including classroom organization, the writing process, and performance-based assessment practices. This may be repeated for credit with advisor approval for a maximum of 6 hours.

## **EDRE 5550 - Literacy Instruction in Our Culturally Diverse Society**

3.0-3.0 5550. 3 hours. Establishes an awareness of the significance of culturally responsive literacy instruction and an understanding of the various components and characteristics of a learning context that support a diverse population. Emphasis on instruction, multicultural children's literature, issues surrounding literacy instruction and assessment of such.

## **EDRE 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor. Open only to resident students.

## **Real Estate - Undergraduate**

### **REAL 2100 - Principles of Real Estate**

3.0-3.0 2100. 3 hours. A survey of real estate principles, including real estate market, financial, investment and legal analysis. Home ownership and real estate investment for personal benefit are emphasized.

## **Risk Management and Insurance - Undergraduate**

### **RMIN 4400 - Employee Benefit Programs**

3.0-3.0 4400. 3 hours. Reasons for employee benefit programs; group life, medical expense and disability income insurance programs; health maintenance organizations; pension programs and profit-sharing plans; tax considerations and government regulations.

## **Secondary Education - Undergraduate**

### **EDSE 4060 - Content Area Reading in Secondary Schools**

3.0-3.0 4060. 3 hours. (0;0;3) Provides an overview of the reading process with emphasis on reading to learn in the secondary school content areas. Course provides knowledge and skills for identifying reading problems, modifying instructional materials and processes, and using writing to promote learning and thinking in the content areas.

### **EDSE 4840 - Instructional Strategies and Classroom Management**

3.0-3.0 4840. 3 hours. (0;0;3) This course is taken during the semester immediately preceding student teaching. It provides knowledge and skills required for organizing and directing various instructional strategies in the secondary classroom. Content includes teaching strategies, approaches to classroom management and discipline, student motivation, student and teacher assessment and evaluation, and the use of media and technology in the classroom. Instruction, assignments, directed field experience and other class activities may take place on site in a school setting. Prerequisite(s): Junior standing, admission to teacher education, and completion of or concurrent enrollment in all education coursework excluding student teaching.

### **EDSE 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.



## **EDSE 4910 - Special Problems**

1.0-3.0 4910. 1-3 hours each.

## **Social Work - Undergraduate**

### **SOWK 4700 - Child Welfare Practice and Services**

3.0-3.0 4700. 3 hours. Addresses contemporary practices in the child welfare system, legal and judicial processes, understanding the dynamics of abuse/neglect, and indicators of risk. Covers a range of the child welfare services related to investigation, in-home services, out of home placement, and foster/adoption services for abused and neglected children. 20 hours of service learning in a child welfare agency will be required.

## **Sociology - Undergraduate**

### **SOCI 1510 - Introduction to Sociology**

3.0-3.0 **TCCNS Number:** SOCI 1301

1510 (1301). 3 hours. Social and cultural basis for human behavior; impact of societal groups and organizations on personal identity, feelings and actions; influence on the self in relation to the family, peer groups, social classes, religion and social institutions. Satisfies arts and sciences core social science requirements. Required of all sociology majors. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.

### **SOCI 1520 - Contemporary Social Problems**

3.0-3.0 **TCCNS Number:** SOCI 1306

1520 (1306). 3 hours. Conditions disruptive to society today, both those seen as problematic as a whole and those that violate the norms of special groups in society; includes population, poverty, minorities, crime, drugs, sexual deviance, mental illness, changing family patterns and violence. Satisfies arts and sciences core social science requirements. Advised for students planning sociology graduate work. Satisfies the Social and Behavioral Sciences requirement of the University Core Curriculum.

### **SOCI 2010 - Race, Class, Gender and Ethnicity**

3.0-3.0 **TCCNS Number:** SOCI 2319

2010 (2319). 3 hours. Social, cultural and economic perspectives on Native, African-, Asian- and Mexican-Americans; emphasizes work and family patterns for both women and men, racism and sexism and contemporary movements for equality.

### **SOCI 2050 - Sociology of Sport**

3.0-3.0 2050. 3 hours. A study of social behavior in sport, with particular emphasis on its relationship to the cultural perspectives of socialization, minorities, economics, politics and current issues.

### **SOCI 2070 - Introduction to Race and Ethnic Relations**

3.0-3.0 **TCCNS Number:** SOCI 2319

2070 (2319). 3 hours. Introduction to the basic theories within current and historical race and ethnicity relations. Includes examination of evidence of continuing prejudice, institutional discrimination and modern forms of racism.

Other topics include assimilation, pluralism, contact hypothesis, anti-racism, immigration, segregation and racial identity. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **SOCI 2100 - Crime and Justice in the United States**

3.0-3.0 TCCNS Number: CRIJ 1301

2100 (CRIJ 1301). 3 hours. This course examines the societal responses to people and organizations that violate criminal codes; discusses the history, development, organization and philosophy of the justice process; and analyzes the complex inter-relationships between the major components of the criminal justice system (police, courts and corrections). Satisfies a portion of the Component Area Option requirement of the University Core Curriculum. (Same as CJUS 2100.)

### **SOCI 3000 - Sociology of Marriage and Family**

3.0-3.0 3000. 3 hours. Interpersonal dynamics of marriage and family life; role and influence of the family as both a powerful primary group and as a social institution in society; current status of families in the United States plus cross-cultural and historical patterns. Prerequisite(s): SOCI 1510 or equivalent. Advised for students planning sociology graduate work.

### **SOCI 3110 - Sociology of Mental Health, Mental Illness and Mental Health Care**

3.0-3.0 3110. 3 hours. Effects of social stresses and social integration on the mental health of various age, sex, ethnic and other groups within society; mental health care system and problems of access to that system among different subgroups in the population.

### **SOCI 3120 - Sociology of Health and Illness**

3.0-3.0 3120. 3 hours. Effects of social factors, such as age, sex, race and social class, on health and illness; differential access to health care services among subgroups of the U.S. population, including Blacks, Hispanics, Indians and the elderly; strains in the organization of the health care delivery system.

### **SOCI 3190 - Correctional Counseling**

3.0-3.0 3190. 3 hours. Study of the basic purposes and techniques of counseling with consideration given to the development of interpersonal skills required to enhance communication and to effect positive behavioral change. Special attention is devoted to exemplary and experimental programs aimed at promoting long-range social adjustment. Experiential learning is provided through case studies and situational exercises.

### **SOCI 3200 - Sociological Theory.**

3.0-3.0 3200. 3 hours. Survey of development of sociological theory; emphasizes nature and types of contemporary theory. Prerequisite(s): SOCI 1510 or equivalent. Required of all sociology majors.

### **SOCI 3220 - Quantitative Data Collection**

3.0-3.0 3220. 3 hours. Principles and procedures, sources of data, techniques of collection and analysis of quantitative data. Focus on survey research, secondary data analysis and other quantitative methods. Prerequisite(s): Advanced (Junior or Senior) standing; SOCI 1510. Required of all sociology majors.

### **SOCI 3240 - Qualitative Data Collection**

3.0-3.0 3240. 3 hours. Principles and procedures, sources of data, techniques of collection and analysis of qualitative data. Focus on how Sociologists use face to face interviewing, participant observation, focus groups and other qualitative methods. Prerequisite(s): Advanced (Junior or Senior) standing; SOCI 1510. Required of all sociology majors.

### **SOCI 3280 - Quantitative Data Analysis**

3.0-3.0 3280. 3 hours. Role of quantitative methods in social research; application of quantitative techniques and procedures to social data, statistical inference; data processing. Prerequisite(s): SOCI 3220 or equivalent. Required of all sociology majors. Restricted to Sociology majors only.

### **SOCI 3300 - Urban Sociology**

3.0-3.0 3300. 3 hours. Rise of the city; ecological distribution and processes; suburb metropolitan areas; trends in urbanization. Prerequisite(s): SOCI 1510 or equivalent. Advised for students planning sociology graduate work.

### **SOCI 3330 - Social Stratification**

3.0-3.0 3330. 3 hours. Bases of social differentiation; status, power and mobility in social systems; influence of stratification on behavior; class structure in the United States. Prerequisite(s): SOCI 1510 or equivalent. Advised for students planning sociology graduate work.

### **SOCI 3340 - Women and Sport**

3.0-3.0 3340. 3 hours. A social-psychological and historical study of women and sports, and the challenges faced by women athletes through the years. Sports covered in this course include but are not limited to Olympic Sports, Collegiate and Professional Sports: Baseball, Basketball, Equestrian, Figure Skating, Golf, Gymnastics, Soccer, Softball, Swimming, Tennis, and Track and Field. Prerequisite(s): SOCI 2050.

### **SOCI 3350 - Sport and Masculinity**

3.0-3.0 3350. 3 hours. Critical examination of sport and masculinity, and the roles media and technology play in shaping one's identity. Prerequisite(s): SOCI 2050 or instructor approval.

### **SOCI 3460 - Correctional Systems**

3.0-3.0 3460. 3 hours. This course focuses on prisons and jails. It examines the goals and history of punishment, the death penalty, the composition and social organization of jail and prison populations; bail, detention, sentencing and classification; institutional management and the conflicts between rehabilitation and punishment. Prerequisite(s): SOCI 2100 or equivalent. (Same as CJUS 3400.)

### **SOCI 3550 - Collective Behavior**

3.0-3.0 3550. 3 hours. Human behavior in sporadic and unstructured situations; theories and case studies of rumors, crowds, panics, riots, disasters, fads and crazes; links among collective behavior episodes, social movements and social change. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 3560 - Sociology of Disasters**

3.0-3.0 3560. 3 hours. This course focuses on an introduction to the study of human response to disaster events, including political and economic factors influencing vulnerability. Case studies of major disasters are used to explore topics such as the impact of gender, class, ethnicity, and age on vulnerability, response, and impacts; the effects of larger political and economic systems on disaster response; and the relationship of disasters to social change. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 3600 - The Multiracial Family**

3.0-3.0 3600. 3 hours. Academic study of the dynamics found in multiracial families. Important concepts in race/ethnicity studies such as assimilation, racial identity and pluralism. Other topics include passing, one-drop rule, interracial dating/marriage, bi- or multiracial identity and transracial adoption.

### **SOCI 3620 - Juvenile Delinquency**

3.0-3.0 3620. 3 hours. Examines juvenile delinquency in the United States. Specific attention is devoted to the definitions, measurement, and correlates of juvenile delinquency. Additional focus is paid to the various theories of juvenile delinquency and what each theory prescribes for preventing treating and handling juvenile delinquents. (Same as CJUS 3620.)

### **SOCI 3630 - Drugs, Crime and Society**

3.0-3.0 3630. 3 hours. Examines the relationship between drugs, crime and human behavior. Explores the relationship between drug abuse and crime and the policy proposals developed to control drug trafficking, drug abuse, and drug-related crime, as well as the multi-faceted aspects and effects of chemical abuse and dependency. (Same as CJUS 3630.)

### **SOCI 3700 - Sociology of Religion**

3.0-3.0 3700. 3 hours. A review of the common sociological dimensions of all religions such as moral definitions, group membership and dynamics, prescribed ritual practices and definitions of the sacred. An examination of sociologists contributing to the field such as Durkheim and Weber. Includes a sociological analysis of major world religions, including Christianity, Judaism, Islam, Buddhism and Hinduism.

### **SOCI 3800 - Sociology of Work**

3.0-3.0 3800. 3 hours. Social behavior and performance in the workplace beginning at the emergence of the industrial revolution through current workplace arrangements (e.g., work teams). Special topics covered include discrimination in the workplace (e.g., race, age, gender), the relationship between work and family, work alienation, welfare and work, women and work, and unions. Implications for counselors, managers, union organizers, city planners and policy makers. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 3900 - Race and Christianity**

3.0-3.0 3900. 3 hours. The objectives of this course are to focus on the reciprocal influence of race/ethnicity and Christianity in the United States. The course will explore the historical development of Christianity within different racial groups, evidence about the effects of Christianity on our tendency to engage in racism/discrimination, and the development of multiracial Christian institutions and their influence in our society.

### **SOCI 4010 - Sociology through Experiential Learning**

3.0-3.0 4010. 3 hours. Service Learning is an experiential learning program which integrates academic course work into community service, in this case, family literacy at the Dallas Public Library. This course is designed to foster critical thinking, social & personal responsibility, and teamwork. As a source of reflection, dialogue, and analysis, students will teach in the family literacy program (either adult ESL class or in the 9-and-under children's program). The course readings and assignments address several sociological themes, such as how ethnicity, civic engagement, socio-economic class, immigration, education, and public institutions relate to one's subjectivities and agency as a participant in a service learning project.

### **SOCI 4160 - Developing Societies**

3.0-3.0 4160. 3 hours. Changing culture and institutions family, population, religion, work and politics in developing nations in South and Central America, Asia, and Africa; impact of industrial nations on societies experiencing rapid urban, bureaucratic, technological and industrial growth; implications for war and peace in the world. Advised for students planning sociology graduate work.

### **SOCI 4240 - Sociology of Sexuality**

3.0-3.0 4240. 3 hours. This course is about sexuality and how it is perceived, defined, and experienced in the context of society. This course explores sexuality as a social and historical construction and focuses on how sexuality influences our lives as reflected in social norms, attitudes and beliefs, and through public and private policies and practices. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 4250 - Gender and Society**

3.0-3.0 4250. 3 hours. Analyzes gender as a major social institution which intersects with all other institutions, especially the family, work, religion, politics, and education. Stresses programs to change the unequal treatment of women and men in these areas. Surveys contemporary changes and cultural variability in gender role definitions. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 4260 - Topics in Sociology**

3.0-3.0 4260. 3 hours. Investigation, analysis and discussion of a significant, contemporary topic. May be repeated for credit as topics vary.

### **SOCI 4340 - Social Psychology and Behavior in the Social Environment**

3.0-3.0 4340. 3 hours. Social and cultural bases of diverse human behavior; social matrix of personality, organization and disorganization. Prerequisite(s): SOCI 1510 or equivalent. Advised for students planning sociology graduate work.

### **SOCI 4350 - Community Organization**

3.0-3.0 4350. 3 hours. Principles of community organization and disorganization; agencies and programs dealing with contemporary problems facing the community. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 4360 - Sport, Markets, and Culture**

3.0-3.0 4360. 3 hours. Critical exploration and analysis on the social impact of sports, media, and technology on the economy, culture, and the individual. Prerequisite(s): SOCI 2050 or instructor approval.

### **SOCI 4450 - The Family in Later Life**

3.0-3.0 4450. 3 hours. Later stages in the family life cycle are surveyed with emphasis on changing family composition, role transitions and support systems. Prerequisite(s): SOCI 1510 or equivalent. (Same as AGER 4450.)

### **SOCI 4460 - Community Corrections**

3.0-3.0 4460. 3 hours. This course examines the concept of community corrections from various perspectives. It also examines contemporary practices and trends in probation, parole and other forms of community corrections. Prerequisite(s): SOCI 2100 or equivalent. (Same as CJUS 4460.)

### **SOCI 4500 - Sociology of Childhood and Adolescence**

3.0-3.0 4500. 3 hours. Practical focus on socialization, parenting and educational strategies in childhood and adolescence, and upon the social factors, agencies and institutions (particularly education) affecting children and adolescents in modern society. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 4540 - Race and Ethnic Minorities**

3.0-3.0 4540. 3 hours. Conditions and distribution of race and ethnic minorities; socio-psychological and cultural factors in race and ethnic relations; pattern of relations in the United States with emphasis on the Southwest and on social services. Prerequisite(s): SOCI 1510 or other equivalent.

### **SOCI 4550 - Sociology of Aging**

3.0-3.0 4550. 3 hours. Twenty-somethings, Generation Xers, Baby Boomers all will be senior citizens sooner or later. Their sex, race/ethnicity, and social class will affect their experience of aging. Course explores issues related to successful aging, including what young adults should be doing now to ensure that they have happy, healthy, wealthy, and creative golden years. Prerequisite(s): SOCI 1510 or equivalent. (Same as AGER 4550.)

### **SOCI 4600 - Sociology of Mass Communication**

3.0-3.0 4600. 3 hours. Communication as a social process; patterns and institutions of mass communication; analysis of public opinion and propaganda; techniques of public opinion measurement. Prerequisite(s): SOCI 1510 or equivalent.

### **SOCI 4750 - World Population Trends and Problems**

3.0-3.0 4750. 3 hours. Patterns of population growth; trends of fertility and mortality; migration; social and economic consequences of population change.

### **SOCI 4850 - Internship in Sociology**

3.0-3.0 4850. 3 hours. An experiential learning course where students are placed in a supervised work environment inside a Sociological agency, with a minimum 120-hour work requirement. Prerequisite(s): SOCI 1510, overall GPA of 2.70 or higher, and completed at least 12 additional hours in SOCI.

### **SOCI 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

### **SOCI 4920 - Coop Ed in Sociology**

1.0-3.0 4920. 1-3 hours each. Supervised work in a job directly related to the student's major, professional field of study or career objective. Prerequisite(s): 12 hours credit in sociology; student must meet the employer's requirements and have consent of the division chair. May be repeated for credit.

### **SOCI 4990 - Sociology Capstone**

3.0-3.0 4990. 3 hours. Senior Sociology majors use their skills and knowledge to develop data driven senior theses that integrate core sociological concepts, theory and methods. Students are required to find an applied sociology application in their projects. Prerequisite(s): A grade of "C" or better in SOCI 3200, 3220, 3240 and SOCI 3280. Required of all sociology majors. Senior level Sociology majors only.

## **Spanish - Undergraduate**

### **SPAN 1010 - Elementary Spanish I**

3.0-3.0 **TCCNS Number:** SPAN 1411

1010 (1411). 3 hours. Builds a foundation in spoken and written Spanish, listening and reading comprehension, and grammatical usage within a socio-cultural framework. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **SPAN 1020 - Elementary Spanish II**

3.0-3.0 **TCCNS Number:** SPAN 1412

1020 (1412). 3 hours. Builds on the foundation of Elementary Spanish I by advancing students' skills in listening, reading, conversing, composing texts and acquiring grammar. Prerequisite(s): SPAN 1010 or equivalent. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **SPAN 2040 - Intermediate Spanish I**

3.0-3.0 **TCCNS Number:** SPAN 2311

2040 (2311). 3 hours. Grammar, composition, oral-aural practice and readings. Prerequisite(s): SPAN 1020 or equivalent.

### **SPAN 2050 - Intermediate Spanish II**

3.0-3.0 **TCCNS Number:** SPAN 2312

2050 (2312). 3 hours. Grammar, composition, oral-aural practice and readings. Prerequisite(s): SPAN 2040 or equivalent.

### **SPAN 2313 - Spanish for Heritage Speakers**

3.0-3.0 **TCCNS Number:** SPAN 2313

2313 (2313). 3 hours. Develops a full range of registers including public speaking and formal written discourses (e.g., argumentative essays, close textual readings) necessary to participate in contemporary bilingual communities. Prerequisite(s): Demonstrate native or near-native language ability. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **SPAN 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **SPAN 3020 - Introduction to Translation in Spanish**

3.0-3.0 3020. 3 hours. Techniques used in modern translation of Spanish to English and English to Spanish. Fundamental concepts of translation as well as common problems encountered by translators. Prerequisite(s): Completion of Intermediate level courses or equivalent, or departmental consent.

### **SPAN 3060 - Spanish Composition and Conversation**

3.0-3.0 3060. 3 hours. Focuses on improving composition and writing skills; making oral reports about relevant topics of interest to students in a variety of subject areas including contemporary politics, literature, the arts, sciences, history, folklore, etc. Writing intensive. Prerequisite(s): SPAN 2313 or SPAN 2050 or departmental consent.

### **SPAN 3110 - Introduction to Hispanic Literature**

3.0-3.0 3110. 3 hours. Literary terminology, analysis of text, and differences among the genres. Readings include writings from a wide variety of Hispanic authors (both traditional and contemporary, from Spain and Latin America). Prerequisite(s): SPAN 3060 and 3 additional hours of any SPAN 3000/4000 level course.

### **SPAN 3150 - Spanish Culture and Civilization**

3.0-3.0 3150. 3 hours. Study of the politics, social structures and traditions of the Spanish world from the Paleolithic period until today, with a special focus on their contemporary life in order to build a foundation for a more in-depth study of their life, literature and culture. Taught entirely in Spanish. Prerequisite(s): 3 hours of advanced (3000 or 4000 level) Spanish or consent of the department.

### **SPAN 3160 - Latin American Culture and Civilization**

3.0-3.0 3160. 3 hours. Study of the politics, social structures and traditions of Latin America from the indigenous period until today, with a special focus on their contemporary life in order to build a foundation for a more in-depth study of Latin American culture. Taught entirely in Spanish. Prerequisite(s): 3 hours of advanced (3000 or 4000 level) Spanish or consent of the department.

### **SPAN 3313 - Advanced Spanish for Heritage Speakers**

3.0-3.0 3313. 3 hours. An intensive study of Spanish language and culture for the Hispanic Heritage Speaker. Acquire Spanish academic language skills, with high focus on grammar and professional communication. Develop advanced reading, writing, and listening and speaking skills. Taught in Spanish. (Writing intensive) Prerequisite(s): SPAN 2313 or departmental consent.

### **SPAN 3360 - Spanish for the Professions**

3.0-3.0 3360. 3 hours. Spanish language skills needed in the professional fields to communicate orally or in writing with clientele. Emphasizes specialized vocabulary, gestures and cultural understanding. Topics may include the specialized languages of law enforcement, human services, education, public health, communications industry, etc. Prerequisite(s): SPAN 2050 or SPAN 2313 or departmental consent. Formerly SPAN 2360.

### **SPAN 3570 - Spanish in the Bilingual Classroom**



3.0-3.0 3570. 3 hours. Emphasizes the Spanish language skills needed in the teaching field to communicate with Spanish speaking students and their parents / guardians. Includes specialized vocabulary, scenarios, sample dialogues, and information related to a variety of school-related settings. Prerequisite(s): SPAN 2050 or SPAN 2313 or departmental consent.

### **SPAN 4250 - Acquisition of Spanish as a Second Language**

3.0-3.0 4250. 3 hours. Overview of prominent linguistic principles in the acquisition of Spanish as a second language. Application of theory to language acquisition, pragmatics, and teaching/learning Spanish grammar such as verbal morphology system, indicative/subjunctive mood system, and pronomial system in Spanish. Prerequisite(s): 3 hours of advanced (3000 or 4000 level) Spanish or consent of the department.

### **SPAN 4321 - The Hispanic Southwest**

3.0-3.0 4321. 3 hours. Examines the history of Hispanic presence in the Southwest from first contact to 1848 and the Hispanic cultural legacy in the region. Prerequisite(s): HIST 2610 or 4700.

### **SPAN 4340 - Spanish For Human Services**

3.0-3.0 4340. 3 hours. Designed to improve the Spanish-speaking skills of non-profit office staff and administrators, and anyone working with Spanish-speakers in an outreach capacity. Service learning course. Prerequisite(s): SPAN 3060.

### **SPAN 4345 - Spanish for Legal Professionals**

3.0-3.0 4345. 3 hours. Prepares law students and others with the language of the legal professions as well as with cultural knowledge to enhance professional work in the Hispanic community. Prerequisite(s): Intermediate to advanced oral communication skills as determined by the departmental placement exam.

### **SPAN 4350 - Spanish in the Community**

3.0-3.0 4350. 3 hours. Designed to ensure Spanish students have first-hand experience with language use in the community and the impact of relationships in language acquisition. These experiences will be the basis for linking course content to experiences in the ESL community.

### **SPAN 4360 - Survey of Spanish-American Literature**

3.0-3.0 4360. 3 hours. Spanish-American literature from the colonial period to 1888. Readings, lectures, discussions and term projects. Prerequisite(s): SPAN 3110.

### **SPAN 4390 - Spanish for the Health Professions**

3.0-3.0 4390. 3 hours. Develops specialized Spanish communication skills to better serve non-English speaking patients and clients. Focuses on improving communication skills within the context of Latino community in health care settings as well as increasing specialized content-related vocabulary. Prerequisite(s): SPAN 3360.

### **SPAN 4800 - Spanish Internship**

3.0-6.0 4800. 3-6 hours. Enable advanced students to independently apply content-related language and skills in a real world setting in a business, school, agency, or industry related to their career choice. This Internship may be paid or unpaid. Prerequisite(s): SPAN 3360 or department consent.

### **SPAN 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours.

### **SPAN 4950 - Spanish Practicum**

3.0-6.0 4950. 3-6 hours each. Enables students to apply content-related language in a real world setting. Student will be guided in a setting where the Spanish language will be applied and useful to the stakeholders. Prerequisite(s): SPAN 3360 or departmental consent.

## **Special Education - Undergraduate**

### **EDSP 2310 - Introduction to Individuals with Disabilities**

3.0-3.0 2310. 3 hours. Explores the topics of disability, the field of special education, and the concept of disabilities across the lifespan of the individual. Also explores the history, etiology, characteristics of specific disabilities categories, educational programming, legal aspects of disabilities, and the impact of disabilities on families. Satisfies a portion of the Component Area Option requirement of the University Core Curriculum.

### **EDSP 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each.

### **EDSP 3210 - Educational Aspects of Exceptional Learners**

3.0-3.0 3210. 3 hours. Overview of the unique physical, cognitive and behavioral needs of exceptional learners. The teacher's role in identification and referral procedures and implementation of effective educational practices as required by federal and state law are examined.

### **EDSP 3240 - Family Communication and Collaboration for Exceptional Learners**

3.0-3.0 3240. 3 hours. Analysis of collaboration and communication models and strategies used in working with families, caregivers, and professionals concerned about students with exceptionalities. Focus on the changing definition of family, community resources, advocacy groups, political forces, legal mandates, and other factors that may impact students and their families are addressed. Fifteen hours a semester in field-work arranged.

### **EDSP 3300 - Special Education Practicum I**

3.0-3.0 3300. 3 hours. (1;6) Practical experience in field sites (90 hours: 70 hours field experience and 20 hours classroom). Cognitive, affective and psychomotor objectives for observing behaviors, assisting in planning for instruction and participating in diagnostic processes. Professional development is emphasized. Prerequisite(s): Junior standing, overall GPA of 2.75 or higher, and all sections of TASP must be passed.

### **EDSP 3410 - Mental Retardation: Characteristics, Identification and Intervention**

3.0-3.0 3410. 3 hours. An examination is made of the typical characteristics associated with mental retardation and identification procedures utilized. Emphasis is on the development of appropriate intervention programs. Prerequisite(s): EDSP 3210 and EDSP 3300 or consent of department.

### **EDSP 3420 - Behavioral Disorders: Characteristics, Identification and Intervention**

3.0-3.0 3420. 3 hours. An examination is made of the typical characteristics associated with severe behavior problems and procedures for identification. Emphasis is on the development of appropriate intervention programs. Prerequisite(s): EDSP 3210 and EDSP 3300 or consent of department.

### **EDSP 4320 - Educational Assessment and Evaluation of Exceptional Learners**

3.0-3.0 4320. 3 hours. Examines a variety of assessment and evaluation strategies that are appropriate for special and general education settings. Knowledge of basic testing procedures and terminology as related to the exceptional learner. Interpretation and utilization of test data in developing individual education plans. Introduction to curriculum-based assessment. Field experiences include administration of academic and teacher-made assessments. Prerequisite(s): EDSP 3210 and EDSP 3420 or equivalents.

### **EDSP 4330 - Advanced Educational Strategies of Exceptional Learners**

3.0-3.0 4330. 3 hours. Advanced educational strategies and interventions that promote academic performance of exceptional learners across a variety of settings and situations. Includes an emphasis on instructional use of computers and technology in the classroom. Prerequisite(s): EDSP 3210 and EDSP 3240 or equivalents.

### **EDSP 4340 - Classroom and Behavioral Management Strategies for Exceptional Learners**

3.0-3.0 4340. 3 hours. Approaches to behavioral management of exceptional learners across a variety of educational settings. Implementation of individualized techniques including applied behavioral analysis, as well as larger-group strategies, to foster positive behavioral, social, and emotional growth. Special attention to the development of behavioral intervention plans and positive behavioral supports for students with challenging behaviors. Prerequisite(s): EDSP 3210 and EDSP 3240 or equivalents.

### **EDSP 4350 - Strategies to Support Diverse Learners in General Education**

3.0-3.0 4350. 3 hours. Examination of the roles of various professionals in the successful inclusion of students with disabilities in the general education classroom. Focus on consultation models, practices and principles with an emphasis on collaboration, cooperative learning, and inclusion. Provides an overview of assessment techniques applicable for all learners in the general education classroom. Prerequisite(s): EDSP 3210 and EDSP 3240 or equivalents.

### **EDSP 4360 - Transition Education and Services for Exceptional Learners**

3.0-3.0 4360. 3 hours. Transition education and services for individuals with disabilities across the life span with emphasis on the post-secondary years. Examines the theory and practice of transition planning from school to community living, post-secondary education, and employment. Legislative history and practical applications of skills such as transition assessment, job development and job placement are emphasized. Prerequisite(s): EDSP 3210, EDSP 3240, EDSP 4320.

### **EDSP 4900 - Special Problems**

1.0-3.0 4900. 1-3 hours each.

## **Special Education - Graduate**

### **EDSP 5020 - Behavior Management and Positive Behavior Interventions and Supports**

3.0-3.0 5020. 3 hours. This course investigates the relevant legal and ethical issues regarding discipline of students with disabilities. Collaborative models or design, implementation, and evaluation of positive behavior support plans based on functional analysis of behavior. Prerequisite(s): Acceptance to Graduate School.

### **EDSP 5030 - Individualized Evaluation for Educational Decision Making**

3.0-3.0 5030. 3 hours. This course includes intensive theoretical and practical study of the instruments and processes used for nondiscriminatory evaluation of students with disabilities in the area of academic, social and vocational function. Analysis of test construction, considerations of legal and ethical issues in the administration of specific tests and the interpretation of various scores to provide an examination and implementation of research-based effective strategies and materials for teaching students with diagnosed disabilities. Emphasis is on transfer and generalization in inclusive settings, including physical and academic prompts and adaptations. Focus is also on IEP development, responsive to Texas Essential Knowledge and Skills and indicative of assessments including Texas Alternative Assessment. Prerequisite(s): Acceptance to Graduate School.

### **EDSP 5040 - Methods of Teaching Students with Disabilities**

3.0-3.0 5040. 3 hours. This course includes investigation of state and federal legislation, Texas Essential Knowledge and Skills learning standards, general curriculum and curriculum materials from varied sources. Other course topics include development of curricula, employing learning styles research, bodies of knowledge from professional organizations of the disciplines, curriculum adaptation, collaboration models, instructional delivery, student advocacy, matching curricula to individual learners, technology, and case-by-case problem solving. In addition, this course provides an exploration of assessment strategies for systematic monitoring of student progress, curriculum appropriateness, alternative communication modes, alternative assessment use in the general education classroom, grading, error analysis, and instructional planning. Course also provides experience in peer coaching, team teaching, team assessing and models for collaboration. Prerequisite(s): Acceptance to Graduate School.

### **EDSP 5050 - Legal Aspects of Special Education**

3.0-3.0 5050. 3 hours. Study of philosophical, historical and legal foundations of special education. Investigation of the progression of service delivery models from segregation to inclusive settings and the self-determination of persons with disabilities across the lifespan. Prerequisite(s): Acceptance to Graduate School.

### **EDSP 5200 - Characteristics of Individuals with Learning Disabilities**

3.0-3.0 5020. 3 hours. An overview of the field of learning disabilities that includes an analysis of definitions, etiological factors, classification schemes and intervention models.

### **EDSP 5220 - Learning Strategies for Individuals with Cognitive Disorders**

3.0-3.0 5220. 3 hours. Focus on learning strategies designed for individuals with disabilities. Prerequisite(s): EDSP 5020.

## **EDSP 5230 - Advanced Seminar in Learning Disabilities Educational Theories and Practices**

3.0-3.0 5230. 3 hours. Focused analysis of the theoretical basis of learning disabilities and the instructional implications and applications of those theories.

## **EDSP 5240 - Collaboration with Parents, Paraeducators and Professionals**

3.0-3.0 5240. 3 hours. Communication and collaboration models and strategies in working with parents, caregivers and professionals concerned about exceptional learners. Emphasis on the changing definition of families and changing demographics and the implications these changes have for effectively involving others in the decision-making for exceptional learners. Analysis made of legal mandates and availability of resources to ensure quality services for exceptional learners.

## **EDSP 5320 - Introduction to Functional Assessment**

3.0-3.0 5320. 3 hours. Course focuses on various dimensions of functional assessment of behavior and academic performance of children and youth with disabilities and/or at-risk for academic or social failure. Emphasis will be on a process for conducting functional assessments and gathering information applicable to the development of effective positive behavioral supports and intervention plans.

## **EDSP 5330 - Classroom and Behavioral Management Strategies for Exceptional Learners**

3.0-3.0 5330. 3 hours. Focus on a variety of classroom-based approaches to aid in the behavioral management of exceptional learners. Students learn how to implement individualized techniques including applied behavioral analysis, as well as larger-group strategies, to foster positive behavioral, social and emotional growth. Special attention is given to the development of behavioral intervention plans and positive behavioral supports for students with challenging behaviors.

## **EDSP 5510 - Educational Appraisal of Exceptional Learners**

3.0-3.0 5510. 3 hours. Examines basic testing procedures and terminology as it relates to the exceptional learner. Analysis of statistics used in test development and interpretation of test data. Use of test data in developing individual education plans. Examines curriculum-based assessment issues. Focuses on the development and use of knowledge and practical skills necessary for effective administration and interpretation of authentic assessment and documenting student achievement gains among diverse and exceptional learners. Field experiences include administration of academic and teacher-made assessments.

## **EDSP 5520 - Special Education Law**

3.0-3.0 5520. 3 hours. Provides teachers, educational diagnosticians and school administrators the opportunity to examine federal and state laws pertaining to the delivery of special education services. Addresses the legal development of the discipline of special education as well as the current requirements for the provision of a free and appropriate education to students with disabilities.

## **EDSP 5900 - Special Problems**

1.0-3.0 5900. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor. Open only to resident students.

## **EDSP 5910 - Special Problems**

1.0-3.0 5910. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor. Open only to resident students.

## **EDSP 5920 - Special Problems**

1.0-3.0 5920. 1-3 hours each. Open to graduate students who are capable of developing a problem independently. Problems chosen by the student and approved in advance by the instructor. Open only to resident students.

## **Teach North Texas - Undergraduate**

### **TNTX 1200 - Secondary Teacher Education Preparation 2 : Inquiry-Based Lesson Design**

2.0-2.0 1200. 2 hours (2;0;1). Topics may include routes to teacher certification in mathematics, computer sciences and science teaching; various teaching methods that are designed to meet instructional goals; and learner outcomes. Students develop and teach three inquiry-based lessons in their field in a middle school and participate in peer coaching. Prerequisite(s): TNTX 1100 or consent of the Teach North Texas advisor.

## **Technical Communication - Undergraduate**

### **TECM 1200 - Developmental Writing**

3.0-3.0 1200. 3 hours. Fulfills TSI requirements for students who have not passed the writing portion of the Texas Higher Education Assessment with a score of 7 or 8 prior to enrolling in the university or who are not otherwise exempt. Covers sentence formation and skills needed for argumentation and exposition. Emphasizes audience, purpose and occasion. Students must complete the requirements of the course with a grade of C or better in order to meet the prerequisite for ENGL 1313. Does not apply to degree.

### **TECM 2300 - New Media Writing**

3.0-3.0 **TCCNS Number:** COMM 2311

2300. (COMM 2311) 3 hours. Expository and persuasive writing and composition in digital and online environments, including work with websites, podcasts, videos/animation, and social media. Prerequisite(s): ENGL 1313.

### **TECM 2700 - Technical Writing**

3.0-3.0 **TCCNS Number:** ENGL 2311

2700. (ENGL 2311). 3 hours. Expository writing, especially for science, pre-engineering and business students. Prerequisite(s): ENGL 1313. Satisfies a portion of the Communication requirement of the University Core Curriculum.

## **Theatre - Undergraduate**

### **THEA 1130 - Introduction to Creative Drama in the Elementary School**

1.0-1.0 1130. 1 hour (1;3). Introduction to current philosophies, principles, and techniques of creative drama in the elementary school. Emphasis on development of the individual child through use of dramatic play, improvisation, and

theater games. Includes lecture, discussion, group facilitation, peer teaching, and practical performance work. Satisfies a portion of the Component Area of the University Core Curriculum.

### **THEA 3400 - Theatre for Young Audiences**

3.0-3.0 3400. 3 hours. (3;1) Recognition and examination of the history and philosophy, production and performance of theatre for young audiences. Through focused inquiry, work on the practical problems that arise in the selection and performance of dramatic texts, original collective creations and adaptation of selected literature. Emphasis on connecting artistic practices and trends in educational theatre to theories of child/adolescent development. Course designed for those who advocate theatre as a stimulus for learning, whether they are specializing in classroom teaching or seeking careers in professional theatre. Class activities may take place on site in a school or at a theater.

## **Tutorial Option in Developmental Reading & Writing - Undergraduate**

### **UGRW 1200 - Tutorial Option in Developmental Reading and Writing**

1.0-3.0 1200. 1-3 hours. The content of this option will be tailored to the individual students and may include sentence formation skills needed for argumentation and exposition. Emphasizes audience, purpose and occasion. Placement in this option is based upon TSI Assessment score. Successful completion does not award academic credit or fulfill any degree requirement. Pass/no pass only.

## **Undergraduate Studies - Undergraduate**

### **UGST 1000 - Freshman Seminar**

3.0 - 3.0 1000. 3 hours. Introduces student to new and exciting ways of becoming active and engaged citizens of the university community and larger society through the exploration of problems in the current world. Students develop skills in critical thinking, communication, values clarification, and self-awareness. Varying topics require a creative and interdisciplinary view of the world. Past topics include leadership, information literacy, career and major exploration, community engagement and service.

### **UGST 1100 - Application of Learning Foundations**

1.0-1.0 1100. 1 hour. Study of critical theories of learning and their effective utilization for increasing academic performance and persistence.

### **UGST 2900 - Special Problems**

1.0-3.0 2900. 1-3 hours each. Special Problems.