

NEW COLLEGE
BULLETIN

2015–2016

St. Edward's University

3001 South Congress Avenue
Austin, TX 78704
512-448-8400

Founded

1885

Enrollment

Approximately 4,900 men and women



Accreditation

St. Edward's University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of St. Edward's University.

The St. Edward's University baccalaureate Social Work program is accredited by the Council on Social Work Education.

St. Edward's University does not discriminate in regard to race, color, creed, gender, age, disability or national origin in its admission, scholarship or financial assistance programs.

The university is a member of major professional organizations, including the following:

- American Council on Education
- Association for Continuing Higher Education
- Association of American Colleges and Universities
- Association of Catholic Colleges and Universities
- Association of Governing Boards
- Association of Texas Colleges and Universities
- Association to Advance Collegiate Schools of Business
- College Entrance Examination Board
- Council for Adult and Experiential Learning
- Council of Independent Colleges
- Hispanic Association of Colleges and Universities
- Independent Colleges and Universities of Texas
- National Association of College Admission Counselors
- National Association of Independent Colleges and Universities
- Texas Association for Colleges of Teacher Education
- University Professional and Continuing Education Association

St. Edward's University reserves the right to alter without notice any of the regulations and the conditions stated in this Bulletin.

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Mission

St. Edward's University is an independent Catholic university that welcomes qualified students of all ages, backgrounds and beliefs and serves a culturally diverse student body.

The university's undergraduate programs achieve a balance among the humanities, the sciences and the professions. These programs seek to make graduates competent in a chosen discipline and to help them understand and appreciate the contributions of other disciplines. Graduate and professional development programs prepare individuals to further their life goals and to take advantage of more challenging employment opportunities. Graduates in all programs should be prepared, through training in critical and creative thinking as well as moral reasoning, to analyze problems, propose solutions and make responsible decisions. They should be able to express themselves articulately in both oral and written form. They are encouraged to develop an understanding of the human person that is derived from reason and open to faith.

The university promotes excellence in teaching and learning in an environment that encompasses the campus classroom, student life programs and the broader community. A caring faculty and staff, recognizing that learning is a lifelong process, teach the skills needed to be independent and productive. They encourage individuals to confront the critical issues of society and to seek justice and peace. Students are helped to understand themselves, clarify their personal values and recognize their responsibility to the world community. The university gives the example of its own commitment to service.

St. Edward's was founded by the Congregation of Holy Cross, from which it acquired distinguishing characteristics: the courage to take risks, an international perspective, and the commitment to provide educational opportunities for students of varied cultural, religious, educational and economic backgrounds. St. Edward's expresses its Catholic identity by communicating the dignity of the human person as created in the image of God, by stressing the obligation of all people to pursue a more just world, and by providing opportunities for religious studies and participation in campus ministry. St. Edward's seeks to provide an environment in which freely chosen beliefs can be deepened and expressed.

History

Located in Austin, Texas, with a network of partner universities around the world, St. Edward's University is a landmark in the state's capital city and has been part of its history for more than a century. The medallion placed on Main Building by the Texas State Historical Survey Committee in 1973 recalls the university's colorful history, which grew from a chance shipboard meeting of two early American priests.

The Very Reverend Edward Sorin, superior general of the Congregation of Holy Cross and founder of Notre Dame University, was bound for France and Italy in 1869 when he met the Reverend Claude M. Dubuis, bishop of Galveston, bound for the first Vatican Council. Bishop Dubuis offered Father Sorin's congregation two diocesan schools in Brownsville and Galveston. Three years later, when Bishop Dubuis learned of Mrs. Mary Doyle's intention to leave most of her 498-acre South Austin farm to the Catholic Church to establish an "educational institution," he invited Father Sorin to Texas.

Father Sorin came to Austin, surveyed the beauty of the surrounding hills and rivers, observed the bustling growth and potential of the fledgling frontier town, and decided this would be the home for the new Catholic school. Father Sorin founded the school a year later, following Mrs. Doyle's death. Since he was a namesake of St. Edward, the Confessor and King, Father Sorin called the school St. Edward's Academy.

Three farm boys met for classes in 1878 in a makeshift building on the old Doyle homestead, almost a mile east of the present campus. By 1881, the school was boarding students and was called the "Catholic Farm" because faculty and students raised cattle, grain, vegetables and fruit on its land.

The academy expanded in 1885 when the president, Reverend Peter J. Franciscus, rapidly secured a state charter, changed the name to St. Edward's College, assembled a faculty, set forth a syllabus of studies and increased enrollment. Father Peter J. Hurth became president the following year. His era saw the first school newspaper, the organization of baseball and football teams, and approval to erect an administration building.

Well-known architect Nicholas J. Clayton of Galveston designed a handsome four-story structure in Gothic Revival style to be built of Texas white limestone. The first shovel of dirt was turned on the feast day of Our Lady of Mount Carmel, July 16, 1888, and the building — a source of pride in the Holy Cross community and a grand structure for the early Southwest — was completed 10 months later. It housed classrooms, offices, a dormitory, chapel, library and dining hall.

In the shadow of Main Building, the university has wildcatted for oil, trained pilots and dug its own artesian wells.

In Spring 1903, a mysterious fire destroyed most of Main Building, except the entrance with its massive doors, the circular walls of the back stairwell and the stone column on the northwest corner. Before the fire's embers were cool, a crew began rebuilding. By Fall 1903, Main Building was again open for classes.

Then, in 1922, flying debris hurled by a tornado again damaged Main Building. Nearby Holy Cross Hall was splintered, a gymnasium was obliterated, the school's power plant was leveled, and the natatorium — one of the few indoor swimming pools in the Southwest — was destroyed. However, students resumed classes in Main Building the next day.

In 1925, St. Edward's renewed its charter — this time as a university. Most personnel were Holy Cross Priests, who numbered 13. Four Holy Cross Brothers and five laymen were on the staff. That same year, Knute Rockne, Notre Dame's famous football coach, conducted his first coaching clinic in the Southwest at St. Edward's.

Well into the 1940s, growth was slow. The historic 1945 General Chapter of the Congregation of Holy Cross transferred St. Edward's to the newly created U.S. Brothers Province. Brother Patrick Cain was named acting president until the arrival of Brother Edmund Hunt in 1946. Brother Hunt was the first in a progression of energetic presidents, including Brothers Elmo Bransby and Raymond Fleck, who transformed the hilltop over the next 20 years, tripling enrollment, faculty and material assets.

When thousands of World War II veterans took advantage of the GI Bill, the university underwent instant growth. St. Edward's purchased war surplus classrooms to supplement permanent structures, hired additional faculty and staff, initiated a building program, and began the 1946 school year offering courses in business administration, arts and letters, engineering, and science.

In 1966, the Sisters of the Immaculate Heart of Mary from Monroe, Mich., were invited to the campus to staff Maryhill College for women as a coordinate institution. By 1970, Maryhill was absorbed, and St. Edward's became coeducational.

The years since have brought significant changes to the university and its campus. The vigorous growth was spurred, in part, by high-quality academic programs designed to meet the changing needs of students and of Austin's professional population. In 1972, St. Edward's established CAMP, the College Assistance Migrant Program, which helps children of migrant and seasonal workers access higher education, and a professionally oriented theater program. New College, an innovative undergraduate program for adults, began in 1974. Freshman Studies was added in 1975.

The 1980s also were a time of advancement. In 1984, Patricia A. Hayes became president; she was the second layperson and first woman to lead the university. Enrollment passed another milestone in 1986, reaching 2,500 students. Highlights of the decade included the opening of the Recreation and Convocation Center and a renovation of Main Building.

By the 1990s, more than 3,000 students were enrolled, and technology was integrated into every aspect of campus and classroom life as computers were put into wide use.

During that decade, St. Edward's enjoyed a tenfold increase in the endowment, from \$2.5 million to \$25 million. Through The Second Century capital campaign, St. Edward's raised \$27 million, exceeding its goal by \$5 million. As a result, several building projects shaped the years leading to the 21st century. The Robert and Pearle Ragsdale Center became a hub for student activities. Student apartments were added, and a joint project with the city of Austin brought a scenic pond that offers students a place to study the ecosystem.

In Fall 1999, George E. Martin became the institution's 23rd president. He initiated efforts to attain national recognition for St. Edward's as one of America's best small universities.

The 1999–2000 school year also marked the beginning of new traditions at St. Edward’s, including the annual blessing of the university seal, located in Holy Cross Plaza, on the Feast of St. Edward. The event honors the school’s Catholic tradition and long association with the Congregation of Holy Cross.

Applications for admission have increased dramatically, setting new records each year since 1999. During this time, support from individuals, charitable foundations and corporations also has grown — support that nurtures the exceptional educational community at St. Edward’s.

New facilities also have been added to foster excellence in academics and on-campus living. Trustee Hall, an award-winning academic building, added 15 classrooms, a 24-hour computer lab and faculty offices. Basil Moreau Hall, named in honor of the founder of the Congregation of Holy Cross, opened in Spring 2003, and Jacques Dujarié Hall, located next to Moreau Hall, opened in Fall 2005. The John Brooks Williams Natural Sciences Center–North opened in Fall 2006 — a 65,000-square-foot facility with an open “see-through science” design and state-of-the-art laboratories, instrumentation and greenhouse. The university’s residential village, which opened in Spring 2009, evokes a sense of urban living in the heart of campus. The village features three residence halls and a wealth of student amenities, including a Health & Counseling Center. Also in 2009, the eco-friendly renovation of Doyle Hall brought the addition of leading-edge psychology labs with the latest in one-way observation and biofeedback technology. New facilities opened in 2013: the second phase of the natural sciences center, featuring advanced computer and math labs, and the Munday Library, which incorporates technology and innovative design that connects students to information resources around the world.

Since 1999, St. Edward’s University has increasingly gained national recognition for its high-quality academic programs, characterized by its Holy Cross educational mission. In the 2015 rankings of *U.S. News & World Report*’s “America’s Best Colleges,” St. Edward’s moved up from number 15 to number 13 among Best Regional Universities in the West. The ranking marks the 12th time St. Edward’s has made the magazine’s prestigious “Best Of” list in as many years. St. Edward’s has also been named among “America’s Best Colleges” by *Forbes* and the Center for College Affordability and Productivity. In 2006, *The New York Times* included St. Edward’s in its “Colleges of Many Colors” list as one of the most ethnically and economically diverse private universities in the country. Additionally, St. Edward’s was one of only 81 schools selected by The Princeton Review and Campus Compact for inclusion in the guide *Colleges with a Conscience*.

St. Edward’s is a diverse community of nearly 5,000 students that offers more than 50 undergraduate fields of study and 10 master’s degree programs designed to foster critical thinking and a worldview. In recent years, St. Edward’s has expanded its international education opportunities through partnerships with universities in 11 countries. While the university’s campus, programs and leaders have changed or grown over time, St. Edward’s has never lost sight of its mission. It will continue to transform lives by providing a personalized, global education that is academically challenging, personally fulfilling and professionally rewarding — and prepares students to make a difference in their world.



New College Concept

New College was founded on the belief that a quality nontraditional degree program could be designed for adults. After several years in the planning stage, New College officially enrolled its first students in the fall of 1974. Since then, the program has grown rapidly, and today its enrollment reflects a diverse adult student body with ages spanning several generations and backgrounds that include business, technical and human service professions.

The circumstances of adult students vary. Many adults are employed full-time or have full-time home and family responsibilities. Some travel and cannot attend traditional classes. Others live in areas without college opportunities. Many have significant prior learning experiences. The flexible academic and administrative policies of New College enable it to meet the needs of these students.

New College offers adults an educational program adapted to their needs by providing flexible admission and registration, several means of gaining college credit not available in traditional degree programs, and maximum opportunities for interaction with faculty. New College provides students with an education that combines both the liberal arts and career education. Students choose from among more than 40 majors in fields such as business, computer science, the humanities, the social and behavioral sciences, and the natural sciences. Depending on which major they pursue, they receive a Bachelor of Arts, Bachelor of Business Administration, Bachelor of Liberal Studies or Bachelor of Science upon graduation.

New College provides flexible options for college credit. While it does assess prior nonacademic learning for college credit, it does not credentialize such learning before a student's registration in the program. New College provides a convenient means for attaining a degree, but it also requires that students have time and motivation to devote themselves to a rigorous learning program.

New College Mission

New College expresses the goals of the St. Edward's University mission by serving adult students whose access to higher education is often limited by family, work and community demands. New College is committed to teaching excellence with an emphasis on the liberal arts, critical thinking, values analysis and multicultural perspectives.

Applying the principles of adult learning, New College offers students the opportunity to earn credit through recognition of prior learning and various other options, including seminar, individualized/directed study, online and blended courses.

New College responds to emerging directions in higher education by reviewing and revising programs in light of new technologies. Offering quality degree programming for adults within the context of the larger university, New College is committed to helping students achieve their potential as lifelong learners.

New College Beliefs About Adult Learners

New and returning adult college students possess a valuable body of experiential learning. The New College curriculum design builds upon this foundation by assessing prior learning, encouraging self-knowledge through critical reflection, and inviting students to collaborate with faculty in planning additional learning experiences in accelerated, directed and largely self-directed formats. In this environment students clarify their values, situate themselves within the learning community, and empower themselves to overcome barriers of history and circumstance. The desired outcome of the learning, beyond mastery of academic subject matter, is transformation of the learner's internal, interpersonal and social realities through a combination of ethical and moral reasoning and an understanding that learning is a lifelong process.

Goals

The goals of the New College program are to provide adults with:

- a high-quality undergraduate degree program designed for their particular needs;
- an academic program and support services that enable adults to graduate within a reasonable time;
- a cost-effective program;
- an educational program that emphasizes learning outcomes;
- learning opportunities that emphasize the development and application of a personal value system, as well as an understanding of the values of others;
- a liberal arts education that develops critical-reasoning skills; and
- an academic program that stresses that learning is a continuous, lifelong process.

ADMISSION INFORMATION

Application and Admission

A student may apply to the New College program if he or she has graduated from high school or earned a GED and meets all of the following requirements:

- is at least 24 years of age, or has at least four years of full-time work experience;
- has a cumulative GPA of at least 2.0;
- has previous college work (strongly recommended but not required); and
- demonstrates evidence of the potential to responsibly and successfully complete a program of rigorous undergraduate studies.

Before applying for admission to New College, a prospective student is encouraged to:

- review New College admission information; and
- attend a New College information session. For more information, visit www.stedwards.edu/admission/adultlearners or call the Office of Admission at 512-448-8500.

To apply for admission to New College, a prospective student must provide the following:

- A complete New College application.
- A \$50 nonrefundable application fee.
- An application essay.
- A current professional résumé.
- Sealed official transcripts from each regionally accredited institution previously attended (a student who has never attended a college or university must send an official high school transcript or GED verification). Transfer credit will not be awarded for any prior work completed at any institution that is not listed on the student's admission application form.
- Original test scores from CLEP, DSST or Advanced Placement exams.
- Army, Navy and Marine veterans will need to provide a Joint Services Transcript (JST); Air Force veterans will need a Community College of the Air Force transcript; and Coast Guard veterans will need a Coast Guard Institute transcript or a JST. Additional documentation may be required.

For an international student:

- A complete New College application.
- The Data Form for International Students and any supporting documents required.
- A \$50 nonrefundable application fee.
- An application essay.
- A current professional résumé.
- Official TOEFL score report (minimum score of 61 on the Internet-based test or its equivalent in other formats) or official IELTS score report (minimum score of 5.0).
- Copies of official or attested records from all prior university work, together with certified English translations.
- A course-by-course translation and evaluation of all non-U.S. college and university work by a foreign-credentials-evaluation service.

Note that international course credit intended for transfer will require English-language course descriptions.

For a non-degree-seeking student:

- A complete New College application.
- A \$50 nonrefundable application fee.
- An application essay.
- A current professional résumé.
- Sealed official transcripts from all regionally accredited colleges or universities attended and, if applicable, a letter of course approval/good standing from the college or university in which the student is currently enrolled.

For a student seeking readmission to St. Edward's University:

- A complete New College application.
- An application essay.
- A current professional résumé.

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- If a former St. Edward's student has attended any other regionally accredited institution(s) of higher learning during their absence, official transcripts of that work must be submitted. Official transcripts from *previously* attended colleges or universities are normally required as well. Contact the Office of Admission for more information at 512-448-8500.

Students dismissed academically from St. Edward's must first appeal to the associate vice president for Academic Affairs for reinstatement. If reinstated to the university the student may then reapply for admission. Students who are not enrolled for more than 36 months are bound by the *Bulletin* in effect when they reenter.

Students who are admitted may defer enrollment to the next long semester (Fall or Spring). Students who do not enroll within one long semester of acceptance will need to reapply to the program.

Fresh Start Policy for Returning Students

Returning undergraduates whose previous enrollment at St. Edward's University is *at least* 10 years old have the option to petition for a "Fresh Start" once they are readmitted to St. Edward's. If approved, Fresh Start will calculate the cumulative GPA on the post readmittance grades earned. After readmission, students who meet the Fresh Start criteria can access the Fresh Start Application under the Forms section of the Office of the Registrar's website.

Conditions The conditions for approval of the Fresh Start option are as follows:

1. The student's previous enrollment needs to have been completed at least 10 years prior to applying for the Fresh Start admittance.
2. The Fresh Start option is only available to students who had previously attended St. Edward's University and who are seeking to have only the GPA earned from coursework following readmittance computed into their overall GPA.
3. Courses completed prior to the readmission date remain on the transcript, even though they are not included in the GPA calculation.
4. If the Fresh Start option is granted, the effective date will be entered on the student's transcript upon successful completion of their first 12 academic hours with a 2.5 GPA or better.
5. The same criteria used for accepting transfer courses would also apply to Fresh Start readmitted students. Coursework earned during the previous enrollment with grades of C- or higher may be counted toward the degree with the approval of the school dean.
6. The Fresh Start option can only be granted one time.

Meningitis Vaccination Requirement

In accordance with Texas State Law SB 1107, all entering or returning students under the age of 22 as of the university's first day of class for a particular semester must be immunized against bacterial meningitis. Returning students are those students who have not been enrolled at the university during the previous long semester (Fall or Spring). The vaccine or a booster **must** have been received no earlier than five years and no later than 10 days prior to the first day of class. Students will not be allowed to register for classes until this vaccination requirement is fulfilled.

Prior to registering for classes, you must submit proof of the vaccination, documentation from a doctor if you cannot take the vaccine for medical reasons OR a notarized affidavit of conscientious objection to:

Mailing Address: Health & Counseling Center
3001 South Congress Avenue
Austin, Texas 78704

Fax: 512-464-8842; Phone: 512-448-8686; Email: Sirritta@stedwards.edu

A student has a right to claim an exemption from the vaccination requirement for reasons of being a conscientious objector or for medical necessity. Specific documentation for these exemption claims is required. Please consult the Health & Counseling Center webpage for more information. Students only taking online or distance education courses are also exempt from this requirement.

Bacterial meningitis is serious and can progress extremely quickly. It is important that you consult your physician about the need for immunization to prevent the disease.

For more information about meningitis, where to get a vaccine and the timeline for submitting documentation, visit think.stedwards.edu/healthcounseling and click on the meningitis link on the left side, or contact the Health & Counseling Center at 512-448-8686.

COSTS AND FINANCIAL AID

Tuition and Fees

Application Fee	\$50 (nonrefundable)
Tuition for New College classes	\$883 per credit hour
Tuition for traditional undergraduate classes.....	\$1,278 per credit hour
Traditional Undergraduate Challenge Exam Fee (per hour).....	\$426
Technology Fee (per semester) for 12 or more registered hours	\$200
Technology Fee (per semester) for less than 12 registered hours	\$50
Parking Fee (annual), prorated after fall.....	\$240
Audit Fee (per course).....	\$130
Enrollment Deposit	\$150
<i>Prior Learning Assessment (through portfolio process)</i>	
Fee per credit hour assessed.....	\$75
<i>Health insurance annual cost (optional)</i>	\$1,830

Student Financial Responsibilities

Students must make financial arrangements with Student Financial Services each semester for their educational expenses. St. Edward's reserves the right to withdraw from coursework students who fail to make or keep financial arrangements for their educational expenses. Additionally, students who owe a current or past-due balance to the university may be barred from registration. Unpaid balances owed to the university will be subject to assignment to a collection agency (see Past-Due Accounts, page 10).

Student Health Insurance

All students are required to carry health insurance while attending St. Edward's. Students who are not currently covered may purchase a policy through the university at an estimated annual cost of \$1,830. Students who have their own health insurance coverage are responsible for declining these charges through the registration section of their myHilltop account.

Additional information about student health insurance can be found in the Health & Counseling Center section of this bulletin.

Payment Options

Students have four options in the payment of tuition and fees:

1. Students may pay in full at registration.
2. St. Edward's University offers students the Monthly Arrangement Payment Plan. All or part of the semester's expenses may be paid in two, three or four equal monthly installments, depending on when a student enrolls. A nominal enrollment fee is charged each semester for participation in this plan.
3. At a student's request, St. Edward's will bill employers or other entities (such as ROTC) that pay for all or part of a student's tuition (this does not include family members who pay tuition on behalf of a student). Students who take advantage of this plan must submit documentation of their third party's intent to pay before the start of each semester.
4. Students also may apply for participation in student loan programs, such as the Federal Direct Student Loan program, to help cover the cost of their tuition and fees. In order to use these funds to help defray tuition costs, a student must meet all necessary filing requirements with the Office of Student Financial Services by the semester's payment arrangement deadline.

Tuition and fees may be paid with MasterCard, Visa, Discover or American Express. Personal checks, cashier's checks, traveler's checks and money orders also are accepted.

Past-Due Accounts

Any balance owed to St. Edward's after a semester is complete is considered past due and subject to assignment to an outside collector. This involves an additional cost to the student, who may also face litigation and have to pay any attorney's fees and court costs. At the university's discretion, students who owe a past-due balance may be barred from registration.

Late Payment Penalties

Tuition and fees are due by August 1 for the fall, December 1 for the spring and May 1 for the summer semesters. To meet these payment deadlines, students must either pay in full or enroll in the university's monthly payment plan. Any charges incurred after these payment deadlines are due within two weeks. After September 15 for fall, February 1 for spring, and June 15 for the summer, students with past due balances greater than \$500 will be assessed a late payment fee of \$75. Students participating in the Monthly Payment Plan with a past due payment greater than \$500 will be assessed a late payment plan fee of \$25. This late fee will be assessed 15 days after each late scheduled payment. Late fees apply even if a student intends to apply for financial aid to cover the past due balance.

Exceptions

Late fees will not be assessed under the following circumstances:

- The student has pending financial aid, such as an outside scholarship or an approved student or parent loan that covers the balance in full. *Aid that cannot be disbursed due to incomplete paperwork will not be considered as pending financial aid.*
- The student has a pending third-party authorization on their account (indicated by some type of Third Party Authorization Form) covering the balance. Students with third-party sponsorships are required to turn in all documentation by the payment deadline. Without proper paperwork, St. Edward's University cannot invoice a third-party sponsor. Students that do not have all the sponsorship documentation turned in by the 12th class day will be assessed a late payment fee.
- The student is a Veteran's Assistance recipient, has turned in the proper tuition assistance form to the University, and has paid the remaining balance due, if any. Veteran's Assistance documentation is required by the payment deadline.

Schedule Adjustments and Refunds

Students at St. Edward's University use myHilltop, a web-based registration system, to register and make schedule adjustments. New or readmitted students are assisted by an advisor in selecting and registering for first-semester courses. During subsequent terms, students may process their own registration and withdrawals.

A student may add or drop courses at any time during the registration period. After this period, a student may only withdraw from courses. Students may not late add into a blended or short course. The schedule for withdrawals and refunds from New College courses is as follows:

Full-Term Courses

Full-term courses include online formats, Directed Studies courses and any course that meets weekly or biweekly for the full term.

Fall 2015	• Last day to add	Sept. 6, 2015
	• Last day to drop unrecorded and last day for 100 percent refund	Sept. 13, 2015
	• Last day for 50 percent refund	Sept. 27, 2015
	• Last day to withdraw	Nov. 3, 2015
Spring 2016	• Last day to add	Jan. 24, 2016
	• Last day to drop unrecorded and last day for 100 percent refund	Jan 31, 2016
	• Last day for 50 percent refund	Feb. 14, 2016
	• Last day to withdraw	March 31, 2016

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- Summer 2016**
- Last day to addMay 22, 2016
 - Last day to drop unrecorded and last day for 100 percent refundMay 29, 2016
 - Last day for 50 percent refundJune 12, 2016
 - Last day to withdrawJuly 18, 2016

Short Courses

Courses that meet seven or eight times consecutively and online and blended courses scheduled for less than the full term.

- Last day to addcourse begin date
- Last day for unrecorded drop and last day for 100 percent refund 7th calendar day from course begin date
- Last day for 50 percent refund 21st calendar day from course begin date
- Last day to withdraw 28th calendar day from course begin date

Traditional Undergraduate Coursework Refunds

See the *Undergraduate Bulletin* or the Student Financial Services webpage for the traditional undergraduate refund schedules.

Room/Board Refunds

Fall and Spring Semesters

The university will use the traditional undergraduate refund dates and apply those percentages to the **unused** value of housing and dining plans.

Consequences of Dropping Coursework

Students who receive financial assistance and do not register for the number of hours on which their aid is based or drop below that number of hours before the end of the semester may have their assistance offer revised.

This revision may include the revocation of any and all grant funds and the return of student loan funds to the lender. Additionally, such students may lose future eligibility for financial aid depending upon the number of classes they drop.

International students on certain visa types (F-1 and J-1) are required by United States Citizenship and Immigration Services to take a full course load. Dropping below a full course load may put the student out of status with United States Citizenship and Immigration Services. International students should consult an advisor in the Office of International Education **before** dropping below a full course load.

Consequences of Withdrawing from Short Courses (Modules)

Students who do not successfully complete all short courses (modules) for which they were registered on the first day of the semester (i.e., summer, fall, spring) may be considered “withdrawn” for the purposes of determining eligibility for “earned” financial aid (as discussed in Consequences of Completely Withdrawing from Coursework below). The university may be required to return “unearned” financial aid to the appropriate aid program, and this may result in the student owing a balance to the university.

Students who withdraw from modules that meet during the first session of the semester will be required to confirm their enrollment in any second session courses they wish to complete. If the student does not confirm enrollment in second session courses, the university is required to assume the student has withdrawn from all courses and must return any “unearned” aid.

Consequences of Completely Withdrawing from Coursework

According to institutional policy as well as state and federal regulations, if a student who receives financial assistance completely withdraws from the university:

1. Student Financial Services will calculate the amount of that student’s assistance that must be returned to the original funding sources by comparing the amount of assistance “earned” through attending classes with the amount “unearned” because the student withdrew from school before the end of the term. Depending on the withdrawal date, a student may lose all or a significant portion of his/her financial assistance.

2. If a student withdraws outside of a tuition refund period, that student also may owe the institution a significant amount of money, especially if the financial assistance that was paid toward the tuition costs is returned to the original funding sources.

If or when such a balance occurs, payment in full for the debt will be immediately due to the university. Additionally, St. Edward's University will withhold that student's academic transcript until the debt has been paid. If the university is not paid, the debt will be turned over to a collection agency, which will add a collection fee to the already existing debt.

Students who borrowed through the Perkins, Stafford and/or Federal Direct Student Loan programs while attending the university must also complete the appropriate Exit Loan Counseling session, as required by federal law, before their transcript will be released.

3. Finally, if a student completely withdraws during a semester, he or she will lose future eligibility for financial assistance through St. Edward's University (with the possible exception of withdrawal due to extreme mitigating circumstances).

Issuing Refunds to Students

After all tuition, fees, and other charges are paid, students with excess funds in their student accounts are issued a refund. The university offers two options to receive the credit balance: Students can choose to have their refund credited to their bank account or to have their credit applied to a university-issued stored-value card. Students must log in to their university myHilltop account to select one of these two options.

Financial Aid

The St. Edward's University Office of Student Financial Services maintains a listing of governmental and nongovernmental financial aid programs available to eligible students. These include federal Pell Grants as well as subsidized and unsubsidized Federal Direct Student Loans, which require a minimum enrollment per semester of at least six St. Edward's University credit hours. For more information, call the Office of Student Financial Services at 512-448-8523 or visit think.stedwards.edu/studentfinancialservices.

In addition to federal and nonfederal assistance, new students may apply for a New College Tuition Assistance Grant, while returning students may apply for a New College Merit Scholarship. Applications for these particular grants are available online or from the New College office.

General Tuition Assistance (for new students)

This assistance is intended to help students get started in New College while they are applying for other sources of aid. Awards are made primarily on the basis of financial need but also on the student's promise of success in the New College program and on good-faith efforts to obtain other sources of aid. Students who are admitted "conditionally" or "provisionally" may not apply, and awards are not ordinarily made to previous recipients of tuition assistance who failed to complete their initial coursework.

Applicants are not discriminated against on the basis of race, creed, gender, disability or national origin.

New College Merit Scholarship (for current students)

St. Edward's recognizes and honors the academic achievements of its New College students through a mixture of university and endowed scholarships. Consideration for these scholarships requires submission of a New College Merit Scholarship application.

Scholarship consideration is limited to students currently enrolled in New College who have a cumulative St. Edward's University GPA of at least 3.5 and who have earned a minimum of 18 graded hours at St. Edward's by the application deadline.

Satisfactory Academic Progress Requirements for Aid Recipients

In order to maintain eligibility for financial aid, New College students must annually:

- maintain at least a 2.0 cumulative grade point average;
- successfully complete at least 75% of attempted coursework (withdrawing from or failing a course is not considered successful completion); and
- earn at least 24 credit hours per academic year if attending full-time.

In addition, the university does not offer financial assistance to students who have earned over 180 credit hours (this includes all scholarships, grants and tuition assistance). Students who fail to meet these standards by the end of the academic year (defined as summer, fall and spring) will lose their eligibility for financial assistance, although they will be provided an opportunity to appeal.

SERVICES, FACILITIES AND ACTIVITIES

STUDENT SUPPORT SERVICES

Academic Advising

One key to the success of the New College program at St. Edward's University is the strong academic advising services it provides to students. Advising specialists orient students to the program, counsel them with regard to academic goals and objectives, review options for learning and earning credit, and monitor academic progress through graduation. The student and his or her advising specialist develop a detailed plan for meeting all degree requirements. The advising specialist also provides referrals to campuswide student services and resources and assists in determining the appropriateness of CLEP, DSST and challenge exams in a student's degree plan. The faculty may provide further information on the student's major and career goals. Students electing to complete a portfolio of requests for prior-learning credit also receive intensive advice on portfolio development from faculty members working in the Center for Prior Learning Assessment. All advising specialists have voice mail and email, and students are encouraged to leave messages. Advising specialists are located on the third floor of Holy Cross Hall.

Academic Support Programs

Academic Support Programs (ASP) offers a wide range of services for students, including one-on-one peer tutoring, supplemental instruction, academic coaching, and exams for class credit. The ASP assists in developing students' skills and knowledge to achieve both academic success and personal satisfaction. Our services help students set, clarify and achieve their academic goals; plan and organize their work; and understand course materials, professors' expectations and their academic progress. Students can schedule appointments in advance by phone or walk-in. The ASP is located in Moody Hall 118 and can be contacted at 512-637-1996 or at ASP@stedwards.edu.

Campus Ministry

St. Edward's is an independent Catholic university that is grounded in the Holy Cross tradition and embraces the religious diversity of our campus community. Campus Ministry provides opportunities for all students to explore and strengthen their personal understanding of faith in an academic setting. The campus ministers are aware of the differing needs and concerns of adults returning to university studies.

Eucharist is celebrated daily on campus. Reconciliation and other sacramental celebrations are provided year-round and are available by appointment through the Campus Ministry Office. In addition, Campus Ministry offers opportunities for prayer, service, interfaith dialogue and educational opportunities, which foster an awareness of faith and religious practice within the community.

Campus Ministry promotes the vision of building community and accompanying people in their relationship with God, celebrating the dignity of the human person. The team of campus ministers seeks to provide an environment where freely chosen beliefs can be deepened and expressed. Questions and inquiries can be directed to Campus Ministry by calling 512-448-8499 or emailing the office at cmin@stedwards.edu.

Career and Professional Development

The Office of Career and Professional Development is the primary campus resource for students and alumni seeking career direction and guidance. The office has a professional staff available to help students with setting career goals, making decisions about majors and careers, learning effective job search strategies, securing internships, and planning for graduate and professional school. Services offered include individual counseling, job and internship connections, career workshops, presentations to classes and student groups, and web-based resources. Career and Professional Development houses an extensive collection of career and employment resources. The web page think.stedwards.edu/career/ is a rich source of career information for students.

Career and Professional Development staff develops relationships with employers to provide job and internship opportunities and on-campus recruiting. The office hosts a fall Graduate School Fair, a Job and Internship

Fair each semester as well as several industry/career field specific events throughout the year. All students and alumni also have access to “Hilltop Careers,” an online career resource portal to which they may upload career documents, search and apply for jobs and internships, sign up for career events, and receive notices of employer recruiting.

Career and Professional Development offers a one-hour, for-credit course that guides students through the career development process. Multiple sections are offered in the fall and spring semesters on various topics, including the job and internship search process for students employed part-time, identifying and researching career options, graduate school planning and preparation, and graduate admission test preparation. Sections are offered in a traditional, group classroom setting, independent study and online. For more information, visit the Career and Professional Development Office, Moody Hall 134, or call 512-448-8530.

Prior Learning Assessment

The Director of New College Support Services oversees all parts of the portfolio program, including advising and support for portfolio students, assessment coordination, curriculum development, faculty support, records maintenance, and evaluation and posting of learning credits. To contact the director, call 512-448-8673 or visit Holy Cross Hall 312.

Disability Services

Students with disabilities should meet with a disability counselor in Student Disability Services to discuss their special needs. Accommodations are determined and provided on the basis of a qualifying process that includes review of documentation. St. Edward’s University does not discriminate on the basis of disability in the admission of students or in the operation of its programs and activities. For more information, call Student Disability Services at 512-448-8561, visit it in Moody Hall 155, or visit it on the web at think.stedwards.edu/disabilityservices.

Health & Counseling Center

Location: Lady Bird Johnson Hall, First Floor

Office Hours:

Monday–Thursday: 8 a.m.–6 p.m.

Friday: 8 a.m.–5 p.m.

Phone: Health Services 512-448-8686

Counseling Services 512-448-8538

The Health & Counseling Center is a safe and confidential setting where students can find assistance to cope with the physical and emotional demands of school, relationships and life. Call or come by the office to schedule an appointment.

The center includes three service units:

- Health Services
- Counseling Services
- Wellness and Outreach Services

Health & Counseling Center records are medical records and are kept confidential, in accordance with federal and state laws and with ethical principles and standards established by Texas state licensing agencies. Medical records are entirely separate from students’ educational records maintained by the Office of the Registrar.

Health Services

Health Services is staffed by nurse practitioners, registered nurses and a medical assistant. Services are provided to current St. Edward’s University students **by appointment**. After-hours phone consultation for urgent medical problems is available by calling 512-892-7076. Students with an emergency medical condition are advised to call 911 or to go to the nearest emergency room.

Free services include treatment of minor acute illnesses and injuries, prescriptions for medication when appropriate, some immunizations, health information/education, referrals to specialists, general physical exams, and well-woman exams. Lab tests, some immunizations and some medical procedures are not free but are provided at a low cost.

Health insurance: All students enrolled for six or more credit hours are required to have an insurance plan that provides coverage in the Austin area. The St. Edward’s University Student Health Insurance Plan (SHIP) is administered by Academic HealthPlans. Enrollment in the SHIP or submission of an insurance waiver is

done each semester during registration for courses. For more information regarding the Policy and the Patient Protection and Affordable Care Act (PPACA) and how it applies to the St. Edward's University Student Insurance Plan, please access www.ahpcare.com/stedwards or contact Academic HealthPlans at 855-AHP-CARE or 855-247-2273.

Detailed information about Health Services is available at think.stedwards.edu/healthcounseling/.

Counseling Services

Counseling Services is staffed with licensed and staff psychologists and with doctoral-level graduate students in Psychology. Counseling for individuals and couples is available to current St. Edward's University students. Many students also schedule consultation sessions to help clarify concerns, make decisions or talk over situations. Services are provided **by appointment**. Crisis consultation by phone is available after hours by calling the University Police Department at 512-448-8444 and requesting to speak to a staff psychologist.

Counseling staff support students in creating a balanced life, developing fulfilling relationships, embracing change and discovering a clearer sense of self. The providers utilize a brief psychotherapy model that focuses on each student's strengths as a way of formulating solutions to the problems encountered in living. The Health & Counseling Center also provides group therapy.

Additional information about Counseling Services is available at think.stedwards.edu/healthcounseling/counselingservices.

Wellness and Outreach Services

Wellness and Outreach Services provides educational resources, prevention programs and early interventions that positively impact students' well-being. Programming about healthy choices, alcohol and other drugs, suicide prevention, stress management, and physical/mental health is intended to empower students to make informed, positive lifestyle choices; take responsibility for self-care; and promote personal adjustment and growth.

In addition, the Health & Counseling Center offers basic wellness workshops to student groups on campus. These workshops are interactive and provide students with familiarity with nine dimensional model of wellness and information on how to make positive lifestyle choices.

These outreach services, programs and special events are delivered by HCC staff members, as well as the Hilltopper Peer Health Education team. HCC staff members often work jointly with other departments, such as Student Life, Residence Life and the Dean of Students, to provide a variety of co-curricular opportunities for learning and personal development.

Additional information, including links to Student Health 101 online magazine and other self-help resources, is available at think.stedwards.edu/healthcounseling/wellnessoutreachservices.

Information Technology (IT)

The Office of Information Technology can assist you with questions concerning your student username and password, email, software, Blackboard, web publishing, network access and the university mobile app, available for iOS and Android. We also offer free anti-virus software for student computers. The Office of IT supports over 10 computer labs on campus, including three 24-hour labs. For lab locations and hours, visit think.stedwards.edu/clams/computer-labs-locations. Real-time lab computer availability can also be viewed in the St. Edward's University mobile app.

For IT support, visit the Office of IT in Moody Hall 309, call 512-448-8443, or send a support request to support@stedwards.edu.

Visit think.stedwards.edu/computerhelp/ for access to the Office of IT knowledge base and for support hours information.

IT Training Instructional Technology provides free computer training workshops to currently enrolled students. Workshops include training on Microsoft Office, Adobe Create Suite, and other university supported software.

For more information go to: think.stedwards.edu/instructionaltechnology/training or contact training@stedwards.edu.

The **New Media Center** on the second floor of the Munday Library provides digital equipment checkout, training and assistance for students. Services include digital video and presentational technology assistance

for student presentations and curriculum-based projects. Contact the Office of IT at 512-448-8443 for more information on these services.

International Student Services

The Office of International Education (OIE) provides advising services to international students. The OIE conducts new international student orientations to help ease students' transitions to the United States and to introduce them to various resources that support their academic and social success on campus. The OIE advises international students on educational, immigration, employment, financial, social and personal concerns. The OIE acts as a liaison between students, schools and departments of the university, agencies of the U.S. government, foreign governments, and private organizations.

Employment and Internships for International Students

International students interested in working or completing internships on or off campus, regardless of whether the experience is paid or unpaid, should contact the OIE to explore their employment eligibility before they begin working or interning.

For more information, call 512-428-1051 or visit the Office of International Education in Moody Hall 102.

Online Writing Lab (OWL)

The Online Writing Lab (OWL) offers free paper review, writing help, and writing workshops for New College and graduate students. To learn more about the OWL, please visit think.stedwards.edu/academicsuccess/owl or email owl@stedwards.edu.

Student Conduct

St. Edward's University has a clear responsibility in the area of student conduct to protect and promote the pursuit of its mission. Any student or faculty or staff member may file a student conduct referral charging a student with an offense of the Student Code of Conduct (see the St. Edward's University *Student Handbook* online at think.stedwards.edu/deanofstudents/studenthandbook/studenthandbook) by making a report to the Dean of Students Office. In all instances of general discipline, the student has the right to due process, as well as the right to freedom from discrimination and harassment (see *Student Handbook*).

The Dean of Students Office has the responsibility and authority to determine the appropriateness of a student conduct referral, accept a student's admission to a charge and impose a sanction, hear cases involving alleged violations of the Student Code of Conduct, and advise both the complainant and accused student regarding procedures relating to the code. Additional information regarding university student conduct procedures may be obtained by calling 512-448-8408.

Study Abroad

The Office of International Education (OIE) coordinates and facilitates study abroad programming at St. Edward's University. The OIE assists students in selecting from a wide range of short- and long-term opportunities in countries around the world. Students are assisted in program and location selection and predeparture preparations, including the transfer of academic credit and the use of financial assistance for study abroad. To be eligible for study abroad, students must be in good academic standing as defined by their program of study. Students on academic probation are not eligible to apply for study abroad until they have met the requirements for satisfactory academic standing. Students who are on disciplinary probation or have incomplete sanctions are not eligible to study abroad.

For more information, call 512-428-1051 or visit the Office of International Education in Moody Hall, Room 102.

Veterans Affairs

St. Edward's University is approved by the Texas Veterans Commission to provide educational benefits to eligible veterans and/or their dependents under applicable public laws relating to veterans' training, Chapters 30, 31, 33 (post 9/11), 35, 1606 and 1607. Eligible veterans are advised to contact the Office of Veterans Affairs at 512-448-8766 for information and assistance in completing required forms for submission to the Veterans Administration. Veterans enrolled under the current public law provisions are subject to the same conditions concerning payment of accounts as those applicable to any other student. Visit think.stedwards.edu/veteranaffairs/ for more information.

Each semester St. Edward's University is required to report to the Department of Veterans Affairs regional office students who fail to meet Satisfactory Academic Progress or who are academically dismissed.

The Veterans Affairs Office is located within the Office of Student Financial Services in Main Building, Room 204.

FACILITIES AND ACTIVITIES

Library

The Munday Library has:

- A website that provides on- and off-campus access to full-text article databases, e-books, online research help and tools
- A collection that includes over 200,000 e-books, 80,000 books (both academic and recreational), journals, popular magazines, DVDs and CDs
- In-person, phone, chat, Skype and email research help (walk-up or by appointment) with librarians
- 100 computers (approximately) with access to laser printers, ample electronic outlets for laptop computers and wireless printing options
- 15 group study rooms
- Teaching computer lab for library instruction classes
- Media equipment checkout and video editing stations
- The Writing Center
- Interlibrary loan and TexShare cards that allow students to borrow materials from academic and public libraries all over the world
- Two global digital classrooms

Housed in the library are the University's Archives and Special Collections, which includes historical St. Edward's University documents and memorabilia alongside a unique collection of rare books, music and artifacts.

For more information, go to library.stedwards.edu or call 512-416-5869.

Mary Moody Northen Theatre

Mary Moody Northen Theatre (MMNT) is a 178-seat arena theater which serves as the central venue for the St. Edward's University professional theater training program. Through MMNT, students work alongside professionals in the field and participate in all facets of theatrical production, including acting, stage management, design, technology and administration. We are one of the nation's few undergraduate-only programs incorporating a full season under the Actors' Equity Association U/RTA agreement.

For more than 40 years, MMNT has presented award-winning theatrical productions. Previous guest artists have included William Shatner, Pernel Roberts, Leonard Nimoy, Tim Russ, David Birney and the Saratoga International Theatre Institute (SITI), among others. The theater presents four or five mainstage shows each year and is host to an annual student-directed 10-minute-play festival. MMNT's repertory ranges from the classical to the modern, including musicals as well as straight plays. Our productions regularly receive accolades from the local press.

MMNT encourages student attendance by offering special rates for student season tickets and single ticket discounts. Post-performance discussions are scheduled throughout the season. Group rates are available. For a special treat, join us on any opening night and enjoy a post-production reception with the cast and crew.

More information on the production season can be found at www.stedwards.edu/theatre or by calling the MMNT box office at 512-448-8484. The box office is located in the theater lobby and is open from 1–5 p.m. Monday–Friday when classes are in session. MMNT is a member of the Theatre Communications Group.

Athletics and Campus Recreation

Intercollegiate Athletics and Campus Recreation play an active role in the co-curricular life of many students at St. Edward's. The university is a member of the National Collegiate Athletic Association (NCAA Division II) and the Heartland Conference, fielding men's teams in basketball, baseball, cross country, golf, soccer and tennis. Women compete in basketball, cross country, golf, softball, soccer, tennis and volleyball. The

university's spirit program, consisting of a co-ed cheerleading team and mascot, supports the intercollegiate athletics programs. Admission to all athletic events is free for students with a valid ID card.

Campus Recreation offers a variety of recreational and wellness programs and facilities to members of the campus community. Programming includes intramural sports leagues and tournaments, fitness classes, personal training, and aquatics. Campus Recreation is also home to a vibrant Club Sport program, which houses over 22 clubs and teams that compete against other universities around the nation in various sports and activities. Club Sport teams include men's and women's soccer, lacrosse, rugby, dance, outdoor adventure, and numerous other activities available to all students. Additionally, Campus Recreation manages an informal recreation program where students, faculty and staff are welcome to drop in and utilize the facilities to improve their health and well-being. Housed in the UFCU Alumni Gym, with additional facilities in the **Recreation and Convocation Center**, Campus Recreation facilities include basketball, volleyball and racquetball courts; an indoor swimming pool; and a recently renovated fitness center equipped with all-new cardio and weight-training equipment. Outdoor facilities include a jogging trail and a recreation field.

Additional information may be obtained by calling 512-233-1458.

Office of Student Life

The Office of Student Life promotes learning beyond the classroom by incorporating the Holy Cross educational philosophy of information, formation and transformation. Through participation in student organizations, events and activities, leadership development opportunities, service and social justice initiatives and multicultural experiences, students are provided information in a context of ethical and moral perspectives designed to facilitate development of the whole person. In addition, Student Life offers free notary services.

Involvement in Student Organizations: Studies in student development theory indicate that those who are involved in their campus community are more likely to learn leadership and communication skills, teamwork, conflict resolution techniques, time management and responsibility. Becoming involved in an organization affords students the opportunity to put their knowledge to action in a real-life setting, allowing them to develop the skills that will foster success throughout college and beyond. Involvement opportunities through the Office of Student Life include participation in a variety of student organizations such as the Student Government Association, the Student Leadership Team, Recognized Organizations Council, Multicultural Leadership Board, Transitional Experiences Council, University Programming Board, and over 100 other professional, academic, honor, cultural, community service and special interest organizations. For more information on student organizations and student events, visit Collegiate Link and set up a profile. You can access Collegiate Link by visiting the Student Life website and clicking on "Join Collegiate Link."

Participation in Activities and Events: Student Life events and activities programming extends learning beyond the classroom, promotes tradition and the institution's mission and values, and contributes to the development of a vibrant university community. Working to address the needs of the entire campus population, the Office of Student Life offers an array of social, educational, cultural and entertainment programs for the students by the students. The University Programming Board is the largest programming body on St. Edward's campus and is responsible for planning and producing films, comedy performances, concerts, student talent showcases, excursions, and a number of traditional events, including Hillfest, Festival of Lights, Homecoming, Casino Night, and the End of the Year Party.

Hilltop Leadership Development: Within the university community, theoretical, practical and experiential leadership training and development opportunities are provided through purposeful and collaborative efforts between academics and student services. The Office of Student Life plays a major role in these efforts by serving as the home for the Hilltop Leaders program, the Eco-Lead program, the LeaderShape Institute, and the Student Leadership Team. Students also develop leadership skills by assuming positions of responsibility in Student Life organizations and participating in leadership conferences.

Transitional Experiences: Within Student Life, Transitional Experiences provides valuable guidance and support to students experiencing transitions into, through and beyond St. Edward's. The Transitional Experiences Council consists of student leaders who create programs for each year of a students' development, including Welcome Days, the Legacy Walk, Seniors Staying Connected, and Hilltop Send-off.

Multicultural Experiences: The Office of Student Life offers multicultural programs and initiatives, including

the Multicultural Leadership Board, that support and educate the university's diverse student population through promotion of self-reflection, cultural awareness, understanding and dialogue. Student Life collaborates with various members of the university community to promote an environment in which different perspectives and experiences are explored, valued and shared. This empowers students to create positive social change on campus and in local and global communities.

More Information about Student Life: Visit our office in the Ragsdale Center, Room 304, visit our website at think.stedwards.edu/studentlife/ or call 512-448-8422.

Residence Halls and Apartments

St. Edward's University has eight co-ed residence halls available to students: Teresa, East, Basil Moreau, Jacques Dujarié, Edmund Hunt, Le Mans, Lady Bird Johnson Halls, and the Casa. Female students have the option of choosing an all-female wing in East Hall. Semiprivate (double) room accommodations are available in all halls. Private rooms are available to upperclassmen in the Casa, the Casitas and Johnson Hall, and only if space permits. All halls are air-conditioned with suite-style baths and restroom facilities, lounge areas, laundry and vending services, study rooms, and computer rooms. East Hall offers community baths. All rooms are equipped with extra-long twin beds, desks, closets, dressers, sinks, cable and Internet access. Each hall is staffed with a residence director and resident assistants who live in the building and are dedicated to addressing students' needs.

All campus residents are required to have a meal plan, which operates on a declining balance system and can be used in the five dining facilities on campus. The South Congress Market and Meadows Coffee House are located in the Ragsdale Center. Hunt Hall Café and The Huddle are located on the ground level of Hunt and Le Mans Halls. The Doyle Café is located in Doyle Hall. For specific information concerning meal plan options, contact Auxiliary Services at 512-448-8601.

Apartments located on campus have eight different floor plans to choose from and are available to upperclassmen. All apartments are unfurnished. The community buildings contain laundry rooms, mailboxes, a computer room, recreational space and the Office of Residence Life. Parking is available on-site. The residence directors and resident assistants live in the complex to respond to students' needs.

Additional information concerning housing may be obtained by calling 512-448-8419. The Residence Life Office is located in Community Building 1, adjacent to the student apartments.

University Parking

Covered parking is available to all students, faculty, and staff members of St. Edward's University in the parking garage. A valid parking permit and St. Edward's University ID are required for access and egress. Parking permits are available from the ID Card Office located in Main Bldg. Room G3.

The University Police Department reminds all students, faculty, and staff members of St. Edward's University that curbside parking is not permitted by the City of Austin Municipal Code, to allow for emergency vehicle passage. This is not a problem, as ample parking is available in the designated parking lots. Details of parking regulations can be accessed on the web at www.stedwards.edu/police/vehicles/index.html. Please read these regulations and consult with UPD over any questions you may have. UPD may be reached at any time by calling 512-448-8444 or during business hours at Holy Cross Hall, Room G2.

University Police

The University Police Department is a service-oriented organization dedicated to providing a safe and secure environment for the university community. Officers are on duty 24 hours a day, seven days a week, and will respond to all calls for on-campus assistance. The department is responsible for disseminating information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which can be accessed at www.stedwards.edu/police/campus/crime.html. Additional information may be obtained by calling 512-448-8444. The UPD office is located in Holy Cross Hall, Room G2.

Writing Center

The Writing Center is a free service for current St. Edward's University students. The Writing Center is on the second floor of the Munday Library (230A). All Writing Center consultants are writing teachers or experienced staff.

Current students may make appointments for in-person help with any writing task (class papers, resumes,

applications, project proposals, etc.) six days a week, up to two weeks in advance, using TutorTrac, the online scheduler linked on the center's website at: <http://sites.stedwards.edu/writing>.

The Writing Center's website (<http://sites.stedwards.edu/writing>) provides more information as well as handouts and helpful links.

NEW COLLEGE STUDENT ASSOCIATIONS

New College students are eligible to participate in all St. Edward's University student organizations (see the *Student Handbook*). The following organizations are of special interest to New College students.

Alpha Sigma Lambda

Alpha Sigma Lambda is an honor society that fosters academic excellence, community service and leadership for adult students. To qualify, students must be at least 24 years old, have a minimum 3.2 GPA and have completed 24 graded hours (15 of which are outside the major area of study). In addition, candidates must be in the top 20 percent of those who meet the above requirements.

Contact: Craig Campbell, 512-428-1063.

Delta Mu Delta

Delta Mu Delta is a business honor society whose purpose is to promote higher scholarship in training for business and to recognize and reward scholastic achievement in business subjects. To qualify, students must be registered in business administration programs and be candidates for the baccalaureate degree, have completed at least half the courses required for the degree, have a cumulative GPA of 3.25 or higher and be in the top 20 percent of their class.

Contact: Mark Poulos, 448-8608.

New Literati

New Literati provides a forum for New College students to share their writing interests and to participate in workshops, seminars and other activities that promote skills in and appreciation of fiction, poetry and nonfiction writing.

Contact: Tim Green, 512-448-8749.

Psi Chi

New College students with at least nine hours in Psychology and a GPA of 3.0 are eligible for membership in Psi Chi, the national honor society in psychology. Psi Chi recognizes scholastic achievement and promotes excellence in psychology through a wide range of local, regional and national programs.

Contact: Michael Disch, 512-448-8679.

Psychology Society

This organization affords its members the opportunity to improve their knowledge of allied branches of learning and promotes understanding, mutual esteem and unified effort among its members.

Contact: Tomas Yufik, 512-448-8493.

ACADEMIC REGULATIONS

All students are responsible for knowing and conforming to academic regulations published in the St. Edward's University New College Bulletin and Undergraduate Bulletin. Students are bound by the Bulletin in effect at the time of their initial admission to the New College program regarding degree requirements. Students who are readmitted after three years of inactive status are required to follow the Bulletin in effect at the time of readmission. At the discretion of the New College Dean, students who have been placed on inactive status for fewer than 36 months are subject to the Bulletin in effect at the time of readmission. The provisions of the Bulletin regarding degree requirements for the year during which a student enrolls at the university will apply until his or her graduation, provided graduation occurs not more than six years after enrollment or with approval of the school dean of the student's major.

Auditing a Course

To audit a course, the auditor must file the signed Audit Form with the Office of the Registrar after the first day of regular registration for any given term and no later than the Official Headcount Day. Students who wish to withdraw the audit and take the class as a registered student must complete the process prior to the end of the add period for the class.

Auditors not enrolled for credit are not considered St. Edward's University students. Auxiliary services are not available to nonstudents auditing courses. These include access to library, computer lab and Blackboard services, as well as student identification cards. In addition to the audit fee, nonstudents must purchase a commuter parking pass.

The school deans determine which courses are open to auditors. The Office of the Registrar maintains records of all audits; however, no credit is given for audited courses. A student may not subsequently challenge a course he or she has audited. Any one person may audit a cumulative maximum of 12 hours at St. Edward's University.

Classification

For sophomore standing, 30 hours of credit must have been accumulated; for junior standing, 60 hours; and for senior standing, 90 hours.

Communication

The medium of communication for many academic issues at St. Edward's University is email. Students are required to establish and monitor their account on a regular basis. Students who have been notified of academic/curricular issues via their St. Edward's University academic email account will be considered officially notified. The university is not responsible for ensuring that students receive email that is forwarded to non-St. Edward's accounts. Students also are responsible for updating their mailing address via myHilltop to receive regularly mailed correspondence.

Student email accounts are made inactive when either of the following circumstances apply:

- The student is no longer currently enrolled and must reapply for admission.
- Sixty days have passed since the student graduated.

Academic Load

A student carrying a minimum of 12 hours in a long semester (fall or spring) shall be considered a full-time student. A course load of 19 or more hours, all at St. Edward's or taken concurrently at St. Edward's and another institution, requires the approval of the appropriate school dean. In summer terms the following limits apply: Summer I, six hours; Summer II, six hours; Summer 12-Week, 12 hours. A student should be registered for no more than 12 concurrent hours at any time during the summer and a total of no more than 15 hours for the entire summer. A course load that exceeds any of these limits requires approval of the dean of the student's school.

International students on F-1 and J-1 visas must be enrolled in a full course load of 12 hours each semester. Students on other visas, e.g., F-2, J-2, H-1, H-4, should contact the Office of International Education at 512-428-1051 with questions regarding their course loads.

In order to remain in an "Active" status, students must successfully complete one St. Edward's University course per year. Students who go Inactive will have to reapply.

Semester Credit Hour

St. Edward's University, in accord with federal guidelines, defines a credit hour as an amount of work represented in intended learning outcomes and verified by student achievement that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately 15 weeks for one semester hour credit or the equivalent amount of work over a different amount of time,
2. Or at least an equivalent amount of work as required in item 1 for other academic activities including laboratory, studio or performance work, internships, practica, research, capstone projects and other academic work leading to the award of credit.

Seven-week courses and six-week and 12-week summer courses that are compressed are in accord with the same amount of work as stated in item 1 above.

Course Numbering

Only those courses numbered 1000 or above count toward a degree. Course numbering usually denotes the following:

1000–1999 Freshman level

2000–2999 Sophomore level

3000–3999 Junior level

4000–4999 Senior level

Courses numbered 3000 or above are upper-division.

Grades

A+ Excellent

A

A-

B+ Good

B

B-

C+ Average

C

D

F Failure

CR Credit; given for satisfactory completion.

All credit gained by examination is entered on the transcript as CR.

P Pass

NG No grade submitted by instructor. No credit awarded.

N No pass

W Withdrawal. See section on Registration and Schedule Adjustments.

WA Withdrawal due to absences. See section on Registration and Schedule Adjustments — Other Circumstances (#2).

I Incomplete. A grade of I (Incomplete) may be given only in exceptional cases in which extenuating circumstances occur. See section on Incomplete (I) Grades on page 25.

Point System

Averages are computed according to the following scheme:

A+ 4.0 points per semester hour

A 4.0 points per semester hour

A- 3.67 points per semester hour

B+ 3.33 points per semester hour

B 3.0 points per semester hour

B- 2.67 points per semester hour

C+ 2.33 points per semester hour

C 2.0 points per semester hour

D 1.0 point per semester hour

F 0 points

CR, P, N, NG, W, WA and grades for transfer work — not computed in the point system

1. Although credit hours may be transferred from another accredited college or university, only grades earned at St. Edward's University will be employed in computing a student's grade point average. However, in accordance with federal law facilitating student financial arrangements, St. Edward's University students completing courses while attending an institution with which St. Edward's has a formal consortial/contractual relationship will earn credit in the same manner as if the courses had been taken on our campus. Grades earned in basic skills classes (numbered below 1000) are not calculated in the cumulative grade point average.
2. When students repeat a course for a higher grade, both records remain on the transcript and both grades are calculated in the cumulative GPA. The repeated course is counted only once in the cumulative hours earned toward the degree, even though cumulative hours on the transcript and on grade reports include all attempts resulting in a passing grade. If the course is in the major, only the higher grade is included in the major GPA.
3. If the final course grade received from an instructor is thought to be either in error or academically indefensible, a student may appeal the grade by following the procedures found in the *Student Handbook* under Academic Grievance Policy.
4. In any case in which an error has been made in registration for a course, in an instructor's reporting of a grade to the registrar, or in the entering of the grade on the official transcript, the student must report the error to the Office of the Registrar by March 1 for a course taken in fall. For a course taken in the spring or summer sessions, the error must be reported by October 1. The student is responsible for verifying grades assigned to the academic record by the deadline shown.
5. Once entered, work is not removed from the transcript.

Final Grades

All faculty and instructors at St. Edward's use web grade entry to enter final course grades. Final grades are available **as they are posted** by the instructor. If you have questions regarding your final grade, please contact your instructor.

Final grade reports are **not** automatically mailed by the Office of the Registrar. Currently enrolled or active students may view their grades and request a final grade report by accessing myHilltop. To view grades, log in and click on the link titled **Grades** in the left frame. Be sure to change your option settings to the appropriate term and year. If you require an official printed copy, click on the **Request Official Grade Report** button at the bottom of the page. After you submit the request, you will see the grade report request date, status and mailing address.

All grade reports are mailed to the academic correspondence address. Please verify your address using the **Address Review and Update** option. Grade reports will generally be processed and mailed each week on Monday. Grade reports will not be processed until there is at least one grade entered for the requested term.

Grading

Students must earn a grade of C or higher in English writing, computational skills and college mathematics. Grades of D will count in the major and minor as long as the GPA in the major and minor courses is at least 2.0 overall.

Incomplete (I) Grades

The grade of I (Incomplete) is given at the sole discretion of the instructor and with the approval of the dean. A grade of I must always be requested by the student; it is not automatically earned. For students enrolled in Directed Studies courses, the grade of I cannot be used to compensate for delays in beginning the course of study for which the student contracted. To qualify for an Incomplete, students must have completed no less than one-half of the work in a course and have attended no fewer than one-half of the scheduled class meetings. Because of variations in course structures, students may be required to attend more classes and/or to have completed more assignments.

The student must be able to document that the situation qualifies as exceptional. Exceptional circumstances include but are not restricted to a death in the immediate family; the onset of a serious medical condition; or an unexpected change in job or family circumstances. Exceptional circumstances do not include situations that can be considered a normal part of living. Coursework must be completed and a grade submitted by the instructor to the Office of the Registrar no later than October 1 for summer courses, March 1 for fall courses and July 1

for spring courses or a grade of F will be entered on the transcript. For all other courses, the grade change must be received in the Office of the Registrar no more than 45 days after the course completion date; otherwise a grade of F is entered on the transcript. If a student is certified to graduate and receives an incomplete, the course must be graded by the deadline for graduation credits, which is earlier than the above dates.

New College Dean's List

Students are eligible for the New College Dean's List if they complete nine or more St. Edward's University credit hours for a letter grade with a minimum GPA of 3.5 during the spring, summer or fall semester. Students must complete the hours within the semester in question. Therefore, students with grades of Incomplete at the end of the semester will not be considered for the Dean's List. Honorable Mention is given to those students with a minimum GPA of 3.25, regardless of the number of hours taken.

Honors Requirements

To be eligible for graduation with honors, a student must have earned at least 60 credit hours from St. Edward's University. At least 30 of these credit hours must be taken for letter grades, and at least half of these courses must be upper-division. Honors information printed in the university graduation program and announced at the graduation ceremony is based upon the cumulative GPA at the end of the preceding semester. The requirement for hours is calculated using cumulative and attempted hours at St. Edward's. Honors distinction, as printed on the diploma and transcript, is determined by the final cumulative GPA and final cumulative hours at St. Edward's.

Degrees conferred by St. Edward's University are granted with certain distinctions: *Cum Laude* for a grade point average of 3.5, *Magna Cum Laude* for 3.7 and *Summa Cum Laude* for 3.9. Regardless of under which *Bulletin* students complete their degree, the minimum requirement for graduating with honors is as stated above. This policy was first stated in the 2007-2008 *Bulletin* and applies to students who entered in Fall 2007 or later. For students enrolled prior to Fall 2007, the policy went into effect Fall 2009. Any student graduating December 2009 or later will be considered for graduation with honors according to the above policy. Students who enter under the "Fresh Start" policy (see page 8) are eligible to graduate with honors if the work completed following their "Fresh Start" admittance meets the minimum GPA and number of credit hours set for graduating with honors.

Pass/No Pass Grading

The pass/no pass grading system is designed to encourage students to explore areas in which they have possible interest but little background. New College students with a minimum of 60 earned credit hours may take up to two courses totaling six hours or less on a pass/no pass basis in any given semester and no more than 12 hours over the course of a student's entire academic history. However, such classes cannot be part of the requirements for the major, minor or any of the following courses if used to satisfy a general education requirement: Critical Thinking and Research (NCCT 2330A), Moral Reasoning (PHIL 3327A), a Critical Global Issues course, Moral Issues in Society (CAPS 4360A), the course in English writing, the course in college mathematics and the course in computational skills. A letter grade of D or higher will count as a pass. To take a class on a pass/no pass basis, the student must submit the appropriate form to the Office of the Registrar no later than the second class meeting for all New College short courses and the 24th calendar day from the course begin date for all New College full-term courses. A pass/no pass declaration may be withdrawn and the class taken for a letter grade at any time up until the above deadlines. Pass/no pass grades are not included in the GPA and cannot be converted to letter grades beyond the withdrawal deadline.

Registration and Advising

Students at St. Edward's University use a web-based registration system to register and make schedule adjustments (adds and drops). New and readmitted students will select and register for courses with the assistance of an advisor. During subsequent terms, students must process their own registration.

New and readmitted New College students should contact the advisor indicated on the acceptance letter to schedule an advising and registration appointment. Students will receive an acceptance packet from New College Admissions, which will include information on the student academic computer account (myHilltop). Students should contact the Office of IT at support@stedwards.edu or 512-448-8443 for assistance with myHilltop login or password assistance.

The St. Edward's University Office of the Registrar webpages, located at think.stedwards.edu/registrar/, contain

detailed policy, course schedule, date and deadline, registration, and graduation information. Students can access a variety of personal academic information from their myHilltop account, including student schedule, grade report, academic record, address review/update and degree audit.

Students assume financial and academic responsibility for each registered course. Withdrawing does not automatically absolve a student from financial responsibility for his or her educational expenses. It is the student's responsibility to drop/withdraw from courses. Discontinuing attendance or notifying an instructor of a status change does not constitute a drop or withdrawal. The student is responsible for initiating and completing the drop or withdrawal procedure by utilizing myHilltop. If the student fails to complete the process, he or she will receive the grade(s) assigned by the instructor(s) of record and be billed accordingly.

Schedule Adjustments

Each student is responsible for determining, prior to the end of the adjustment period, whether he or she has the appropriate class schedule. Course prerequisites, compatibility with work schedule and class assignments should be considered carefully. All schedule adjustments must be processed by the published deadlines. Students are allowed to withdraw from courses during the posted schedule adjustment period. During this period, the refund schedule set forth by the Office of Student Financial Services is adhered to.

A student may add or drop courses (make schedule adjustments) at any time during the registration period. After this period, a student may only withdraw from courses. Consult the Registrar Dates & Deadlines and Course Schedules online for specific course begin, end, add, drop or withdrawal dates and other important deadlines.

Students must drop by the posted last day to drop unrecorded to ensure that the course does not appear on the official transcript. Students may also drop after the last day to drop unrecorded through the last day to withdraw with a grade of W recorded on the transcript. Dates and deadlines can be found at think.stedwards.edu/registrar/datesanddeadlines.

Under other circumstances, the following procedures pertain:

1. After the end of a term, if a student receives a grade of F from an instructor, upon providing to the associate vice president for Academic Affairs sufficient evidence of having initiated but not completed the drop process for the course, a grade of W may be substituted for the F.
2. An instructor has the option, but is not required, to request the registrar to assign a grade of WA (Withdrawal Due to Absences) to a student who has excessive absences from a class by the last day to withdraw from the specific course. The determination of what constitutes excessive absences is the prerogative of the instructor, but the specific policy should be given to the class in writing at the beginning of the semester.
3. The student is responsible for contacting the instructor to ascertain class progress prior to the withdrawal deadline.
4. A student may receive an involuntary administrative withdrawal resulting in a grade of W under specific circumstances. This withdrawal is initiated by the instructor and approved by the appropriate school dean and the associate vice president for Academic Affairs.

Note: A student is not officially dropped from a class, except in the case of a WA, until the student completes the drop process, as published by the Office of the Registrar. It is the student's responsibility to withdraw within deadlines.

The deadline for changing any academic record is

Aug. 15 for a course taken the previous fall,
Jan. 15 for a course taken the previous spring, and
May 15 for a course taken the previous summer.

Students may request, for extenuating circumstances only, a registration schedule change, refund request or withdrawal past the deadline through a petition process. Students must submit the appropriate petition form and substantiating documentation to the associate vice president for Academic Affairs. Petitions are evaluated on a case-by-case basis. The associate vice president for Academic Affairs approves or denies administrative adjustments. The refund committee evaluates and approves or denies refund requests. Petitions will not be considered past the deadlines for changing any academic record.

Academic Integrity

St. Edward's University expects academic honesty from all members of the community, and it is our policy that academic integrity be fostered to the highest degree possible. Consequently, all work submitted for grading in a course must be created as a result of your own thought and effort. Representing work as your own when it is not a result of such thought and effort is a violation of our code of academic integrity. Whenever it is established that academic dishonesty has occurred, the course instructor shall impose a penalty on the offending individual(s). It is recognized that some offenses are more egregious than others and that, therefore, a range of penalties should be available. Whenever possible, it would also be important to try to determine the intent of the offender, since the error could be a result of careless work rather than an intent to deceive. **The maximum penalty for a first offense is failure in the course, and if that penalty is imposed, the student does not have the option of withdrawing from the course.** In cases of mitigating circumstance, the instructor has the option of assigning a lesser penalty.

After obtaining sufficient evidence that such dishonesty has occurred, the instructor should discuss the issue with the student. Instructors who impose a penalty for serious academic dishonesty should report this penalty to the dean or director of the program in which the course is offered. The dean or director will report confirmed cases of dishonesty to the associate vice president for Academic Affairs, and a record of all offenses will be kept by the Office of the Associate Vice President for Academic Affairs. Offenses that resulted in failure in the course will then be reported to the Office of the Registrar.

The associate vice president for Academic Affairs will determine whether an earlier serious offense by the student has been recorded. A second serious offense merits an automatic appeal. Upon denial of this appeal, the associate vice president for Academic Affairs will dismiss the student from the university and notify the registrar and the dean or director.

A procedure for student appeal is already established and is outlined in detail in the *Student Handbook*, but it should be noted that for appeals of decisions regarding academic dishonesty, the student must appeal to the dean of the school or program director within five working days after being notified by the instructor.

Satisfactory Academic Standing

Student records for satisfactory academic standing are reviewed three times a year upon completion of the fall, spring and summer semesters. In order for a student to have satisfactory academic standing, the student's cumulative GPA for courses taken at St. Edward's University must be at least 2.0 at all times.

Students with a cumulative GPA below 2.0 are placed on academic probation. At the end of this probationary semester, students who have not attained the required cumulative GPA but have attained a semester GPA of 2.0 or higher are allowed another semester of probation until the cumulative GPA is raised to at least a 2.0. Students on probation who earn a semester GPA below 2.0 will be subject to dismissal from the university. Dismissal is a permanent separation from the university; it is not a suspension that carries with it the option of returning in the future. However, for extenuating circumstances, students who have been dismissed may appeal for reinstatement by writing a letter to the associate vice president for Academic Affairs. Students who have been on academic probation, have returned to good standing and have again fallen below a 2.0 cumulative GPA are once again placed on probation and required to meet the conditions outlined above.

GPA's are based only on work taken at St. Edward's University for letter grades. GPA's are not rounded up to the next highest number. Although the university measures satisfactory academic standing only in terms of grades, other criteria for satisfactory academic progress must be met to qualify for financial assistance, veterans' benefits and participation in intercollegiate athletics. Information on these other criteria is available from staff in the appropriate programs at the university.

Satisfactory Progress Requirement

A student must satisfactorily complete a minimum of three credit hours within three consecutive semesters. This credit includes St. Edward's University courses and portfolio credit. A student's record is reviewed for satisfactory progress each semester.

Students who do not meet the satisfactory progress requirement during the academic year will be shifted to inactive status and will have to apply for readmission. Financial assistance recipients must also meet separate satisfactory progress requirements to maintain eligibility for their assistance. These requirements are published in the *Student Handbook* and are available on request from the Office of Student Financial Services.

Student Responsibility

New College provides the maximum flexibility of services and options for earning credit consistent with high academic standards, fairness to other students and sound program management. This flexibility imposes important responsibilities on the student, and failure to meet them can have serious consequences.

The principal key to success in New College is to keep in touch with one's advising specialist, course instructors and the Center for Prior Learning Assessment. They will do their best to help students resolve any problems students encounter, but they need to know about these problems as they occur, not after the fact.

Students are expected to maintain regular contact with professors and advising specialists and to be familiar with the contents of this *Bulletin*, the *Student Handbook* and any special program supplements. Students are also expected to check their student email account regularly and to read any New College mailings to obtain current information on procedures, deadlines and other important matters.

Students enrolled in campus courses at St. Edward's also should be familiar with the applicable regulations outlined in the current *Undergraduate Bulletin*. More specific keys to success in the program are as follows:

Seminars, Blended Courses, Online Courses and Directed Study Courses

- Begin these courses promptly and make steady, orderly progress in completing course requirements. The faculty takes pride in delivering courses of high academic quality, and quality suffers if you attempt to complete courses in a rush at the end of the deadline for completion.
- If the course has regularly scheduled meetings, attend all of them. Instructors can drop students who do not attend meetings or consistently arrive late to class.
- Grades of Incomplete are not automatic. See "Grading" on page 25 for more information.
- If you are unable to complete a course, attempt to withdraw from it as early as possible. Early withdrawals can be unrecorded on your transcript or identified only by a grade of W rather than F. Deadlines for such withdrawals can be found under "Registrar" on the St. Edward's University website.
- The student is responsible for initiating and completing the drop or withdrawal procedure by utilizing myHilltop. Telling the instructor does not constitute withdrawal.
- Graduating seniors and students receiving financial assistance must meet deadlines for course completion announced in the graduation certification or published by the Office of Student Financial Services and meet all of their financial obligations to the university. Additionally, all Perkins, Stafford, and Federal Direct Student Loan borrowers must complete the appropriate Exit Loan Counseling session, as required by federal law.
- Scrupulously avoid plagiarism and transcription in written work for courses. Plagiarized and transcribed work may receive grades of F. Information on avoiding copied work is provided in NCCT 2330A, and course instructors will be glad to help you with further advice. See Academic Integrity on page 28.
- Maintain regular contact with the instructor. It is your responsibility to schedule meetings and notify instructors if you must reschedule.
- If there is a likelihood that students will have to move out of state or at a distance too great to allow participation in seminars or individualized studies, they must complete the required St. Edward's University hours before moving. Any changes in the student's degree plan required by the move must be approved by the dean of New College.

Degree Plans

- The degree plan is your road map to completion of the degree and provides assurance that coursework or examinations will further your progress toward a degree.
- Take only courses or attempt other learning activities that are a part of an approved degree plan. If you take a course that has not been approved, it might not be approved after the fact. You can easily modify the degree plan as you go along by seeking approval from your advising specialist in advance of undertaking work not already approved.
- Review the requirements for graduation with honors and consider them in the construction of the degree plan.
- Complete all work on the approved degree plan as a condition of graduation.

Graduation Certification

It is very important that you follow the steps below in order to graduate in as timely and efficient a manner as possible:

The semester before your intended graduation term:

- Set up your senior meeting with your advising specialist. At this meeting, you will sign your degree plan and senior form, review the degree audit, and discuss goals.
- **Complete the application for graduation through myHilltop account.** Because of the detailed research needed to ensure that the academic record of each candidate for graduation certification is evaluated accurately, the application process opens with early registration for the next term and closes on the official headcount day (see the academic calendar for specific dates). Students who fail to meet certification deadlines will be required to apply to graduate during the *following* term.
- Any remaining portfolio work must be submitted no later than the last class day of the semester **prior to the intended semester of graduation.** There is no guarantee that late submissions will be assessed in time to grant the degree.
- Official transcripts for courses completed must be submitted to the Office of the Registrar no later than the published university-wide certification deadline for the student's intended graduation term. Failure to submit such transcripts will nullify the graduation certification.
- Students must complete all approved transfer credit by the semester prior to the intended semester of graduation.
- In order to be certified for graduation, students may lack no more than 18 hours at the end of the semester before the intended graduation term.

Semester of graduation

As a candidate for graduation, it is the student's responsibility:

- To have met with advisor for a senior meeting, apply to graduate via myHilltop in the previous semester, and be aware of all graduation and coursework deadlines.
- To have at least a C average (2.0 GPA) for cumulative work and work in the major field. Students must earn a grade of C or higher in English writing, computational skills, college mathematics and other designated courses, per the *New College Bulletin*.
- To be sure all CLEP/DSST credits, prior transfer work and portfolio hours awarded are included on your St. Edward's University transcript.
- To have met all financial obligations to the university, including payment for all credits awarded through assessment of prior learning.
- To complete the federally required Exit Loan Counseling session if you borrowed through the Perkins, Stafford or Federal Direct Student Loan programs as a student at St. Edward's.
- **To examine the accuracy of the Certification for Graduation received prior to graduation. Students should adhere to the information outlined in the certification and contact their advisor regarding questions or discrepancies.**
- To carefully follow further instructions from advising specialist and the Office of the Registrar, including the completion of the Diploma Verification form. Any student who completes the above requirements will graduate on the next regularly scheduled St. Edward's University graduation date (May, August or December). Participation in commencement is based on verification of eligibility by the New College advisor. It is incumbent upon the student to adhere to deadlines published on the Office of the Registrar's webpage. Failure to meet the published verification deadline will preclude participation in the ceremony.
Note: *Diplomas conferred by St. Edward's University reflect the degree type only. Therefore, the major will not be printed on the diploma.*

Transfer Credit

- New College accepts transfer credit with grades of C– or higher from any regionally accredited institution, provided these credits fit within an approved student degree plan.*
- **Note:** The grades for work transferred will not apply toward the cumulative GPA.
- New College accepts up to 66 hours from one or more regionally accredited community colleges. To transfer, grades must be C– or higher. Once a student enters the program having taken 66 hours or more, he or she is barred from taking any more community college hours to apply toward a St. Edward's University degree. For example, two-year hours on a record of transfer credits accepted cannot later be dropped to enable the student to take further community college courses.
- **Prior** approval is required for all transfer credit. Before registering for any credit-generating course(s) offered at another institution, students must obtain approval from their academic advisor. Credit may not be retroactively

accepted if students fail to complete this process or enroll in courses other than those pre-approved. The form for requesting approval for taking a course off campus is found on the New College Advising Forms webpage.

- All transfer credit must be completed **prior** to the intended semester of graduation, and official transcripts for all transfer credit must be submitted to the Office of the Registrar no later than the published university-wide certification deadline for the student's intended graduation term.
- Credit earned through CLEP, DSST and AP exams prior to admission will be evaluated according to American Council on Education (ACE) standards. For CLEP, DSST and AP credit, an official score report must be submitted for evaluation. Test scores may take up to six weeks to arrive.
- New College accepts credit from the CLEP and DSST subject examinations provided the scores meet the minimum requirements of St. Edward's University and provided the credits fit into an approved degree plan and do not duplicate previous coursework.
- New College accepts credits earned through military programs in accordance with the specific ACE recommendations.
- New College also grants credit for learning acquired through civilian programs in accordance with the specific ACE recommendations.
- Arrangements for all testing must be completed prior to certification for graduation, and all official examination scores must be submitted to the Office of the Registrar by July 1 for summer graduation, October 1 for fall graduation and March 1 for spring graduation.

*An accredited institution is a college or university that has been accredited by one of the following recognized regional accrediting commissions: Southern Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Association of Schools and Colleges, Northwest Association of Schools and Colleges, and the Western Association of Schools and Colleges. Proprietary and single-purpose institutions, including vocational/technical programs, accredited by these same regional bodies or any other accrediting body are specifically excluded. With the approval of the dean of New College or the vice president of Academic Affairs, exceptions may be made if the courses are recognized traditional academic courses and are the equivalent of courses currently offered at St. Edward's. Exceptions may be made for courses that can be used as general elective credit on the student's degree plan.

St. Edward's University Transcripts

Current St. Edward's University students can view an unofficial transcript using their myHilltop account.

Requests for official transcripts of the permanent record must be submitted to the Office of the Registrar. St. Edward's University defines the permanent record as the student's academic history at the university. Alumni and former students of St. Edward's University have a period of one year from the date of last attendance or graduation in which to contest any information contained on their official transcript. After that date all information contained on the transcript will be considered permanent and will not be altered or changed.

Official transcript requests must be submitted in writing (fax or mail), in person, or via the student myHilltop account. To order or request your transcript, contact the Office of the Registrar or visit think.stedwards.edu/registrar/transcripts for detailed information. There is no fee for official transcripts. Transcripts are not issued to students who have not met their financial obligations to the university or to federal student loan borrowers in their last semester or no longer enrolled who have not completed the required federal Exit Loan Counseling Session. **Transcripts cannot be returned or issued by fax.**

Formal Withdrawal from the University

Students wishing to withdraw from the university must complete the formal withdrawal process and withdraw from courses during the posted schedule adjustment period, if applicable. Students who do not plan to return to the university must also complete the formal withdrawal process.

Students who receive financial assistance and withdraw should refer to the Consequences of Withdrawal in the Financial Assistance section of this Bulletin (page 11) since withdrawing can significantly impact a student's eligibility for future financial assistance as well as the educational expenses owed to the university. Students assume financial and academic responsibility for each registered course. Withdrawing does not absolve a student's financial responsibility for his/her educational expenses. It is the student's responsibility to drop or withdraw from courses. Discontinuing attendance or notifying an instructor of a status change does

not constitute a drop or withdrawal. The student is responsible for initiating and completing the drop or withdrawal procedure by completing the formal withdrawal process and utilizing myHilltop, if applicable. If the student fails to complete the process, he/she will receive the grade(s) assigned by the instructor(s) and be billed accordingly.

A student's withdrawal from the university is official only after he or she submits an official withdrawal form and completes an interview with his or her advising specialist. Download the form at: think.stedwards.edu/registrar/forms-0. Students may also contact the Associate Vice President for Student Academic Support Success at 512-464-8855 to obtain the form and begin the formal withdrawal process.

Note: The university reserves the right, under specific circumstances, to cancel registration for nonpayment. Instructors have the option to withdraw students for nonattendance but are not required to do so. It is the student's responsibility to confirm any drop or withdrawal transaction.

Military Activation

If a current student is a member of the active reserve, ready reserve, inactive reserve or national guard and receives orders for active duty status, he or she has the option to (1) receive a refund of tuition for the courses that he or she is registered for in the semester in which he or she is to be activated, with the student's transcript reflecting unrecorded drops for that term; or (2) receive a grade of I (Incomplete) for each course the student was registered for at the time of activation. The student would have one year from the date of withdrawal from St. Edward's to complete the course requirements. Submission of the course requirements and methods of communication would be determined by the instructor(s). If the student does not fulfill the course requirements within the allotted time, the I grade will convert to a W grade. Should the course be discontinued or if the original instructor is unavailable, a W will be assigned. Options are exclusive and may not be combined.

Students who receive orders for active duty and who stop out for more than 36 months are bound by the *Bulletin* in effect when they reenter. Returning students will be allowed readmission upon completion of a Returning Student application. Additionally, an official transcript is required from every postsecondary institution attended during the student's absence, even if credit was not earned, a course grade was not received or the course is nontransferable. Coursework from one college posted on the transcript of another will not satisfy this requirement. Official transcripts are to be sent to the appropriate Office of Admission in an envelope sealed by the originating institution. The transcript will not be considered official if the student has had access to the actual transcript.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day St. Edward's University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by St. Edward's University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of St. Edward's University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for St. Edward's University.

Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Edward's University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below for the information that St. Edward's University has identified as directory information that may be released without consent:

Name; permanent and local addresses; email address; phone number(s); place of birth; major, minor or certificate; class; anticipated degree and completion date; degree and date conferred; dates of attendance; current and previously registered hours; previously attended institutions; photos/images; officially recognized sports participation, including height and weight of team members; awards; and honors.

A student has the right to prevent disclosure of directory information by filing a Request to Withhold Directory Information form with the Office of the Registrar. Such requests remain in force until rescinded in writing by the student, former student or alumnus/a.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other school officials, including teachers, within St. Edward's University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local educational authorities, such as a state postsecondary authority that is responsible for supervising the university's state-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid,

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- determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
 - To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
 - To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
 - To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
 - To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
 - Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))
 - To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
 - To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
 - To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15)) Revised 12/01/2011

Name Change on Academic Records

It is the policy of the Office of the Registrar at St. Edward’s University not to change the official name on academic records for current and former students without (1) a marriage license with the new name specified, (2) a divorce decree specifically stating that the student’s married name revert to the name used prior to the marriage and identifying the name, or (3) a court order specifying a name change and identifying the new legal name of the individual.

If upon entry to the university the student’s name is determined to be incorrect, the name will be changed to the student’s legal name.

Evaluation of Student Learning Outcomes

Student learning outcomes have been developed for all majors. Graduating students may be asked to provide documentation related to work completed for their major programs of study. This documentation may include such items as major field tests, portfolios composed of selected written assignments, meetings with faculty, etc.

Student Right-to-Know

In compliance with federal Student Right-to-Know regulations, information pertaining to graduation rates (nonathlete cohort data) may be obtained from the Office of the Registrar during regular business hours.

Student Voter Registration Information

In compliance with federal and state statutes, St. Edward’s University hereby notifies enrolled students that they may obtain voter registration information and a voter registration application by accessing the Office of the Secretary of State for the state of Texas online at www.sos.state.tx.us.

A Commitment to Non-Discrimination

It is the policy of St. Edward’s University to comply with Title IX of the Education Amendments of 1972, which prohibits sex- and gender identity- based discrimination (including sexual harassment and sexual violence) in the university’s educational programs and activities, including employment and admission. Title IX also prohibits retaliation for asserting claims of sex and gender identity discrimination. The university is committed to a discrimination-free environment and provides resources and services to help students, faculty and staff address issues involving sex and gender identity discrimination.

For more information, contact the St. Edward’s University Title IX Coordinator, Lisa Kirkpatrick, the Interim Vice President for Student Affairs, at lisak@stedwards.edu or 512-448-8777 or visit <http://think.stedwards.edu/titleix/>.

NEW COLLEGE PROGRAM

Degree Plan

The degree plan is a written document that details the way the student plans to meet degree requirements. With the assistance of an advising specialist, students design their degree plans to meet their educational goals in conformity with the New College curriculum design. The New College curriculum design implements the St. Edward's University concept of a liberal arts education that emphasizes critical reasoning, oral and written communication skills, and values analysis and clarification.

To complete the bachelor's degree, students must:

- fulfill an approved degree plan, which includes a major field and a distribution of credits in the New College General Education requirements;
- complete at least 120 credit hours (a minimum of 30 credit hours, including one-half of the major and one-half of the upper-division credit hours, must be earned at St. Edward's University);
- complete New College Mission Courses; and
- fulfill all other graduation requirements as outlined in the Bulletin.

All transfer credits, credits by examination and credits obtained through New College are entered on the student's degree plan, which includes a major area of concentration. A student must have an official degree plan on file at the beginning of the semester of graduation. Requests for credit through assessment of prior learning and courses taken after entering New College must differ substantially in title, content and documentation from course credit already accepted. The degree plan signed by the dean may not be changed without approval. Approval for any degree plan change must be received before the student takes a course not in the degree plan. Students must obtain formal approval from their advising specialist. **If the student undertakes any learning activity that differs from the approved degree plan, the student assumes responsibility because there is no guarantee that such changes will be approved.**

Mission Courses (12 hours)

NCCT 2330A, Critical Thinking and Research	3 hrs
PHIL 3327A, Moral Reasoning	3 hrs
Critical Global Issues (<i>see page 56 for course list</i>)	3 hrs
CAPS 4360A, Moral Issues in Society	<u>3 hrs</u>
	12 hrs

General Education Requirements (39 hours)

Courses that fulfill a general education requirement may not be double-counted in the general education requirements.

English Writing and Speech	6 hrs
Computational Skills	3 hrs
College Mathematics	3 hrs
Global Perspectives	6 hrs
Literature and Humanities	6 hrs
U.S. Society	6 hrs
Philosophical and Religious Perspectives	3 hrs
Science and Society	<u>6 hrs</u>
	39 hrs

Major (varies)

Electives

Number of elective hours will vary depending on degree plan and student needs.

Total (minimum) 120 hrs

GENERAL EDUCATION REQUIREMENTS

English Writing (3 hours)

Students are required to have at least one college-level English writing course in order to enhance their abilities to read, study, interpret, investigate, write and present findings and arguments in an appropriate manner.

Speech (3 hours)

Students are required to have at least one college-level course in a subject that enhances oral communication skills.

Computational Skills (3 hours)

Students must have at least three credit hours of learning in computer programming, applications, or the effects of computers on science, education or society.

College Mathematics (3 hours)

Students must have at least three credit hours of learning in the theory and application of college-level mathematics.

Global Perspectives (6 hours)

Students should attain knowledge of the cultural values, as well as of the political and economic systems, of peoples living in other countries, both Western and non-Western. Global Perspectives requirements may be satisfied with credits in such subjects as foreign or world history, world religions, cultural anthropology, international studies, world hunger, or international business. At least three credit hours in this requirement must be in a subject that has a non-Western (non-U.S. and non-European) society as its focus. The required Critical Global Issues course may be used to satisfy three credit hours of this requirement.

Literature and Humanities (6 hours)

Students must have at least six credit hours of learning that develops a discriminating appreciation of various arts and their histories as well as an understanding of personal and cultural expression in the arts. At least three credit hours must specifically deal with literature and the study of imaginative writing, such as fiction, poetry and drama. The other three hours can come from literature, humanities, art, music and performing arts. Only three hours of this requirement can be satisfied by studio or performing art courses.

U.S. Society (6 hours)

Students must have at least six credit hours of learning in the major institutions of U.S. society and how they developed. Included in this requirement are many courses in U.S. history, government, political science, social work, criminal justice, sociology and economics. At least three credit hours must deal with one or more minority groups in the United States.

Philosophical and Religious Perspectives (3 hours)

Students must have at least three hours of learning in the content and development of philosophical or religious values. Most Philosophy and Religious Studies courses will meet this requirement.

Science and Society (6 hours)

Students need at least six credit hours of learning in the scientific method and how science and its activities affect life. At least one course should be in the natural sciences, a methods course in social or natural science, or a course that deals with science and its processes and practices.

NEW COLLEGE MAJORS

For descriptions of requirements in majors other than BLS degree majors that are not covered in the following section, refer to the *Undergraduate Bulletin*.

Bachelor of Arts (BA)

Computer Information Science.....	page 38
Criminal Justice	page 39
Human Services	page 40
Interdisciplinary Studies.....	page 41
Organizational Communication and Leadership	page 42

Psychology	page 43
Public Safety Management	page 45

Bachelor of Business Administration (BBA)

Accounting.....	page 37
Business Management	page 38

Bachelor of Liberal Studies (BLS)

The following major is available *only* in New College:

Public Administration	page 44
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Required course options may be limited for the Public Administration degree.

Bachelor of Business Administration with a Major in Accounting

Accounting is the financial language of business. Accounting provides useful information to business decision makers such as shareholders, investors, creditors and managers. The Accounting major at St. Edward's University prepares students for careers in public, private or government accounting.

Do your career goals include becoming a Certified Public Accountant?

The Texas Public Accountancy Act requires a 150-credit-hour educational program to sit for the CPA examination. The Accounting major at St. Edward's University requires completion of 120 total credit hours. The student and advisor can consider various options for meeting the 150-hour requirement (including coursework beyond the BBA or a graduate degree) and determine the one that best satisfies the student's goals.

Undergraduate business courses contain a content-relevant ethics component.

Note: If you intend to pursue a graduate degree in business, please consult with your advisor to discuss undergraduate preparatory courses that may be appropriate to include in your degree program.

BBA Courses

ACCT 2301A*	Principles of Accounting I	3 hrs
ACCT 2303A*	Principles of Accounting II	3 hrs
BUSI 2305A*	Business Statistics	3 hrs
BUSI 2328A	Global Business Responsibility and Ethics	3 hrs
BUSI 3303A	Legal Environment of Business	3 hrs
BUSI 3330A	Business Communications	3 hrs
BUSI 4349A	Strategic Management	3 hrs
ECON 2301A*	Microeconomics Principles	3 hrs
ECON 2302A	Macroeconomics Principles	3 hrs
FINC 3330A	Introduction to Finance	3 hrs
MGMT 2301A	Principles of Management	3 hrs
MGMT 3340A	Operations Management	3 hrs
MKTG 2301A	Principles of Marketing	<u>3 hrs</u>

39 hrs

Accounting Courses

ACCT 3331A	Intermediate Accounting I	3 hrs
ACCT 3332A	Intermediate Accounting II	3 hrs
ACCT 3333A	Cost Accounting	3 hrs
ACCT 3334A	Federal Taxation	3 hrs
ACCT 4343A	Auditing	3 hrs
ACCT 4346A	Accounting Information Systems	3 hrs

Choose one of the following:

ACCT 4342A	Governmental Not-for-Profit Accounting	
ACCT 4350A	Accounting Internship	<u>3 hrs</u>

21 hrs

TOTAL MAJOR HOURS

60 hrs

Students pursuing this major must earn a C or higher for each starred () course.*

Bachelor of Business Administration with a Major in Business Management

The Bachelor of Business Administration (BBA) in Business Management degree offered through New College provides students with the theory and application of business and management concepts to improve strategic initiatives in their workplaces and communities. Students will be prepared to expand their careers and take on challenging roles in their organizations. Students pursuing this degree enjoy the challenge of helping their organizations thrive, becoming leaders in their communities, and embracing change.

General Education Support Courses

BUSI 2321A	Business and Professional Speaking	3 hrs
COSC 1313A	Introduction to Information Systems (or COSC 1318, Quantitative Applications)	3 hrs
MATH 2312A	Precalculus	<u>3 hrs</u>
		9 hrs

Undergraduate business courses contain a content-relevant ethics component.

Note: If you intend to pursue a graduate degree in business, please consult with your advisor to discuss undergraduate preparatory courses that may be appropriate to include in your degree program.

Business Management Core Courses

ACCT 2301A*	Principles of Accounting I	3 hrs
ACCT 2303A*	Principles of Accounting II	3 hrs
BUSI 2305A*	Business Statistics	3 hrs
BUSI 2328A	Global Business Responsibility and Ethics	3 hrs
BUSI 3303A	Legal Environment of Business	3 hrs
BUSI 3330A	Business Communication	3 hrs
BUSI 4349A	Strategic Management	3 hrs
ECON 2301A*	Microeconomic Principles	3 hrs
ECON 2302A	Macroeconomic Principles	3 hrs
FINC 3330A	Introduction to Finance	3 hrs
MGMT 2301A	Principles of Management	3 hrs
MGMT 3340A	Operations Management	3 hrs
MKTG 2301A	Principles of Marketing	<u>3 hrs</u>
		39 hrs

Business Management Major Required Courses

MGMT 3332A	Human Resource Management	3 hrs
MGMT 4343A	Problem Solving and Decision Making	3 hrs
IBUS 4380A	International Business Administration	<u>3 hrs</u>
		9 hrs

Business Management Major Upper-Division Electives

Select two upper-division courses from courses listed as ACCT, BUSI, ECON, FINC, IBUS, MGMT, MKTG, BDMM or ENTR; see advisor for approval.

		<u>6 hrs</u>
TOTAL MAJOR HOURS		54 hrs

Students pursuing this major must earn a C or higher for each starred () course.*

Bachelor of Arts with a Major in Computer Information Science

The Computer Information Science program is designed to prepare students for computer-oriented careers as systems analysts and information system specialists. Graduates of the program will be able to work within corporate information systems environments or within independent business units. The program has two major components: a solid base of computer science knowledge; and its application to the design, implementation and management of multiuser computer systems in the business community. The curriculum provides a strong theoretical and practical foundation in computer science, an exposure to basic business principles and the application of this knowledge to common business practices. The degree program in Computer Information Science prepares students for both immediate employment in the computer information field in business and further studies in information science, computer science, management information systems and graduate business programs.

Computer Information Science Required Courses

COSC 1313A	Introduction to Information Systems	3 hrs
COSC 1323A, 1123A	Computing Sciences Concepts I, Lab	4 hrs
COSC 2325A, 2125A	Computing Sciences Concepts II, Lab	4 hrs
COSC 2328A	Web Programming	3 hrs
COSC 2331A	Introduction to Computer Organization and Architecture	3 hrs
COSC 3327A	Algorithms and Data Structures	3 hrs
COSC 3329A	Component-Based Programming	3 hrs
COSC 3337A	Database Theory	3 hrs
COSC 3339A	Software Engineering I	3 hrs
COSC 4345A	Software Engineering II	3 hrs
COSC 4351A	Human-Computer Interaction	3 hrs
COSC 4157A	Research	1 hr
COSC 4359A	Senior Project	<u>3 hrs</u>
		39 hrs

Business Required Courses

ACCT 2301A	Principles of Accounting I	3 hrs
BUSI 2305A	Business Statistics	3 hrs
ECON 2301A	Microeconomic Principles	3 hrs
MGMT 2301A	Principles of Management	3 hrs
MGMT 3340A	Operations Management	3 hrs
BUSI 3000A+	Upper-Division Business Elective	<u>3 hrs</u>
		18 hrs

Supporting Required Courses

MATH 2312A*	Precalculus	3 hrs
MATH 2315A	Discrete Mathematics	<u>3 hrs</u>
		6 hrs

*MATH 2313A/2113A may substitute.

TOTAL MAJOR HOURS

63 hrs

Bachelor of Arts with a Major in Criminal Justice

The Bachelor of Arts in Criminal Justice program is designed to provide education for students preparing for careers in the many fields of the criminal justice system, as well as for those who already are members of these professions and wish to continue their education. The program rests on the premise that criminal justice must be examined as a total system. Therefore, the curriculum is structured in such a way as to provide the student with exposure to all facets of the criminal justice system, including law, law enforcement, the courts and corrections, as well as the examination of topics collateral to the administration of justice. Students may, through the use of electives, focus their studies so that they are congruent with their future or current professional interest. The program also provides opportunities for students to gain work experiences in a criminal justice agency under various internship offerings.

Criminal Justice Required Courses

CRIJ 1302A	Administration of Justice	3 hrs
CRIJ 1310A	Criminal Law I	3 hrs
CRIJ 2306A	American Court System	3 hrs
CRIJ 2328A	American Law Enforcement	3 hrs
CRIJ 3313A	Corrections	3 hrs
CRIM 3336A	Criminology	3 hrs
CRIJ 4345A	Contemporary Issues in Criminal Justice	<u>3 hrs</u>
		21 hrs

Supporting Required Courses

SOCI 1301A	Self and Society	3 hrs
PSYC 2301A	General Psychology	3 hrs

39

PSYC 2317A	Social Statistics	3 hrs
<i>Choose one of the following:</i>		
POLS 1305A	American National Government	3 hrs
POLS 1306A	State and Local Government	<u>3 hrs</u>
		12 hrs

Criminal Justice Electives

In addition to the core requirements, all students must take a minimum of 21 hours of electives, at least three hours of which must be upper-division, in Criminal Justice, Criminology, Forensic Science or Public Safety Management. Selection of these electives can be matched to the student's career interests.

21 hrs

TOTAL MAJOR HOURS

54 hrs

Bachelor of Arts with a Major in Human Services

Undergraduate human services education uses an interdisciplinary approach to provide students with the knowledge and skills needed to address social issues in a variety of social and human services settings focused on direct services, program development, advocacy, or nonprofit and human services management. The courses provide a foundation in understanding human systems, research and needs, while challenging students to gain the interpersonal and practical skills needed to be successful in this field. Graduates of the major should be academically prepared to work in human, social and public sector jobs such as those in social service and welfare agencies, mental health agencies, environmental agencies, animal shelters, treatment facilities, youth and criminal justice agencies, nursing homes, and other nonprofit and governmental agencies. In addition, the major is often used by students planning to pursue graduate programs in Counseling and Human Services at St. Edward's University.

In addition to the 36-hour core, students identify an individualized area of specialization for the remaining 12 hours of the major. The courses within this specialization are chosen in collaboration with the Human Services advisor and should reflect the particular human services career direction being pursued by individual students. The approved courses are within human services, communication, gerontology, management, psychology, sociology, criminal justice, social work and nonprofit management.

Students pursuing a certificate in Nonprofit Management and those pursuing licensure as a Chemical Dependency Counselor have specific courses required as part of their areas of specialization and should work closely with their advisor to ensure that the coursework is appropriate. The major totals 48 hours.

Core Courses (36 hours)

Human Services

HUSV 2301A	Human Services and Nonprofit Systems (first course to be taken)	3 hrs
HUSV 3330A	Using Policy to Transform Human Services Practice	3 hrs
HUSV 3331A	Human Growth and Development Through the Life Cycle	3 hrs
HUSV 3333A	Community Organizing and Development	3 hrs
HUSV 3343A	Program Evaluation	3 hrs
HUSV 4340A	Assessment and Case Management	3 hrs
HUSV 4350A	Internship	3 hrs

Communication

COMM 1312A	Interpersonal Communication	3 hrs
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Psychology

PSYC 2301A	General Psychology	3 hrs
PSYC 2317A	Social Statistics	3 hrs
PSYC 3339A	Group Dynamics	3 hrs
PSYC 3340A	Counseling and Guidance	3 hrs

Specialization Options (12 hours)

Students should receive approval from their Human Services faculty advisor before enrolling in any of the courses in the specialization area in order to ensure that the courses are appropriate for the area of emphasis. Specialization courses are drawn from the following areas: human services, nonprofit management, psychology,

sociology, social work, criminal justice, gerontology, communications and management (refer to the specific discipline areas for a complete listing).

The courses below are required for Human Services majors working toward licensure as a Chemical Dependency Counselor:

PSYC 2326A	Chemical Dependency Issues
PSYC 2341A	Chemical Dependency: Special Populations
PSYC 3356A	Counseling and Treatment for Substance Disorders
PSYC 4341A	Abnormal Psychology

The courses below are required for Human Services majors working toward a Nonprofit Management Certificate:

NMGT 4325A	Nonprofit Leadership and Management
NMGT 4327A	Fundamentals of Resource Development
NMGT 4330A	Budgeting for Public and Nonprofit Organizations

TOTAL MAJOR HOURS

48 hrs

Fieldwork Component for Human Services Students

Advanced Standing

Students entering the Human Services major who already have work or volunteer experience in the human services or nonprofit sector have the option to document this learning by portfolio in order to enter with advanced standing and earn up to six credit hours of internship in addition to any other specific courses the student may choose to include. All Human Services majors, and especially candidates for advanced standing, are encouraged to register for Prior Learning Assessment Workshop in their first or second semester.

Beginning Students

Students without substantial work in the field will need to complete a combination of courses and internships that total 350 fieldwork hours. Often students can complete half of their fieldwork through the required human services sequence and the other half through Internship I.

Transfer Students

If students come in with internship hours from a two-year institution, they need to complete only an additional 250 hours at the junior and senior levels, which typically can be completed through a combination of courses and/or the Human Services portfolio option.

Bachelor of Arts in Interdisciplinary Studies

Students whose academic interests will be best served by a program of study not otherwise offered at St. Edward's University but that can, with the addition of transfer and/or experiential learning hours, be created and completed from courses that St. Edward's offers have the opportunity to apply for the Bachelor of Arts in Interdisciplinary Studies (BAIS). Students interested in pursuing an Interdisciplinary degree meet with an academic advisor to explore interests, to review options and modules that will define the academic rigor of any concentration, and to develop a preliminary model for approval. The student then submits a proposal listing the courses and rationale for the fusion of the disciplines making up the major which, with a preliminary degree plan, will be reviewed by appropriate faculty and submitted to the dean for approval. Upon approval from the dean, the degree plan is official, and any changes must be approved.

Students with an approved BAIS major will work with appropriate faculty members and program directors to develop student learning outcomes (SLOs) specific to the students' academic concentrations. As a final assessment, the semester prior to graduation, students will address the SLOs to demonstrate competency and proficiency in the agreed-upon domains.

Bachelor of Arts in Interdisciplinary Studies Minimum Requirements (36 hours)

- No more than 18 hours in the major (inclusive of both concentrations) can match coursework in any one existing St. Edward's University major.
- A minimum of 18 upper-division semester hours is required, with no more than 18 semester hours in the same academic area.
- At least one-half of the hours in the major must be from St. Edward's University.
- Courses making up the interdisciplinary major must come from at least two different concentrations.
- Students must meet all other requirements for the Bachelor of Arts degree.

- Graduates will complete a student learning outcome assessment during their senior year and will graduate with a major in Interdisciplinary Studies. The concentration making up the major will be listed on the official transcript.

Examples of Concentration modules:

Professional Communication

COMM 1312A	Interpersonal Communication
COMM 3301A	Foundations of Organizational Communication
COMM 3302A	Leadership Theory and Group Performance <i>or</i> PSYC 3339A Group Dynamics
COMM 3337A	Public Relations and Policy <i>or</i> COMM 3338A Marketing Communication
COMM 4320A	Communication, Leadership, and Technology
ENGW 3335A	Technical and Business Writing <i>or</i> BUSI 3330A Business Communication

NonProfit Management

HUSV 2301A	Human Services and Nonprofit Systems
NMGT 3336A	Grant Writing
NMGT 4325A	Nonprofit Leadership and Management
NMGT 4327A	Fundamentals for Resource Development
NMGT 4330A	Budgeting for Public and Nonprofit Organizations
NMGT 4341A	Strategic Planning for Government and Nonprofits

Bachelor of Arts with a Major in Organizational Communication and Leadership

The Bachelor of Arts in Organizational Communication and Leadership is a versatile and practical major that addresses a broad array of abilities, skills and knowledge for people working in the private, nonprofit and public sectors and prepares students to assume leadership roles and become change agents in their organizations and environments. By combining courses in leadership, technology and training, this dynamic program delivers knowledge necessary for graduates to interact in the diverse, global environment of today's organizations. Organizational Communication and Leadership focuses on developing competent leaders who are critical and creative thinkers, effective communicators, and ethical, proficient problem-solvers. Graduates can feel confident in a variety of professional leadership positions.

LDCM Courses

LDCM 3301A	Foundations of Organizational Communication and Leadership	3 hrs
LDCM 3302A	Leadership Theory and Group Performance	3 hrs
LDCM 3312A	Innovation, Communication, and Organizational Change	3 hrs
LDCM 3322A	Group Communication and Team Building	3 hrs
LDCM 3342A	Training and Development	3 hrs
LDCM 3344A	Intercultural Communication	3 hrs
LDCM 4320A	Communication, Leadership, and Technology	3 hrs
LDCM 4323A	Organizational Research	3 hrs
LDCM 4341A	Conflict Resolution in Organizations	3 hrs
PHIL 3313A	Business Ethics	3 hrs

Select two courses from the following:

ENGW 3335A	Technical and Business Writing	
COMM 3312A	Interpersonal Communication	
COMM 3337A	Public Relations and Policy	
COMM 3338A	Marketing Communication	
PADM 4330A	Budgeting for Public and Nonprofits	
PADM 4341A	Strategic Planning for Government and Nonprofits	<u>6 hrs</u>

TOTAL MAJOR HOURS

36 hrs

Certificate in Nonprofit Management

Students majoring in Organizational Communication and Leadership may earn a certificate in Nonprofit Management by completing the following.

1. Electives in the major:		
PADM/NMGT 4330A	Budgeting for Public and Nonprofit Organizations	3 hrs
PADM/NMGT 4341A	Strategic Planning for Government and Nonprofits	3 hrs
2. Nonprofit Management Certificate Required Courses:		
NMGT 4325A	Nonprofit Leadership and Management	3 hrs
NMGT 4327A	Fundamentals of Resource Development	3 hrs
HUSV 3343A	Program Evaluation	3 hrs
3. Nonprofit Management Elective: <i>Choose one course from the following:</i>		
HUSV 2301A	Human Services and Nonprofit Systems	
HUSV 3330A	Using Policy to Transform Human Services Practice	
HUSV 3333A	Community Organizing and Development	
HUSV 3336A	Grant Writing	
HUSV 4350A	Internship	
PADM 4340A	Public Policy	<u>3 hrs</u>

18 hrs**

** Six of the hours required for the certificate will be part of the Organizational Communication and Leadership major. The remaining 12 hours will be general electives.

Bachelor of Arts with a Major in Psychology

Psychology at St. Edward's University is taught as an experimental science with a focus on human beings as individuals who function both alone and as members of society. The aims of the program include encouraging students to develop into increasingly articulate, competent, and responsible persons with a breadth of interests and a scientific understanding of the causes of human behavior.

To achieve this aim, students engage in strong academic preparation and are encouraged to seek connections between the science of psychology and their life work experience. Emphasis on a sturdy academic foundation, flexibility according to current insights and discoveries, and independent research by the students stimulate development of the potential to meet the challenges of life and the realities of contemporary society. Graduates are knowledgeable of psychological facts and theories and are able to apply them in both academic and practical settings. They are prepared to study in graduate programs and to enter the world of employment. The former has included further study in psychology, medicine, business, social work, special education and vocational rehabilitation; the latter has attracted persons interested in education, child care, sales, criminal justice, personnel, therapeutic settings, research, social services and recreational leadership. The success, adjustment and satisfaction of any Psychology graduate depend in large measure on the individual's interest and personal involvement in the academic program.

Psychology Required Courses

PSYC 2301A	General Psychology	3 hrs
PSYC 2316A	Theories of Personality	3 hrs
PSYC 2317A	Statistics	3 hrs
PSYC 3319A	Social Psychology	3 hrs

Choose one of the following three courses:

PSYC 3332A	Human Growth and Development	
PSYC 2307	Adolescent Psychology	
PSYC 2308	Child Development	3 hrs
PSYC 3338A	Experimental Psychology	3 hrs
PSYC 4341A	Abnormal Psychology	3 hrs

Choose one of the following two courses:

PSYC 4343A	Learning and Cognition	
PSYC 4442	Behavioral Neuroscience	3-4 hrs
PSYC 4348A	Independent Research	3 hrs
PSYC 4360A	History and Systems of Psychology	3 hrs

Career Emphasis

Select nine hours that would support career interest. Suggested courses to consider:

Counseling Career:

PSYC 2327A	Marriage and Family
PSYC 3339A	Group Dynamics
PSYC 3340A	Counseling and Guidance
PSYC 3356A	Counseling and Treatment for Substance Disorders
PSYC 4349A	Special Topics in Psychology: Spirituality in the Helping Professions
PSYC 4351A	Psychology of Religion

Education Career:

PSYC 2307A	Adolescent Development
PSYC 2308	Child Development
PSYC 3339A	Group Dynamics
PSYC 4442	Behavioral Neuroscience

9 hrs

TOTAL MAJOR HOURS

39 hrs

Bachelor of Liberal Studies with a Major in Public Administration

The Bachelor of Liberal Studies in Public Administration at St. Edward's prepares you for a variety of jobs in the public sector, such as managing city budgets, enforcing public safety policies, or launching new programs in areas like human and social services. A degree in public administration from St. Edward's lets you focus on different disciplines as they relate specifically to public service, such as business, political science, public safety, ethics, organizational leadership and criminal justice.

Core Courses

PADM 2320A	Introduction to Public Management	3 hrs
PADM 3330A	Public Finance	3 hrs

Choose one of the following three courses:

MGMT 3332A	Human Resource Management	
PADM 3332A	Public Personnel Management	
PSMG 4311A	Human Resource Administration in Government	3 hrs
PADM 4340A	Public Policy	3 hrs
PADM 4341A	Strategic Planning for Government and Nonprofits	3 hrs
PADM 4342A	Legislative Process	3 hrs
PADM 4345A	Intergovernmental Relations	3 hrs
COSC 1301A	Introduction to Problem Solving in Computer Science	3 hrs
POLS 1305A	American National Government	3 hrs
POLS 1306A	State & Local Government	3 hrs
PSYC 2317A	Statistics	3 hrs

Other Requirements (12 hours, six hours must be upper-division)

Select four courses from the following areas or list:

PSMG 2302A	Introduction to Emergency Management
PSMG 4301A	Community Relations and Public Safety
PSMG 4321A	Planning and Decision Making for Public Safety
PSMG 4330A	Budgeting for Public and Nonprofit Organizations
PSMG 4331A	Managing Public Safety/Agencies
PSMG 4341A	Terrorism and Disaster Preparedness
ACCT 2301A	Financial Accounting
COMM 1305A	Oral Communication Principles and Practices
COMM 3301A	Foundations of Organizational Communication and Leadership
COMM 3302A	Leadership Theory and Group Performance
COMM 3322A	Group Communication and Team Building
COMM 4341A	Conflict Resolution in Organizations
CRIJ 2306A	American Court System
ECON 2302A	Macroeconomics

ENGW 3335A	Technical and Business Writing	
HLTH 3335A	Health Care Administration Law	
HLTH 4345A	Health Care Administration Financial Policies	
MGMT 3334A	Organizational Behavior	
NMGT 4325A	Nonprofit and Human Services Management	
NMGT 4330A	Budgeting for Public and Nonprofit Organizations	
POLS 3337A	Political Parties and Behavior	
POLS 4347	Modern Political Theory	
POLS 4348A	American Political Thinking	12 hrs

TOTAL MAJOR HOURS

45 hrs

Bachelor of Arts with a Major in Public Safety Management

The Bachelor of Arts in Public Safety Management equips public safety professionals with skills in working with people, managing change within an organization, creating innovation, and utilizing communication to address social and organizational problems. It provides such professionals with a systematic understanding of public administration, including public relations, personnel administration, public finance, and terrorism and disaster preparedness. **Major courses can be completed online.**

PSMG Courses

PSMG 2302A	Introduction to Emergency Management	3 hrs
PSMG 4301A	Community Relations and Public Safety	3 hrs
PSMG 4311A	Human Resource Administration in Government	3 hrs
PSMG 4321A	Planning and Decision Making for Public Safety	3 hrs
PSMG 4330A	Budgeting for Public and Nonprofit Organizations	3 hrs
PSMG 4331A	Managing Public Safety Agencies	3 hrs
PSMG 4341A	Terrorism and Disaster Preparedness and Public Safety	3 hrs
PSMG 4347A	Global Perspectives on Terrorism	3 hrs
PADM 2320A	Introduction to Public Management	3 hrs

Choose one of the following two courses:

PSYC 2317A	Social Statistics	
BUSI 2305A	Business Statistics (Prerequisite of COSC 1318)	3 hrs

Electives

(Choose three courses from the following):

COMM 3301A	Foundations of Organizational Communication and Leadership	
COMM 3302A	Leadership Theory and Group Performance	
COMM 3322A	Group Communication and Team Building	
COMM 4341A	Conflict Resolution in Organizations	
CRIJ 1302A	Administration of Justice	
CRIJ 2306A	American Court System	
CRIJ 1310A	Criminal Law I	
CRIJ 2328A	American Law Enforcement	
CRIJ 3313A	Corrections	
CRIJ 3322A	Administration of Juvenile Justice	
CRIJ 3323A	Constitutional Criminal Procedure	
CRIJ 3336A	Criminology	
CRIJ 4341A	Comparative Legal Systems	
CRIJ 4345A	Contemporary Issues	
ENGW 3335A	Technical and Business Writing	
PADM 4341A	Strategic Planning for Government and Nonprofits	
PSMG 4349A	Special Topics	
PSMG 4350A	Internship	9 hrs

TOTAL MAJOR HOURS

39 hrs

NEW COLLEGE MINORS

Students may have an academic minor of 18 to 27 hours. Twelve hours or one-half of the minor, whichever is greater, must be awarded by St. Edward's University, and at least nine hours must be upper-division. Courses in the student's major or minor discipline may not be double-counted to satisfy requirements for any other major or minor. In any case in which a course is required for both the major and the minor, the student must take three additional hours in the minor with approval. A course in the minor may also be used to satisfy a general education requirement. If, however, the course is also required for the major, a substitute course is to be selected with approval. Additional requirements for a minor are found in the *Undergraduate Bulletin*.

Human Services (18 hours)

COMM 1312A	Interpersonal Communication
HUSV 2301A	Human Services and Nonprofit Systems
HUSV 4340A	Assessment and Case Management

Choose one of the following two courses:

PSYC 3339A	Group Dynamics
PSYC 3340A	Counseling and Guidance

Choose one of the following two courses:

HUSV 3330A	Using Policy to Transform Human Services Practice
HUSV 3333A	Community Organizing and Development

One course chosen from HUSV 3000 or 4000 level.

Nonprofit Management (18 hours)

Required Courses

HUSV 3343A	Program Evaluation
NMGT 4325A	Nonprofit Leadership and Management
NMGT 4327A	Fundamentals of Resource Development
NMGT 4330A	Budgeting for Public and Nonprofit Organizations

Choose two courses from the following. HUSV 3330A and PADM 4340A cannot both be taken.

HUSV 2301A	Human Services and Nonprofit Systems
HUSV 3330A	Using Policy to Transform Human Services Practice
PADM 4340A	Public Policy
HUSV 3333A	Community Organizing and Development
HUSV 3336A	Grant Writing
HUSV 4350A	Internship
NMGT 4341A	Strategic Planning for Government and Nonprofits

Organizational Communication and Leadership (18 hours)

LDCM 3301A	Foundations of Organizational Communication and Leadership
LDCM 3302A	Leadership Theory and Group Performance
LDCM 3312A	Innovation, Communication and Organizational Change

Nine additional semester hours chosen from courses in the Organizational Communication and Leadership major.

Public Safety Management (18 hours)

Required Courses (12 hours)

PSMG 2302A	Introduction to Emergency Management
PSMG 4301A	Community Relations and Public Safety
PSMG 4331A	Managing Public Safety Agencies
PSMG 4341A	Terrorism, Disaster Preparedness and Public Safety

Electives (Choose two of the following courses, 6 hours)

PSMG 4311A	Human Resource Administration in Government
PSMG 4321A	Planning and Decision Making for Public Safety
PSMG 4330A	Budgeting for Public and Nonprofit Organizations
PSMG 4349A	Special Topics in Public Safety Management
PSMG 4649A	Special Topics in Public Safety Management

NEW COLLEGE CERTIFICATES

Certificate in Nonprofit Management

Same as minor in Nonprofit Management. Students pursuing any major can receive this certificate by completing the Nonprofit Management minor. The Human Services and Organizational Communication and Leadership majors can add this certificate to their major by including the specified courses noted in the bulletin in their degree plan. Students pursuing a BA in Interdisciplinary Studies with a concentration in Nonprofit Management will not be awarded a certificate in Nonprofit Management.

ST. EDWARD'S UNIVERSITY MAJORS

Students admitted to New College may choose majors in the traditional *Undergraduate Bulletin* that are offered during the day. New College is not obligated to provide Directed Studies for courses in a traditional undergraduate program; however, prior learning may be utilized, if approved by the undergraduate school. The New College advisor will facilitate the completion of the degree and will be the certifying official at the point of graduation. All other decisions regarding the requirements of the major are authorized by the school/department that oversees the program of study.

A list of majors follows. Degrees awarded are shown in parentheses: Bachelor of Arts (BA), Bachelor of Business Administration (BBA), Bachelor of Fine Arts (BFA) and Bachelor of Science (BS). **See the *Undergraduate Bulletin* for the major requirements.**

Accounting Information	French(BA)
Technology Program (BBA and BA)	Global Studies.....(BA)
Acting..... (BFA)	Graphic Design.....(BA)
Art(BA)	History(BA)
Biochemistry (BS)	Interactive Games Management(BBA)
Bioinformatics..... (BS)	Interactive Games Studies(BA)
Biology(BA, BS)	Interdisciplinary Studies (BS, BBA)
Business Administration(BBA)	International Business.....(BBA)
Catholic Studies.....(BA)	Kinesiology(BA)
Chemistry(BA, BS)	Liberal Studies.....(BA)
Communication(BA)	Management.....(BBA)
Computer Information Science.....(BA)	Marketing(BBA)
Computer Science(BA, BS)	Mathematics(BA, BS)
Criminology.....(BA)	Medical Laboratory Science (BS)
Digital Media Management.....(BBA)	Philosophy(BA)
Economics(BA, BBA)	Photocommunications(BA)
English Language Arts and Reading*(BA)	Political Science.....(BA)
English Literature(BA)	Religious and Theological Studies.....(BA)
English Writing and Rhetoric(BA)	Social Studies*.....(BA)
Entrepreneurship(BBA)	Social Work.....(BA)
Environmental Chemistry.....(BS)	Sociology.....(BA)
Environmental Science and Policy.....(BS)	Spanish.....(BA)
Finance.....(BBA)	Spanish Language Arts and Reading*(BA)
Forensic Chemistry.....(BS)	Special Education*(BA)
Forensic Science.....(BS)	Theater Arts.....(BA)

* Note: Majors with asterisk are available *only* to students concurrently seeking certification in Education.

ASSESSMENT OF PRIOR LEARNING

Portfolio assessment provides adult learners an opportunity to earn college credit for learning achieved in settings other than a college classroom. Examples of settings where college-level learning often happens are the workplace, structured non-collegiate training, volunteer work, licensing programs, and recreational activities. Portfolio credit is awarded not for experience *per se*, but for documented college-level learning.

New College adheres to Southern Association of Colleges and Schools (SACS) guidelines, as well as the Council on Adult and Experiential Learning (CAEL) quality standards, principles, and procedures, for assessing learning.

Portfolio credits can be used to satisfy St. Edward's University residency requirement and may apply to any approved area of the degree plan except the Mission courses. The Director of New College Support Services coordinates all aspects of the portfolio process.

Eligibility

Any student interested in portfolio assessment should first review their degree plan and discuss possible portfolio opportunities with their academic advisor. Courses petitioned for portfolio assessment must fall under the disciplinary areas taught at St. Edward's University. Requests for credit through assessment of prior learning must differ substantially in title, content and documentation from course credit achieved or attempted.

If the advisor and student together determine that portfolio is a viable option, the next step is to register for the Prior Learning Assessment Workshop (PORT 1032A). This 0-credit-hour course provides the knowledge and tools you need to prepare a successful portfolio and qualifies you to receive portfolio advising. Students must successfully complete the PORT 1032A workshop in order to be eligible to submit portfolios for credit the following semester.

Credit for Certificated Learning

Students who hold licenses and/or certificates may be eligible for credentialed learning credit pending evaluation of the credential. Any approved credential learning is considered transfer credit and thus may not be used to satisfy university residency requirements. Please contact the Director of New College Support Services (Holy Cross Hall 312, 512-448-8673) for submission requirements.

Portfolio Advising and Submission

Upon successful completion of PORT 1032A, students have one year to complete portfolio submissions.

The Year of Eligibility

1. The year of eligibility begins the semester following successful completion of the PLA Workshop and runs for one full academic year.
2. Students are required to register for Portfolio Advising (PORT 1041A) in any semester during which they intend to submit a portfolio and/or need access to a portfolio advisor or other services provided through the CPLA. No fee is charged for Portfolio Advising.
3. Portfolio Advising (PORT 1041A) is graded S/NS, signifying "submission" or "no submission." This grade does not compute in GPA.

Extension Policy

4. Students unable to finish in the first year, and those whose eligibility is reinstated, may apply for an extension. Students seeking an extension should contact the Director of New College Support Services.
5. Students who are granted an extension will register for Portfolio Advising Extension (PORT 1049). As with PORT 1041A, grading is S/NS.

Reinstatement Policy

6. Students must appeal for reinstatement to the portfolio program if one or more of the following conditions apply:
 - a. You have two NS grades in Portfolio Advising (PORT 1041A), Extension (PORT 1049A), or a combination of the two.

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- b. You allowed your year of eligibility to lapse.
 - c. You are being readmitted to the university and you took the PLA Seminar or workshop or equivalent more than one year ago.
7. The appeal for reinstatement form is available from your academic advisor, and includes an automatic application to register for Portfolio Advising Extension (PORT 1049A). The appeal form must be accompanied by a detailed explanation of why the reinstatement is needed, a specific portfolio plan, and a realistic completion schedule.
 8. In some cases, an interview with the Director of New College Support Services may also be required.
 9. There is no guarantee that your appeal for reinstatement will be approved.

General Policy Information

10. Late withdrawals from portfolio advising courses are not permitted.
11. Students are required to use the e-portfolio software platform supported by the university and to maintain their software licenses until all assessments are completed.
12. After you have submitted a portfolio for a designated prerequisite, clearance to register for subsequent courses will be allowed.
13. Students are strongly cautioned to plan well ahead and submit portfolio work early. Portfolios awaiting assessment can interfere with graduation certification and even delay graduation plans.
14. Once an Intent to Graduate form is submitted, no further portfolio submissions are possible.

Postassessment Policies

All completed assessments are reviewed by the Director of New College Support Services and the dean of New College for fairness and consistency. Other quality assurance measures may be employed at any time during the assessment process. Upon the dean's approval, the Director of New College Support Services notifies the Office of the Registrar and earned hours are posted to the transcript.

Students are notified of their assessment results via SEU email, and copies of the assessors' comments are included. Questions about balances due should be directed to Student Financial Services.

Appeal of Assessment Results

In order to appeal a portfolio assessment,

- The portfolio must be exactly as submitted; no changes can be made. Any additions, subtractions, or alterations (all of which are detectable in the e-portfolio software) automatically disqualify a student's right to appeal. Additionally, all financial obligations to the university must be current prior to filing an appeal.
- The student should read the assessor's comments carefully in order to understand reasons why the credit was denied.
- The student may opt to arrange a meeting with the Director of New College Support Services to determine whether an appeal is necessary and viable. The director may suggest a subsequent conference with the student's academic advisor. The final decision to file an appeal always rests with the student.
- The student must submit, in writing, a petition for appeal to the dean of New College. The appeal may be in an email, and it must reach the dean no later than four weeks from the date of the results notification email and should explain in detail why credit should be earned and specifically address the assessor's reasons for the denial. The dean's decision will be communicated via email.
- Upon notice from the dean and receipt of the reassessment fee, the Director of New College Support Services arranges for a blind reassessment by a second evaluator. The second assessment takes precedence over the first. The results of the reassessment are final, and no further appeal is possible.

NEW COLLEGE COURSEWORK

Directed Studies (DS)

DS courses are available to provide curricular flexibility in support of the wide range of New College courses. They

are not intended as a substitute for those seminars and courses. DS courses can be arranged in a variety of subject areas, though it may not be possible, in a given term, to create courses in response to every request. On a term-by-term basis, preference in setting up DS courses will be given to students who have been certified for graduation. A DS course will not be set up if the same New College seminar course is being offered that term or if the student has chosen a traditional major and the course is not offered in New College. DS courses will begin at the start of the semester and finish at the end of the semester. During summers, they may correspond to the shortened summer terms. Students may register for a DS course up to the last business day that precedes the start date for that course.

Students requesting a Directed Study section of a course that is not listed in the schedule of classes must request the form from their advising specialist.

New College Seminars/St. Edward's University Courses

The focus of New College teaching is the seminar format. Each semester a number of courses are available in a group setting. Students meet with the faculty member at regularly scheduled times, commonly every week or every other week in the evening or on Saturday. Thus, students retain interaction with other students in a classroom setting yet do not have to be on campus two or three times a week as they would for a traditional campus course. These seminars normally follow a semester format, although some may be offered in an accelerated format. To register for New College seminars or other St. Edward's University courses, the student should consult the St. Edward's University online course schedule and follow web registration procedures, which include payment arrangements.

Online Courses

Although individualized/Directed Studies, New College seminars and other St. Edward's courses may all use computer technologies and electronic communication, an increasing number of New College courses are offered in an online format, which permits course completion with only one, two or no visits to campus. Assignments, "lectures," regular discussions with classmates and professors, research, and group work are all conducted online.

Blended Courses

A blended course, also commonly known as a "hybrid course," is a blend of face-to-face instruction with online learning. In a blended course, a significant part of the course learning is online and, as a result, the amount of classroom seat-time is reduced. Students must have access to a computer with minimum system requirements.

OTHER OPTIONS FOR CREDIT

Credit by Examination

It is possible for students enrolled in New College to earn credit by examination through several external programs. New College participates in the Advanced Placement Program (AP) and the College Level Examination Program (CLEP), both of which are administered by the College Entrance Examination Board; DANTES Subject Standardized Test (DSST), a program made available by the Educational Testing Service (ETS); Regents College Examinations; and the Caribbean Advanced Proficiency Examination (CAPE).

Students may also challenge a course for credit by examination. Procedures for challenging a course are found in the Student Handbook. Each school determines which of its courses are open to challenge. Only currently enrolled students are eligible for challenge examinations. New College recommends consulting with an advisor prior to attempting any challenge examination.

Credit granted by examination is applicable to a St. Edward's University degree program but may not necessarily be transferable to another institution. Examination credit counts in neither the residence hours nor honors calculations. All examination credit appears on the transcript as CR and does not affect the GPA in any way.

All examinations must be completed the semester prior to certification for graduation, and official score reports for all examinations scores must be submitted to the Office of the Registrar prior to the following deadlines:

July 1 for summer-term graduation.

October 1 for fall-semester graduation.

March 1 for spring-semester graduation.

Test scores may take up to six weeks to arrive.

Credit for Military Experience

New College will grant credit for military educational experiences in accordance with the recommendations of the American Council on Education.

Transfer Credit

To receive credit for courses taken at other colleges, students must request that an official transcript be sent to the transcript evaluator in the Office of the Registrar upon completion of the courses. In completing the major, students need to take into consideration that at least half of the required courses in the major must be earned at St. Edward's University.

Transfer credit will not be awarded for prior work completed at any institution that is not listed on the student's admission application form.

Students should not register for any courses, either at St. Edward's University or elsewhere, without prior approval from their advising specialist, since it must first be determined whether such courses will fit into the student's degree plan. Students may request approval via the Request to Take Courses Off Campus form located on the Advising webpage under Forms. **All transfer credits are accepted contingent upon their applicability to a degree plan.**

It is the **student's** responsibility to make certain he or she does not exceed a total of 66 credit hours from one or more two-year institutions. Once 66 credit hours have been taken at such schools, no further two-year institution courses will be accepted for transfer credit under any circumstances.

All transcripts from other schools should be mailed to the Office of the Registrar, Attn: Transcript Evaluator, St. Edward's University, 3001 South Congress Avenue, Austin, TX 78704-6489.

St. Edward's will not generate copies of transcripts that originate at other institutions.

NEW COLLEGE GENERAL EDUCATION REQUIREMENTS

These courses fulfill the General Education requirements; see Course Descriptions for further options. Courses that fulfill a General Education requirement may not be double-counted in the General Education requirements but may be cross-counted to the major or minor if approved.

(CGI) Satisfies Critical Global Issues requirement

(E) Satisfies English Writing requirement

(L) Satisfies Literature requirement

(M) Satisfies Minority requirement

(NS) Satisfies Natural Sciences requirement

(NW) Satisfies Non-Western requirement

(S) Satisfies Speech requirement

ENGLISH WRITING AND SPEECH

BUSI 2321A	Business and Professional Speaking (S)	3 hrs
COMM 1305A	Communication Principles and Applications (S)	3 hrs
ENGW 1310A	Introduction to Effective Writing (E)	3 hrs

COMPUTATIONAL SKILLS

COSC 1301A	Introduction to Problem Solving in Computer Science	3 hrs
COSC 1313A	Introduction to Information Systems	3 hrs
COSC 1318A	Quantitative Applications Software for PCs	3 hrs

COLLEGE MATHEMATICS

MATH 1314A	College Algebra	3 hrs
MATH 2312A	Precalculus	3 hrs
MATH 2315A	Discrete Mathematics	3 hrs
PSYC 2317A	Social Statistics (for non-Business majors)	3 hrs

GLOBAL PERSPECTIVES

ANTH 3333A	Cross-Cultural Gender Roles (NW) (CGI)	3 hrs
ANTH 3336A	Mythology, Values and Culture (NW)	3 hrs
ANTH 4344A	Human Rights and Social Justice (NW) (CGI)	3 hrs
COMM 3344A	Intercultural Communication (NW)	3 hrs
CRIJ 4341A	Comparative Legal Systems (previously World Justice Systems) (NW) (CGI)	3 hrs
HIST 2321A	World Civilization (NW)	3 hrs
HIST 2329A	The Modern World	3 hrs
HIST 3343A	The 20th Century: Triumphs and Tragedies (NW) (CGI)	3 hrs
HIST 4340A	History and Cultures of Africa (NW) (CGI)	3 hrs
HIST 4352A	Mexico from the Aztecs to the Revolution of 1910 (NW) (CGI)	3 hrs
HIST 4353A	Modern Revolutions (NW) (CGI)	3 hrs
IBUS 4380A	International Business Administration (NW)	3 hrs
MGMT 2328A	Global Business Responsibility Ethics in Management	3 hrs
MGMT 4339A	Globalization Issues in Management (NW) (CGI)	3 hrs
PHIL 3313A	Business Ethics (CGI)	3 hrs
PSMG 4341A	Terrorism, Disaster Preparedness and Public Safety (NW)	3 hrs
PSMG 4347A		
/CRIJ 4347A	Global Perspectives on Terrorism (NW) (CGI)	3 hrs
PSYC 4351A	Psychology of Religion (NW)	3 hrs
RELS 2329A	Religions East and West (NW)	3 hrs
RELS 3304A	History of World Religions (NW)	3 hrs
SOCI 4322A	Global Issues (NW) (CGI)	3 hrs

LITERATURE AND HUMANITIES

ENGL 2300A	Introduction to Literary Studies (L)	3 hrs
ENGL 2322A	British Literature I (L)	3 hrs
ENGL 2323A	British Literature II (L)	3 hrs
ENGL 3301A	American Literature I (L)	3 hrs
ENGL 3302A	American Literature II (L)	3 hrs
ENGL 3339A	Special Topics in Literature (L)	3 hrs

U.S. SOCIETY

ANTH 3331A	Native Americans: Peoples and Cultures of North America (M)	3 hrs
BUSI 3303A	Legal Environment of Business	3 hrs
CRIJ 3306A	American Court System	3 hrs
CRIJ 2328A	American Law Enforcement	3 hrs
CRIJ 4345A	Contemporary Issues in Criminal Justice	3 hrs
ECON 2301A	Microeconomics Principles	3 hrs
ECON 2302A	Macroeconomics Principles	3 hrs
GERN 2321A	Introduction to Gerontology (M)	3 hrs
GERN 2324A	Successful Aging (M)	3 hrs
HIST 1301A	United States History I	3 hrs
HIST 1302A	United States History II	3 hrs
HIST 3335A	Women in American Society (M)	3 hrs
HIST 3380A	History of Mexican Americans (M)	3 hrs
HUSV 3330A	Using Policy to Transform Human Services Practice	3 hrs
HUSV 3334A	Individuals with Disabilities (M)	3 hrs
MGMT 2301A	Principles of Management	3 hrs
MGMT 3337A	Women in Management (M)	3 hrs
MGMT 4341A	Managing for Diversity (M)	3 hrs
PHIL 3313A	Business Ethics (CGI)	3 hrs
POLS 1305A	American National Government	3 hrs
POLS 1306A	State and Local Government	3 hrs
PSMG 4301A	Community Relations and Public Safety (M)	3 hrs
PSMG 4311A	Human Resource Administration in Government (M)	3 hrs
PSYC 3330A/ SOC 4343A	Race, Class and Gender (M)	3 hrs
PSYC 4349A	Special Topics: Women and Addictions (M)	3 hrs
SOCI 1301A	Principles of Sociology	3 hrs
SOCI 2341A/CRIJ 2341A/ PSYC 2341A	Chemical Dependency: Special Populations (M)	3 hrs
SOCI 3328A	Diversity in Society (M)	3 hrs
SOCI 3335A	Women in American Society (M)	3 hrs

PHILOSOPHICAL AND RELIGIOUS PERSPECTIVES

ANTH 3336A	Mythology, Values and Culture (NW)	3 hrs
HUSV 4341A	Spirituality in the Helping Professions	3 hrs
PHIL 2316A	History of Philosophy I	3 hrs
PHIL 2317A	History of Philosophy II	3 hrs
PHIL 3313A	Business Ethics (CGI)	3 hrs
PSYC 4351A	Psychology of Religion (NW)	3 hrs
RELS 2329A	Religions East and West (NW)	3 hrs
RELS 3304A	History of World Religions (NW)	3 hrs
REL 3399A	Issues in Religious Studies	3 hrs
RELS 4331A/ MGMT 4331A	Spirituality and Work	3 hrs

SCIENCE AND SOCIETY

ANTH 2301A	Physical Anthropology (NS)	3 hrs
HUSV 3343A	Program Evaluation (NS)	3 hrs
PSYC 2301A	General Psychology	3 hrs
PSYC 3338A	Experimental Psychology (NS)	3 hrs
SOCI 1301A	Principles of Sociology	3 hrs

Other Sociology, Psychology, and Anthropology courses may be used for the Social Science requirement with advisor approval.

CRITICAL GLOBAL ISSUES COURSES (CGI)

CGI courses may *only* be cross-counted with Global Perspectives requirement in the General Education section of the degree plan.

Effective Spring 2011:

PHIL 3313A	Business Ethics	3 hrs
ANTH 3333A	Cross-Cultural Gender Roles	3 hrs
SOCI 4322A	Global Issues	3 hrs
PSMG 4347A		
/CRIJ 4347A	Global Perspectives on Terrorism	3 hrs
MGMT 4339A	Globalization Issues in Management	3 hrs
HIST 4340A	History and Cultures of Africa	3 hrs
ANTH 4344A	Human Rights and Social Justice	3 hrs
HIST 4352A	Mexico From the Aztecs to the Revolution of 1910	3 hrs
HIST 4353A	Modern Revolutions	3 hrs
HIST 3343A	The Twentieth Century: Triumphs and Tragedies	3 hrs
CRIJ 4341A	Comparative Legal Systems (previously World Justice Systems)	3 hrs

NEW COLLEGE COURSE DESCRIPTIONS

NOTE: Rotations of courses offered in New College, as noted in the course descriptions, are based on enrollment and are subject to change. Course descriptions and rotations for undergraduate courses can be found in the Undergraduate Bulletin.

MISSION COURSES

NCCT 2330A Critical Thinking and Research

3 hrs

Critical Thinking and Research is a Mission Course that not only orients entering students to the programs and policies that pertain to adult learners in New College but also acquaints them with the services available from the university at large. While the course's emphasis on critical thinking, research, writing and reasoning skills is intended to prepare students for general academic success, it also lays the foundation for subsequent Mission Courses, in keeping with the university's purpose and goals, by integrating moral decision making into the analysis of contemporary, value-laden issues. In the process, students explore and clarify their personal values as they proceed through the various writing assignments that lead to the preparation of an argumentatively sound and properly documented position paper in which they apply the principles of moral decision making in reasoning to a conclusion on a controversial issue. Recommended prerequisite: College-level composition course. All 4000 level courses require NCCT 2330A as the prerequisite.

PLAS 1132A Prior Learning Assessment Seminar

1 hr

Students analyze their adult histories to identify, articulate, document and display prior learning in a portfolio to be evaluated for college credit. Recommended for all students; required prior to submitting a portfolio. Should be taken as early in program of study as practicable. Students who have filed letters of intent to graduate are ineligible to register for the seminar.

PHIL 3327A Moral Reasoning

3 hrs

In this course, students learn the foundations of moral reasoning through an exploration of the normative ethical theories and their application to personal moral dilemmas. Through the use of moral reasoning skills and self-reflective analysis of values, choices, and moral systems, students are encouraged to broaden their awareness of how individuals have understood the nature of the virtuous life within a community and to discover methods of improving their own thinking on the topic. Prerequisite: NCCT 2330A.

PORT 1032A Portfolio Workshop

0 hrs

The portfolio workshop provides students with the information and resources required to submit portfolios for credit, including analysis of learning histories, identification, articulation, and documentation of college level learning, required portfolio components, and requisite portfolio software training. The course will be graded "S" (satisfactory) or "NS" (not satisfactory). Students must receive an S in this course in order to submit portfolios for credit.

PORT 1041A Portfolio Advising

0 hrs

This full-semester course is required for portfolio students working within the year immediately following completion of PORT 1032 or equivalent. Individual meetings with a faculty portfolio mentor are scheduled as needed. May repeat up to three times consecutively. Grade S/NS (submission/no submission). Prerequisite: PORT 1032A or equivalent and approval of Director of New College Support Services.

PORT 1049A Portfolio Advising Extension

0 hrs

This full-semester course is required for portfolio students whose progress has been interrupted and who are now working outside the initial year of eligibility. Individual meetings with the Director of New College Support Services are scheduled as needed, and progress is closely monitored. May repeat with permission. Grade S/NS (submission/no submission). Prerequisite: PORT 1032A or equivalent and approval of Director of New College Support Services.

ACCT

Critical Global Issues

3 hrs

To fulfill this requirement, students must complete at least one of the designated Critical Global Issues courses from the list of approved CGI courses. A Critical Global Issues course requires students to demonstrate knowledge and understanding of the increasingly global nature of the world community, of the social, cultural, economic and political processes connecting the world community, and of specific global issues and problems that transcend national boundaries and efforts to resolve them. Proficiency in critical thinking, research methods, documentation, writing and basic values analysis will be demonstrated by a scholarly research project dealing with the global issues addressed by the course and culminating in an eight-to-10-page essay or its equivalent. The course is a required prerequisite for CAPS 4360A. Prerequisite: NCCT 2330A.

CAPS 4360A Moral Issues in Society

3 hrs

The New College Capstone course provides opportunities for students to successfully integrate a variety of skills identified in the St. Edward's University mission statement, including identification and analysis of a controversial value-laden issue or problem and independent library research on the issue to discover various points of view and proposed solutions. The final project includes evaluation and ranking of the various solutions and recommendation of a position whose defense is based on ethical principles and critical thinking. The format of the course allows for a wide variety of topics and for student-initiated research and problem solving. Designated "Civic Engagement Emphasis" sections encourage students to explore and apply their learning to a community organization or issue. Prerequisites: NCCT 2330A, PHIL 3327A, a Critical Global Issues course and completion of 90 semester hours.

ACCOUNTING (ACCT)

ACCT 2301A Principles of Accounting I

3 hrs

The nature and use of accounting information; analysis of economic effects of business transactions; business and accounting cycles; preparation and content of financial statements. Students pursuing an SMB major or minor must earn a grade of C or higher in this course. Prerequisites: COSC 1313A or COSC 1318A with a C or higher, and MATH 2312A with a C or higher.

ACCT 2303A Principles of Accounting II

3 hrs

Introduction to preparation and use of accounting information for decision making with an emphasis on internal managers. Topics include cost behavior, cost accounting systems, budgeting, responsibility accounting, capital budgeting, and ratio analysis. Students pursuing an SMB major or minor must earn a grade of C or higher in this course. Prerequisites: COSC 1318A or COSC 1313A with a C or higher, MATH 2312 with a C or higher, and ACCT 2301A with a grade of C or higher.

ACCT 3331A Intermediate Accounting I

3 hrs

This course covers recording business transactions in accordance with U.S. Generally Accepted Accounting Principles. The course also provides exposure to International Financial Reporting Standards and the use of FASB's Accounting Standards Codification website. Topics include: accounting for cash, receivables, inventories, investments, intangible assets, current liabilities and contingencies, revenue recognition, and plant, property, and equipment. Prerequisites: ACCT 2301A and ACCT 2303A or equivalent with a grade of "C" or higher; and COSC 1313A or COSC 1318A.

ACCT 3332A Intermediate Accounting II

3 hrs

This course is a continuation of Intermediate I (ACCT 3331A). It continues the coverage of recording business transactions in accordance with U.S. Generally Accepted Accounting Principles. The course also provides exposure to International Financial Reporting Standards and the use of FASB's Accounting Standards Codification website. Topics include: accounting for taxes, pensions, bonds, and corporate capital. Prerequisites: ACCT 3331A.

ACCT 3333A Cost Accounting

Accumulating, analyzing and reporting information relevant for managerial decision-making. Topics include standard and direct costing using job order and process cost methodologies; variance analysis; accounting for material, labor and overhead; budgeting and capital budgeting; relevant costs; and lean accounting. Computer spreadsheet applications. Prerequisites: ACCT 2301A and ACCT 2303A with a "C" or higher and COSC 1313A or COSC 1318A.

ACCT 3334A Federal Taxation**3 hrs**

Introduction to the federal income tax system, determination of income and deductions, and taxation of property transactions, with emphasis on individual taxpayers. Basic research techniques. Computerized tax preparations. Prerequisites: ACCT 2301A, ACCT 2303A, ACCT 3331A and COSC 1313A or COSC 1318A.

ACCT 3399A Special Topics in Accounting**3 hrs**

Topical issues in accounting. May be repeated when topics vary. Prerequisites varies with topics.

ACCT 4342A Government Not-for-Profit Accounting**3 hrs**

Fund accounting and reporting for government and nonprofit entities, including state and local governments, colleges, hospitals and other public sector organizations. Prerequisites: NCCT 2330A and ACCT 3332A.

ACCT 4343A Auditing**3 hrs**

An introduction to the theory, concepts and principles of auditing, emphasizing audit evidence, audit risk, ethical conduct and legal restrictions, professional standards, audit planning, and audit reports. Prerequisites: ACCT 3332A, ACCT 3333A and COSC 1313A or COSC 1318A.

ACCT 4346A Accounting Information Systems**3 hrs**

Analysis of fundamental accounting systems. Emphasis on systems design; relationship of system and organization; and objectives, policies, procedures and plans. Prerequisites: ACCT 3331A and COSC 1313A or COSC 1318A.

ACCT 4350A Accounting Internship**3 hrs**

Supervised experiential learning in a public, private, not-for-profit, or governmental accounting organization is required for this internship course. Students are required to complete a minimum of 120 hours at their internship and must secure an internship offer prior to enrolling. The course is offered online and requires the completion of written assignments during the entire semester. Candidates sitting for the CPA exam cannot count more than one three-hour internship (at either the undergraduate or graduate level) toward the TSBA's 30-accounting-hour requirement. Only one accounting internship course may be applied toward the undergraduate degree requirements. Prerequisites: 12 hours of upper-division accounting coursework, major in accounting, and prior approval of the instructor. Fall, Spring, Summer.

ANTHROPOLOGY (ANTH)

ANTH 2301A Physical Anthropology (NS)**3 hrs**

An introduction to genetics, evolution, paleoanthropology, primatology, and primate and human evolution.

ANTH 2351A Cultural Anthropology (NW)**3 hrs**

A broad survey of the field of anthropology, including genetics, biological evolution, social evolution, kinship and other social organizational mechanisms. The goal of the course is development of an evolutionary perspective on humans and the importance of culture. Cultural ecology plays a prominent role in conceptually organizing the course.

ANTH 3331A Native Americans: Peoples and Cultures of North America (M)**3 hrs**

This course examines American Indian societies and cultures in detail, including prehistory, postcontact history, and current activities and values. Text, ethnography, videos and outside readings required.

ANTH

ANTH 3333A Cross-Cultural Gender Roles (NW) (CGI)

3 hrs

A survey of sex roles cross-culturally and theories to explain their variation and evolution. Texts, videos and outside readings required. Research paper required. Prerequisite: NCCT 2330A.

ANTH 3336A Mythology, Values and Culture (NW)

3 hrs

This course examines the relationship among myths, rituals, rites of passage and archetypes in specific cultures and explores the cultural themes in our culture and other cultures.

ANTH 4344A Human Rights and Social Justice (NW) (CGI)

3 hrs

This course surveys human rights literature, including human rights statements from the United Nations and other world and regional bodies, justifications for the universality of human rights concepts, enforcement, reporting and monitoring mechanisms for human rights, the roles of nongovernmental organizations, and the influence of human rights on the lives of people around the world. Prerequisite: NCCT 2330A.

ANTH 4349A Special Topics in Anthropology

3 hrs

This course addresses a specific topic in the field of anthropology. Prerequisite: NCCT 2330A.

BIOLOGY (BIOL)

BIOL 3345A Advanced Topics in Biology

3 hrs

This course satisfies the general education natural science requirement and is open to non-science majors. This course takes place at Wild Basin in Austin and allows students to investigate the flora and fauna of Central Texas. It is a field biology study designed to introduce students to concepts in geology, topography, habitat identification, riparian zones, endangered species and animal/plant relationships while hiking through Wild Basin Wilderness Preserve. Instruction occurs outdoors and requires hiking ability. Prerequisite: NCCT 2330A.

BUSINESS (BUSI)

BUSI 2305A Business Statistics

3 hrs

Applies descriptive and inferential statistical techniques to business problems. Summarizing and describing data, discrete and continuous probability distributions, sampling methods and sampling distributions, hypothesis testing, interval estimation, correlation and regression analysis, and statistical quality control. Students pursuing a business major or minor must earn a grade of C or higher in this course. Prerequisites: COSC 1318A or COSC 1313A with a grade of C or higher, and MATH 2312A with a grade of C or higher.

BUSI 2321A Business and Professional Speaking (S)

3 hrs

Application of principles of oral communication in the preparation and delivery of the various types of professional communication exchanges in the business world (e.g., presentations, interviews, meetings and group discussions).

BUSI 2328A Global Business Responsibility and Ethics

3 hrs

This course explores the social, corporate and ethical responsibilities faced by organizations in the competitive global business environment. It combines analysis of the underlying principles of business responsibility with case- and scenario-based applications to provide a foundation for understanding and developing socially responsible business decision-making processes.

BUSI 2199A, 2299A, 2399A Special Topics in Business Administration

1–3 hrs

Topical issues in Business. May be repeated when topics vary. Prerequisites vary depending on course topic.

BUSI 3303A Legal Environment of Business**3 hrs**

Provides an introduction to the legal environment. The course material will include ethical and global issues; address the influence of political, social, legal and regulatory, environmental, and technological issues on business; and address the impact of ethical and public policy concerns. The course content is designed for the student entering the workforce to understand that the government regulates most aspects of a firm's operations — for example, agency, torts, contracts, advertising, product safety, company agreements, employee relations and behavior toward competitors. The student will learn that understanding the legal rules affecting business is incomplete unless he or she understands law's general nature, its functions and how judges interpret it. A strong emphasis is placed on ethical issues through relevant case studies. Prerequisite: BUSI 2328A (The Bill Munday School of Business students only); sophomore standing.

BUSI 3330A Business Communication (E)**3 hrs**

Practical applications of communication theory in the forms of business correspondence, memoranda, reports and employment-related documents. Includes ethical and cross-cultural considerations in communication practices. Prerequisites: College-level English and BUSI 2321A or COMM 1317A.

BUSI 3385A Internship**3 hrs**

Supervised experiential learning, paid or unpaid, in a public or private business or organization. This is an online class requiring students to complete a minimum of 120 hours at their internship site along with several reflective assignments that emphasize the development of communication skills, problem solving and ethical decision making. In addition, a comprehensive portfolio is developed that demonstrates the accomplishment of the internship goals and objectives. Students are responsible for locating their own internship and staying in contact with the instructor regarding assignments and paperwork. If a student has not contacted the instructor by the drop deadline, a grade of WA will be assigned. May be repeated for credit. Prerequisite: Junior or senior standing or permission of instructor.

BUSI 3199A, 3299A, 3399A Special Topics in Business Administration**1–3 hrs**

Topical issues in Business. May be repeated when topics vary. Prerequisites vary depending on course topic.

**BUSI 3199A, 3299A Special Topics in Business Administration:
Executive Seminar Series****1–2 hrs**

The Bill Munday School of Business offers an Executive Seminar Series (ESS) that consists of one-credit and two-credit seminar courses. The ESS integrates executive guidance and experience with the rigor of academic research. Each seminar consists of a group of 15–20 students that attend a lecture/presentation by a business expert or leader and then, under the guidance of a professor, prepare a 10-page research paper or major project on the topics presented.

BUSI 4349A Strategic Management**3 hrs**

Students develop skills in identifying, analyzing and solving problems in situations representative of the real business world. Students take the perspective of top management of the total organization. The course requires business research and case work. This is considered the Business Capstone course. Students may be required to take a comprehensive exam of general business knowledge as part of New College's assessment program. Prerequisites: Completion of all core business courses including ACCT 2301A with a grade of C or higher; ACCT 2303A with a grade of C or higher; ECON 2301A with a grade of C or higher; ECON 2302A; FINC 3330A; BUSI 2305A with a C or higher; MGMT 3340A and NCCT 2330A.

CAPSTONE COURSE (CAPS)

CAPS 4360A Moral Issues in Society**3 hrs**

See course description under Mission Courses section on page 56.

COMM

COMMUNICATION (COMM)

COMM 1305A Communication Principles and Applications (S) 3 hrs

This course introduces principles of effective personal and professional communication. Topic areas include interpersonal communication, group and team communication, and public speaking. The course will cover verbal and nonverbal communication, effective listening, group performance, cross-cultural communication, conflict management, and the necessary elements of effective presentational speaking. Fall, Spring, Summer.

COMM 1312A Interpersonal Communication 3 hrs

An introduction to the theory and practice of interpersonal communication. The course focuses on skills needed to improve the quality of interpersonal communication and relationships through experiential learning. Students use theory to assess communication in relationships.

COMM 2399A Special Topics in Communication 3 hrs

This course will be offered on occasion to introduce new topics or to allow students to explore special topics or special projects within the field of communication. May be repeated for credit when topics vary.

COMM 3301A Foundations of Organizational Communication and Leadership 3 hrs

This course provides students with fundamental knowledge in the areas of organizational management, leadership and organizational behavior and their relation to communication processes in organizations. Same as LDCM 3301A. Fall, Spring.

COMM 3302A Leadership Theory and Group Performance 3 hrs

Analysis of the development of various leadership theories and the practice of leadership within profit and nonprofit organizations. Intellectual, psychological, political and social sources of leadership are studied for their theoretical foundation and practical application. Same as LDCM 3302A. Recommended prerequisite: COMM 1312A; prerequisite: COMM 3301A. Fall, Spring, Summer.

COMM 3312A Innovation, Communication and Organizational Change 3 hrs

Analysis of the management of innovation and change in organizations, including technical, economic and social dynamics and the importance of communication skills for the leader as change agent. Same as LDCM 3312A. Prerequisite: NCCT 2330A. Fall, Spring.

COMM 3322A Group Communication and Team Building 3 hrs

Dynamics of problem-solving groups, including theory and practice of group communication and team building. Same as LDCM 3322A. Prerequisite: COMM 1312A. Fall, Spring, Summer.

COMM 3337A Public Relations and Policy 3 hrs

Students explore public relations, public affairs and how organizations establish trust with their constituency. They study the evolution of public relations and its application to various industries, including the nonprofit sector. Students gain a working knowledge of the differences among public relations, advertising and other marketing tactics; learn about the importance of strategic planning and the media; and discover the role that issues-based marketing can play in the success of organizations. Prerequisite: one composition course. Fall, Spring.

COMM 3338A Marketing Communication 3 hrs

This course introduces marketing communication by focusing on the role of individual and organizational communication in various marketing and promotional strategies such as advertising, promotion, direct marketing, event planning and e-commerce. Fall, Spring.

COMM 3342A Training and Development**3 hrs**

This course supports organizational communication by focusing on theory and applications of training and development. In addition to principles of adult learning theory, topics include training analysis, design, development, implementation and evaluation. The course addresses the role of communication in training and development. Fall, Spring, Summer.

COMM 3344A Intercultural Communication (NW)**3 hrs**

The dynamic relationship between communication and culture will be the area of study. Students will survey intercultural, international, cross-cultural, multicultural and cultural studies approaches in order to advance awareness of the ways in which culture shapes how individuals and groups communicate and how that communication also sustains, expresses and affects culture. Distinct patterns and styles of communication as well as shared values and goals within, between, among and across national, ethnic, racial and social groups will be examined. Recommended Prerequisite: COMM 1312A. Prerequisite: NCCT 2330A.

COMM 4320A Communication, Leadership and Technology*(formerly Computer-Mediated Communication)***3 hrs**

Communication and research using the World Wide Web, including analysis of websites. Topics include computer-mediated communication, impact of electronic communication, World Wide Web concepts, critical analysis, ethics and intellectual property (copyrights). Service-learning component available. Same as LDCM 4320A. Prerequisite: NCCT 2330A; recommended prerequisite: COMM 1312A.

COMM 4323A Organizational Research (formerly Communication Research and Auditing)**3 hrs**

A comprehensive study of research principles and methodologies as they apply to the examination of communication and/or leadership strategies. Same as LDCM 4323A and LEAD 4323A. Prerequisites: NCCT 2330A; COMM 3301A; COMM 3302A or COMM 1312A or COMM 3322A; and ENGW 3335A. Fall, Spring.

COMM 4341A Conflict Resolution in Organizations**3 hrs**

This course presents theories of conflict and conflict resolution with an emphasis on interpersonal and group conflict in formal organizations. In particular, the course emphasizes how communication and negotiation are critical aspects of conflict resolution and addresses techniques that relevant research shows are most effective in reducing absenteeism, turnover and work-related stress in formal organizations. Prerequisite: NCCT 2330A. Recommended prerequisite: COMM 1312A. Fall, Spring, Summer.

COMM 4353A Special Topics in Interpersonal and Organizational Communication**3 hrs**

Course may be repeated as topics change. Prerequisite: NCCT 2330A.

COMM 4399A Special Topics in Communication**3 hrs**

This upper-division course will be offered on occasion to introduce new topics or to allow students to explore in greater depth topics or several projects within the field of communication. Prerequisite: NCCT 2330A.

COMPUTER SCIENCE (COSC)

COSC 1301A Introduction to Problem Solving in Computer Science**3 hrs**

This course emphasizes the use of the computer as a tool for problem solving and quantitative reasoning in a variety of disciplines. It also introduces students to the discipline of computer science through its history and major content areas. The relationship of the discipline of computing to a liberal arts education is featured. Topics include basics; survey of Internet resources; tools, including browsers; searching; and webpage design and construction. Network basics, personal safety online, and social issues involved with the use and misuse of computers, along with an introduction to web-oriented programming, also are included. This course fulfills the computer/computational skills requirement of the General Education curriculum. Credit for COSC 1301A may not be counted as part of the minimum hours for graduation for persons who have previously received credit for COSC 1313A or above.

COSC 1313A Introduction to Information Systems**3 hrs**

This course covers the history, development and application of information-processing systems, including an overview of the needs for and roles of computer information systems in business. Emphasis is on computer requirements in organizations, hardware requirements, systems development and software implementation. Excel and Access will be used to develop student projects. Best practices in evaluating small and large commercial systems will introduce students to decision-support software and expert-system software. Financial applications studied will include financial-accounting, personnel, cash flow analysis, budgeting and inventory management systems. Basic computer programming logic, network fundamentals and systems analysis skills will be developed throughout the course. Prerequisite or concurrent enrollment: MATH 1314A or above.

COSC 1318A Quantitative Applications Software for PCs**3 hrs**

A rigorous introduction to problem solving with a personal computer through the presentation of problems that lend themselves to solution by quantitative applications software products such as spreadsheets. Business problems considered include the time value of money, internal rate of return, forecasting and ledger accounting. Science problems considered include statistical analysis of multiple-sample experimental results and biological population studies. Software tools such as spreadsheets serve as the foundation of the problem solutions. Prerequisite: MATH 1314A or above. Credit for COSC 1318A may not be counted as part of the minimum hours for graduation for persons who have previously received credit for COSC 1313A or above.

COSC 1123A Computing Sciences Concepts I Lab**1 hr**

Laboratory experience including program creation, editing, debugging and testing in Python. Students will use Python in a multiuser environment. Students are expected to master use of an editor and debugger as well as programming skills including problem analysis, basic program design, coding, testing and debugging. Prerequisite or concurrent enrollment: COSC 1323A.

COSC 1323A Computing Sciences Concepts I**3 hrs**

This course introduces students to fundamental aspects of the field of computing, focusing on problem solving and software design concepts and their realizations as computer programs using Python. Topics include procedural and data abstraction, control structures, iteration, recursion, data representation, arrays, and user-defined types. Introduction to Python for the purpose of gaining mastery of these principles will be done in a closely coordinated laboratory experience. Students enrolled in COSC 1323A MUST also enroll in COSC 1123A. Prerequisite: MATH 1314 or concurrent enrollment.

COSC 2125A Computing Sciences Concepts II Lab**1 hr**

Laboratory experience including program creation, modification, debugging and testing in Java. Objective is to have students use a high-level language compiler to apply concepts and techniques used in various abstract data types corresponding to COSC 2325A course concepts. Students are expected to complete programming exercises that apply the concepts of abstract data types, sorting, searching, recursion and object-oriented programming techniques. Students will become competent in using a graphical debugger as well as a text editor and a Java compiler. Prerequisites: COSC 2325A or concurrent registration, and a grade of C or better in COSC 1323A and COSC 1123A.

COSC 2325A Computing Sciences Concepts II**3 hrs**

This course moves students into the domain of software design, introducing principles that are necessary for solving large problems. With an emphasis on the software design process, topics include abstract data types, specifications, complexity analysis and file organization. Basic data structures (queues, stacks, trees, linked lists) and transformations (sorting and searching) are introduced as fundamental tools that are used to aid this process. Time and space analysis and verification are also included. Applications of the above-mentioned topics emphasizing software design will be developed in Java. Students enrolled in COSC 2325A must also enroll in COSC 2125A. Prerequisites: C or better in COSC 1323A and COSC 1123A.

COSC 2328A Web Programming

An introduction to programming concepts used on the World Wide Web. Concepts include form processing scripts, structuring data, basic database connectivity, and developing appropriate structure and style for the web. HTTP requests and responses, authentication, authorization and session management will be explored. Dynamic HTML, DOM and cascading style sheets will be incorporated into the course. Programming will occur in one or more appropriate scripting languages. Prerequisite: A grade of C or better in COSC 1323A.

COSC 2329A Component-Based Programming**3 hrs**

Students will learn how to use and produce software components, specification, design, implementation, and verification. Topics include design by contract, unit testing, interface design, and best practices. Prerequisite: COSC 2325, COSC 2125.

COSC 2331A Introduction to Computer Organization and Architecture**3 hrs**

An introduction to instruction set architectures (ISA), emphasizing central processor organization and operations. Specific topics include integer and floating-point representations, character codes, register architectures, ISlevel addressing modes, instruction execution cycle, interrupt cycles, operating modes, subroutine call/return and I/O services, digital logic gates and basic Boolean algebra, sequential and combinational circuits, Karnaugh maps for circuit minimization, caching, pipelining, I/O devices, buses, and bus protocols. Programs will be assigned in a representative assembly language to explore these areas. Prerequisite: A grade of C or better in COSC 1323A.

COSC 3325A Topics in Applied Programming**3 hrs**

Selected topics are offered related to using various programming languages. Advanced programming concepts are applied to science, business, engineering or mathematics problems. Challenge credit may not be earned for this class. Prerequisite: COSC 2325A or equivalent with a grade of C or better. Spring.

COSC 3327A Algorithms and Data Structures**3 hrs**

An examination of data structures and algorithm design and analysis. Topics include searching, pattern matching, advanced sorting, proof of correctness, performance analysis of algorithms, advanced recursion, trees, graphs and hashing techniques. Prerequisite: COSC 2325A with a C or better, or concurrent enrollment

COSC 3335A Data Storage Systems**3 hrs**

Study of the role of data storage and file organization in computer systems. Topics include creation and querying of data, data representation, file formats, using regular expressions to manage data within files, I/O architecture, storage design and implementation (magnetic disk, optical disk, magnetic tape, RAID), data security (including privacy, archival, backup and data recovery), and the importance of data storage in corporations to satisfy the accounting and reporting needs of management, transaction processors and system administrators. Programs will be assigned in an appropriate scripting language to explore these areas. Prerequisite: A grade of C or better in COSC 2325A or COSC 2331A.

COSC 3337A Database Theory**3 hrs**

Topics include introduction to database concepts, data models, data normalization, data description languages, query facilities, file organization, index organization, file security, and data integrity and reliability. Prerequisite: COSC 2325A with a C or better.

COSC 3339A Software Engineering I**3 hrs**

An introduction to the theory, methods and tools of software engineering and system analysis. Each student will take part in the specification, design, implementation, testing, evolution, maintenance and management of a large-scale team project. Students will be exposed to best practices and use industry-standard tools. Topics include software development methodologies, object-oriented design, software testing, client management and technical communication. Prerequisite: A grade of C or better in COSC 3327A.

COSC

COSC 4344A Advanced Topics

3 hrs

Course topics will vary. Topics are selected based on the special interests and needs of upper-division Computer Science students and faculty expertise. May be repeated for credit with different topics. Prerequisite varies with topic. Prerequisite: NCCT 2330A.

COSC 4345A Software Engineering II

3 hrs

An in-depth study of the theory, methods and tools of software engineering and system analysis. Each student will specify, design, implement, test, evolve, maintain and manage an individual project. Students will use a different programming language, language library and development environment than those in COSC 3339A. Topics include functional requirements, modeling languages, rapid prototyping, software testing, code refactoring, end-user documentation and technical communication. Prerequisites: A grade of C or better in COSC 3339A; NCCT 2330A.

COSC 4351A Human-Computer Interaction

3 hrs

The field of Human-Computer Interaction (HCI) examines, designs and implements interactive computing systems for use by humans. It is an interdisciplinary field composed of areas such as computer science, industrial engineering and design, the behavioral sciences and human factors. The course evaluates how humans interact with the world around them and, in turn, utilize that knowledge toward building interactive computing systems. Through a variety of hands-on projects and in-class discussions, students will learn and directly apply techniques such as iterative and user-centered design, rapid prototyping, usability testing, accessibility and workflow analysis. Students will be encouraged to use both the right and left sides of the brain — to be visual and creative yet logical when approaching problems. Prerequisites: COSC 2325A or COSC 2328A; NCCT 2330A.

COSC 4157A Research

1 hr

Students will conduct research with a faculty member on a problem of mutual interest. Topics include feasibility assessment, risk management, as well as standard tools and techniques. Students will spend the semester investigating, designing, evolving and articulating a solution to their problem. Students will produce a specification and plan for their solution. Prerequisites: Permission of the instructor; NCCT 2330A.

COSC 4359A Senior Project

3 hrs

Students will conduct research with a faculty member on a problem of mutual interest. Topics include feasibility assessment, risk management, as well as standard tools and techniques. Students will spend the semester investigating, designing, evolving and articulating a solution to their problem. Students will produce a specification and plan for their solution. Prerequisites: Permission of the instructor; NCCT 2330A.

COSC 4399A Special Topics in Computer Science

3 hrs

May be repeated as topics change. Prerequisite: NCCT 2330A.

CAREER PLANNING (CPAM)

CPAM 1110A Career Planning and Management (CPAM)

1 hr

This class offers students career development, career exploration and career planning strategies through independent study under the instruction and guidance of an instructor from the Career Planning Office. Freshman through senior students develop strategies and skills for their specific stage of career development. Focus is on one or more of the following: identifying a career and major, researching career options, developing a career portfolio, exploring experiential career opportunities, conducting a successful job search, and preparing for graduate and professional school. Students are required to fulfill a contractually agreed-upon plan of activities and scheduled meetings. During the first week of the semester all registered students must attend a group orientation for an overview of the class and a review of the syllabus. An email announcement with information about the orientation is sent to registered students.

CRIMINAL JUSTICE (CRIJ)

CRIJ 1302A Administration of Justice	3 hrs
An analysis of the American criminal justice process, with special emphasis on procedure prior to trial, procedure during trial and postconviction processes.	
CRIJ 1307A Crime in America	3 hrs
This course puts crime problems in historical perspective as it examines crime trends and social and public policy factors affecting crime. It looks at the impact of crime and crime trends, examines the social characteristics of specific crimes, and considers ways to prevent crime. Same as CRIM 1307A.	
CRIJ 1310A Criminal Law I	3 hrs
Discourse and study on the general principles of criminal liability and imputability and an examination of the modern statutory formulations of the various offenses against the person, offenses against habitation and occupancy, and offenses against property.	
CRIJ 2306A American Court System	3 hrs
Discourse and study on the history, structure, law and mechanics of criminal prosecution and adjudication.	
CRIJ 2326A Chemical Dependency Issues	3 hrs
An introduction to biological, psychological and sociological research and theory related to chemical dependency. Attention is given to the impact of drug and/or alcohol abuse on the behavior of individuals, families and special populations. Current approaches to assessment, intervention and treatment are reviewed. Contemporary issues such as the link between chemical abuse and crime, our society's war on drugs, legalization proposals, allocation of priorities and resources, and changing definitions of addiction are explored. This course is open to all students, although it is part of a series designed for students pursuing licensure in the state of Texas as a Licensed Chemical Dependency Counselor, or LCDC. Same as CRIM 2326A, PSYC 2326A and SOCI 2326A.	
CRIJ 2328A American Law Enforcement	3 hrs
Analysis of the history and practices employed in policing American society, with emphasis given to the role and function of the police in the United States and the critical issues currently facing law enforcement.	
CRIJ 2341A Chemical Dependency: Special Populations (M)	3 hrs
This course takes a more in-depth look at the impact of alcohol and/or drugs on special populations, including women, children and adolescents, gays and lesbians, the aged, and the incarcerated. Prevention models, interventions and treatment issues are explored. The class additionally includes an experiential component in which students derive practical experience(s) in the application of a direct intervention with one of these groups. Same as PSYC 2341A and SOCI 2341A.	
CRIJ 2399A Special Topics in Criminal Justice	3 hrs
Course may be repeated as topics change.	
CRIJ 3313A Corrections	3 hrs
Analysis and evaluation of contemporary correctional systems and their clientele. Contemporary American corrections are placed in perspective along historical, philosophical, legal, political and cross-cultural dimensions. Same as SOCI 3313A.	
CRIJ 3322A Juvenile Delinquency and the Juvenile Justice System	3 hrs
Analysis and interpretations of theories of causation and prevention of juvenile delinquency; examination of the historical development and contemporary practices of the juvenile justice system, including the roles of police, the juvenile court, juvenile probation and private community-service treatment programs. Same as CRIM 3322A and SOCI 3322A.	

CRIJ

CRIJ 3323A Constitutional Criminal Procedure

3 hrs

An examination of the U.S. Supreme Court's interpretations of the constitutional requirements relating to probable cause, arrest, search and seizure, stop and frisk, the exclusionary rule, the plain view doctrine, electronic surveillance, postcustodial interrogation, and confessions.

CRIJ 3336A Criminology

3 hrs

Discourse on the scientific study of crime and criminals, with emphasis on an analysis of the theories regarding causation of crime and an examination of crime typologies. Same as CRIM 3336A and SOCI 3336A.

CRIJ 3356A Counseling and Treatment for Substance Disorders

3 hrs

This course explores historical and contemporary approaches to counseling theories and treatment of substance use disorders. It will examine scientific evidence related to the effectiveness of different approaches, and will explore key competencies for addiction counseling and the "12 Core Functions" of chemical dependency counseling (including the knowledge, skills and attitudes of professional practice). Instruction will include demonstrations, case studies, role plays and experiential activities designed to promote integration and application of principles related to diversity and inclusion, clinical ethics, and client-centered evidence-based practice. Same as PSYC 3356A. Prerequisite: PSYC 2326A/CRIJ 2326A

CRIJ 4341A Comparative Legal Systems (NW) (CGI)

3 hrs

An in-depth comparative study of the five major legal models currently existing in nations throughout the world that includes an examination of the basic philosophies of law and justice of each model. Particular emphasis will be given to the development and organization of the criminal justice system in the different models, comparing their respective approaches to policing, courts and corrections, Prerequisites: NCCT 2330A.

CRIJ 4345A Contemporary Issues in Criminal Justice

3 hrs

The examination of contemporary, value-laden controversial issues in the administration of criminal justice. Opposing viewpoints on a wide range of current criminological and legal issues are presented, with a focus on values analysis and principled moral reasoning. The course is writing intensive. Same as CRIM 4345A. Prerequisite: NCCT 2330A or equivalent.

CRIJ 4347A Global Perspectives on Terrorism (NW) (CGI)

3 hrs

This course analyzes from a global perspective issues of terrorism and responses to terrorism. Students explore the subject of terrorism from the perspective of people from around the globe and from groups within the United States. The role of religion and root causes of terrorism are addressed, including a historical perspective. Prerequisites: NCCT 2330A and junior standing.

CRIJ 4349A, 4649A Special Topics in Criminal Justice

3 or 6 hrs

May be repeated as topics change; junior or senior standing required. Prerequisite: NCCT 2330A.

COMPUTER SYSTEMS MANAGEMENT (CSYS)

CSYS 2321A Networking and Client Operating System Fundamentals

3 hrs

Essential computer networking concepts and two of the dominant client operating system interfaces are studied. The student investigates network terminology, media, protocols, transmission standards, connectivity devices, planning and implementation, troubleshooting, and security. The learning process is enhanced by hands-on experience. Lab fee \$312. Fall.

CSYS 2322A Operating Systems Administration I

A detailed examination of the skills necessary to install, configure, administer and secure current operating systems. The student examines installation strategies; configuring for operating systems' environment; installation and configuration of hardware and software; creating and administering user and group accounts; creating and managing partitions and file systems; configuration and support of local and network printers; tape backup and restoration of files and folders; monitoring and optimizing computer performance; supporting applications; and troubleshooting common problems. Students use the interface to learn and experience each concept. Prerequisite: CSYS 2321A. Lab fee \$312. Fall.

CSYS 2323A Operating Systems Administration II: Core Technologies **3 hrs**

A detailed examination of the concepts and skills necessary to secure, configure and network current operating systems in a domain environment and to create, configure, secure and maintain the domain environment using Windows Server. The student examines file and network access security; fault tolerance; implementation of RAS; installation and configuration of network transport protocols and services; server installation strategies; differences between workstation and server systems; differences between work group and domain environments; and managing users, groups and servers in a domain environment. Prerequisite: CSYS 2322A with a grade of C or better. Lab fee \$312. Spring.

CSYS 3324A Enterprise Systems **3 hrs**

The course teaches students how to design, implement and support enterprise network technologies on a Windows Server–based network. The student explores implementation, connectivity and interoperability of multiserver, multiprotocol network environments; optimizing the server and the network; and troubleshooting advanced configuration and network-related problems. Advanced network topics include avoiding data loss, network devices, special network tools, WAN technologies, overview of TCP/IP and connecting to the Internet. Prerequisite: CSYS 2323A with a C or better. Lab fee \$312. Spring.

CSYS 4330A Advanced Networking and Network Security **3 hrs**

This course includes such topics as infrastructure, operational and organization security, communication security, cryptography, authentication, access control, and external attacks. It provides students with the knowledge and skills required to install, configure, use and support network security in a current operating system environment. Prerequisites: NCCT 2330A and CSYS 3324A with a grade of C or better. Lab Fee \$312. Summer.

CSYS 4331A Administration of Information Systems in Organizations **3 hrs**

This course provides students with the knowledge and skills required to install, configure, administer and troubleshoot an advanced multiuser relational database system. Emphasis is on the administration of an SQL server environment. Major topics include installation and configuration; managing storage; database permissions; managing the import, export and replication of data; backing up and restoring a database; recovering from a system disaster; scheduling tasks; setting alerts; monitoring; tuning performance; and client connectivity. Relational database structure and objects (indexes, view, defaults, rules, stored procedures and triggers) are examined from an administrator's point of view. Prerequisites: NCCT 2330A and CSYS 3324A with a grade of C or better. Lab fee \$312. Fall.

CSYS 4332A Systems Analysis **3 hrs**

An introduction to problem-solving management in an information systems environment. Addresses communications, definitions, data collation, analysis, costs and the need for management information. Includes the management, analysis, specification and design of a large-scale project by students working in teams. The course emphasizes CASE tools. Prerequisites: NCCT 2330A and CSYS 3324A with a grade of C or better. Fall.

CSYS 4333A Implementing Network Systems and Security **3 hrs**

The emphasis for the course is the installation, configuration and architecture of a web server in an environment that may employ both Microsoft and non-Microsoft host machines. Implementation of operational and organizational security is stressed. Prerequisites: NCCT 2330A and CSYS 4330A. Lab fee \$312. Summer.

CSYS

CSYS 4334A Implementing Information Systems in Organizations

3 hrs

The emphasis for the course is on the elements of Microsoft SQL server, the Transact-SQL language and the environments in which the server can operate. Students learn to describe and configure the data storage architecture of SQL server; create and manage files, file groups, databases, tables and transaction logs; enforce data integrity using constraints, defaults and rules; create and maintain indexes; write queries that retrieve and modify data using joins and subqueries; manage locking options and transactions to ensure data concurrency and recoverability; and design and create storage procedures and triggers. Prerequisites: NCCT 2330A and CSYS 4331A. Lab fee \$312. Fall.

ECONOMICS (ECON)

ECON 2301A Microeconomics Principles

3 hrs

Introduction to contemporary economic issues, including markets in a global economy, consumer behavior, the structure of American industry, wages and labor markets, poverty and income inequality, pollution and the environment, and selected government policies. Students pursuing an SMB major or minor must earn a grade of C or higher in this course.

ECON 2302A Macroeconomics Principles

3 hrs

An introduction to the macroeconomics of a modern industrial society. Emphasis on the analysis of national output and income, the effects of government fiscal and monetary policy, economic growth and stability, and international finance and trade. Prerequisite: ECON 2301A.

ENGLISH LITERATURE (ENGL)

ENGL 2300A Introduction to Literary Studies (L)

3 hrs

Open to all interested students, this course introduces English Literature majors to basic critical and analytical methods, in particular the skill of careful, analytical reading. Students strengthen pre-critical skills such as the ability to identify and analyze rhetorical and linguistic features of texts (metaphor, imagery, metonymy, etc.), perceive and discuss complexities of theme, and understand how generic elements (epic, lyric, narrative, etc.) function to create meaning. Students are also introduced to interpretive frames of reference (philosophy, psychology, history, etc.) that are fundamental to advanced literary critical analysis. Emphasis falls on expository writing — theses and support essays that interpret literature. Texts for study are drawn from world literature, including works in translation.

ENGL 2322A British Literature I (L)

3 hrs

A survey of the principal authors, their works and trends in English literature, from Beowulf to 1660, with special attention to Chaucer, Sidney, Shakespeare and Milton. Texts are read with a view to understanding the development of the English language through its two major transitions, Old English to Middle English and Middle English to Modern English. Prerequisite: ENGL 2300A, its equivalent, or consent of advisor.

ENGL 2323A British Literature II (L)

3 hrs

A continuation of the first survey of British authors. The course begins with the major writers of the Restoration, who favored drama and satire, and ends with modern poetry and short fiction. Major periods covered include the Romantics and the Victorians, with a special focus on poetry and the development of the novel. Prerequisite: ENGL 2300A, its equivalent, or consent of advisor.

ENGL 2324A Topics in Literature

3 hrs

Course may be repeated as topics change.

ENGL 3301A American Literature I (L)

3 hrs

Study of principal American writers and movements before the Civil War. Prerequisite: ENGL 2300A, its equivalent, or consent of advisor.

ENGL 3302A American Literature II (L)

Study of principal American writers and movements from the Civil War to the present. ENGL 2300A recommended. Prerequisite: ENGL 2300A, its equivalent, or consent of advisor.

ENGL 3339A Special Topics in Literature (L)**3 hrs**

May be repeated as topics vary. Examples include Literature and Film, Short Stories, International Writers, etc. Prerequisite: ENGL 2300A, its equivalent, or consent of advisor.

ENGL 4310A Modern American Poetry**3 hrs**

This course surveys the varied body of poetry originating with Whitman and Dickinson and flowering in such movements as the Imagist, Beat, Harlem Renaissance, Black Mountain and Confessional. A focus is maintained on the self-expressed designation of poets as both “American” and “modern.” Prerequisites: NCCT 2330A, ENGL 2300A, its equivalent, or consent of advisor.

ENGL 4320A Southern Writers (L)**3 hrs**

The course focuses on modern American novelists who have created major stories set in the South. Writers may include William Faulkner, Eudora Welty, Margaret Mitchell, Walker Percy and John Kennedy Toole. Prerequisites: NCCT 2330A, ENGL 2300A, its equivalent, or consent of advisor.

ENGL 4321A Women Writers (L)**3 hrs**

This course examines a representative sampling of modern women’s writing. It examines the consequences of a male-dominated society on the literary images and creativity of women and studies the characteristics of that creativity itself. Prerequisites: NCCT 2330A, ENGL 2300A, its equivalent, or consent of advisor.

ENGL 4326A Minority Writers (L)**3 hrs**

In this course, students read works representing the experiences of minorities such as African Americans, Native Americans, Asian Americans, gays and lesbians, the working class, people with disabilities, and others. It may cover a single minority or a combination of groups. Attention is given to historical and cultural context and to issues such as the social construction of identity. Authors, genres, historical periods, themes and critical approaches may vary from year to year. Prerequisites: NCCT 2330A, ENGL 2300A, its equivalent, or consent of instructor.

ENGL 4341A Literary Criticism (L)**3 hrs**

An introduction to contemporary critical theories and methodologies with some time devoted to clarifying the historical and philosophical precedents of these methods. Formalism, deconstructionism and feminist literary theory will receive emphasis. Prerequisites: NCCT 2330A, ENGL 2300A, its equivalent, or consent of instructor.

ENGLISH WRITING AND RHETORIC (ENGW)

ENGW 1310A Introduction to Effective Writing (E)**3 hrs**

This course is designed for students who need to satisfy their English Writing requirement or who wish to complete a refresher course in writing. Covers fundamentals of grammar, usage and mechanics, and basic principles of style. Students complete exercises, write short and long compositions, edit and revise, develop email etiquette, improve basic research skills, and enhance their ability to communicate effectively in professional and personal writing.

ENGW 2300A Introduction to Creative Writing**3 hrs**

This course provides an introduction to the four major genres in creative writing — creative nonfiction, fiction, poetry and playwriting. It also provides an overview of and beginning mastery in the techniques involved in working in these genres, a familiarity with the terminology of creative writing and various genres, and exposure to and appreciation for published work in the various forms. ENGW 2300A does not satisfy the English Writing requirement.

ENGW

ENGW 2320A American Grammar (E)

3 hrs

A study of the structure of our language, based on grammatical theory and focusing on sentence patterns, sentence transformations, and form-and-function identifications of words, phrases and clauses. Specific usage questions are also addressed in the context of prescriptivist-descriptivist disputes over language. Prerequisite: ENGW 1310A or a comparable composition course.

ENGW 2323A Research and Argumentation (E)

3 hrs

Emphasis on argumentative writing based on source material and on the skills of analysis, summary, synthesis, evaluation and documentation. Prerequisite: ENGW 1310A or a comparable composition course.

ENGW 2326A Revising and Editing (E)

3 hrs

A course designed to provide extensive practice with techniques of revising and editing for purpose, audience, form, arrangement and the conventions of standard written English. Prerequisite: ENGW 1310A or a comparable composition course.

ENGW 2399A Topics in English Writing

3 hrs

A course that offers students a specific focus or topic in the area of writing and editing. Course may be repeated as topics vary.

ENGW 3306A Special Nonfiction Writing Topics (E)

3 hrs

A course introducing students to the processes, principles and techniques of writing and editing for specialized writing situations. May be repeated for credit when topics vary. Course can be tailored to fit a student's interests or needs. Prerequisite: ENGW 1310A or a comparable composition course.

ENGW 3310A Special Topics in Intermediate Creative Writing

3 hrs

Course may be repeated as topics change.

ENGW 3335A Technical and Business Writing (E)

3 hrs

Introduction to the technical- and report-writing process, research procedures, and sources. Application of technical-writing principles in various forms of technical writing, including memoranda, proposals and reports. Research procedures and sources are also addressed. Prerequisite: ENGW 1310A or a comparable composition course.

ENGW 4342A Magazine Writing (E)

3 hrs

Emphasis on writing articles for publication in magazines, newspapers, trade journals or other appropriate publications. Covers publication analyses, interviewing, research and step-by-step writing instruction. Prerequisites: NCCT 2330A and ENGW 1310A or a comparable composition course.

ENGW 4343A Advanced Creative Writing Seminar

3 hrs

A workshop seminar for experienced writers to develop further their creative skills and the kinds of writing they prefer. Writers over the course of the semester are expected to develop a small selection of writing projects, participate in small-group discussions and individual meetings with the instructor, revise their work extensively, and produce a substantial manuscript at the end of the semester. Prerequisites: NCCT 2330A and ENGW 2300A or its equivalent.

ENGW 4344A Advanced Writing Seminar (E)

3 hrs

A workshop in producing clear, precise, vivid and effectively organized prose tailored to a variety of aims and audiences and showing evidence of critical thought. Prerequisites: NCCT 2330A; ENGW 1310A or a comparable composition course; ENGW 2323A or its equivalent; ENGW 2326A or its equivalent. ENGW 4344A may be taken concurrently with ENGW 2323A and/or ENGW 2326A with approval of the advisor.

FINANCE (FINC)

FINC 3330A Introduction to Finance**3 hrs**

Introduction to the financial system, investments and business finance. Provides an integrated perspective of financial markets, financial institutions and management. Introduction to financial systems, the monetary system, depository institutions, the role of the Federal Reserve System, and the effects of monetary and fiscal policy on the economy. Operation of financial markets, interest rate determination, time value of money, and role of investment risk and return. Management of a firm's assets and liabilities, funding sources, and basics of capital budgeting and capital structure. Prerequisites: COSC 1318A or 1313A with a grade of C or higher; MATH 2312A with a grade of C or higher; ACCT 2301A and ACCT 2303A with a grade of C or higher; ECON 2301A with a grade of C or higher; and ECON 2302A (may be a co-requisite).

FINC 3399A Special Topics in Finance**3 hrs**

Topical issues in Finance. May be repeated when topics vary. Prerequisite: Varies with topic.

GERONTOLOGY (GERN)

GERN 2321A Introduction to Gerontology (M)**3 hrs**

A survey course of the multidisciplinary science of gerontology, including the physiological, psychological and sociological aspects of aging. Emphasis is placed on the latest scientific information on longevity (genetic and societal), behavioral differences, the importance of nutrition for successful aging, and the agencies that regulate health care.

GERN 2324A Successful Aging (M)**3 hrs**

Focuses on the practical aspects of how to grow old successfully. Topics in the course include how to maintain good health in old age, how to plan a retirement budget and how to care for an aging parent.

GLOBAL STUDIES (GLST)

GLST 2149A, 2249A, 2349A Topics in Global Studies**1–3 hrs**

Course may be repeated as topics change.

GLST 3335A International Political Economy (NW)**3 hrs**

This course offers an introductory survey of the politics of global economic relations. It examines the role international and domestic politics have on the issues of international trade, the international monetary system, foreign investment, labor movements, and relations between the “haves and have-nots.” The course examines the role of international organizations such as the World Bank, IMF and WTO; transnational corporations; intergovernmental organizations such as the EU and NAFTA; and nongovernmental and grassroots organizations. Growth, development, equity, participation and impact issues of economic globalization are addressed.

GLST 4349A Topics in Global Studies**3 hrs**

Course may be repeated as topics change. Prerequisite: NCCT 2330A.

HISTORY (HIST)

HIST 1301A United States History I**3 hrs**

Begins with the confrontation between European explorers and American Indians and continues to include the development of colonial institutions, the break with Great Britain, the making of the Constitution, new American institutions and changing national character, westward expansion, the division of the nation in the Civil War, and Reconstruction. Fall.

HIST

HIST 1302A United States History II

3 hrs

Begins with the industrialization and urbanization of the nation after the Civil War and continues to the present with attention to involvement in international wars and the Cold War and the attendant responsibilities, movements for reform, depression and affluence, advances in technology, and momentous changes in values and lifestyles. Spring.

HIST 2321A World Civilization (NW)

3 hrs

Major topics in world prehistory are treated as background for a survey of the early civilizations of India, China, Southeast Asia, Japan, Africa, the Mediterranean basin and the Americas. This course examines the religious, political and cultural development of world civilizations and early globalization. Fall, even years.

HIST 2329A The Modern World (NW)

3 hrs

This course surveys the process of further globalization after 1500 and the evolution of modernism. Stress is placed on the development of Western science and technology, political liberalism, industrialization, the rise of nationalism and imperialism, recent technological and communication revolutions, and, lastly, the diffusion of modernism globally with its attendant consequences. Fall, odd years.

HIST 2399A Topics

3 hrs

Course may be repeated as topics change.

HIST 3301A History of Texas

3 hrs

A survey of the development of Texas from remote Spanish frontier to modern state, with emphasis on the Spanish era, the Mexican period and the Texas Revolution, the Texas Republic, statehood and the Confederacy, Reconstruction, the Indian wars, and 20th-century political and economic growth.

HIST 3335A Women in American Society (M)

3 hrs

A survey of women's roles, activities, perceptions and experiences from colonial times to the present. Students examine the history of women in the American family and in the economic, social and political orders, comparing and contrasting the lives of women of different ethnic, socioeconomic and regional groups. Students are asked to weigh varying interpretations in women's history and to trace the evolution of a current issue affecting a significant number of American women.

HIST 3343A The 20th Century: Triumphs and Tragedies (NW) (CGI)

3 hrs

The course begins with the optimism at the dawn of the 20th century, spurred by medical, scientific and industrial advances. It takes students through the rapid transformations brought about by two world wars, revolutions and totalitarian dictatorships. The ensuing Cold War and the emergence of new nation-states in Africa and Asia are explored, as well as more recent developments in East Asia, Eastern Europe, the Middle East and Latin America. Medical and scientific advances in the second half of the 20th century are incorporated. Ending with an overview of the global economy, the course examines the technological revolution and the renewed optimism of the new millennium. Prerequisite: NCCT 2330A.

HIST 3380A History of Mexican Americans (M)

3 hrs

A survey of the political, economic, social and cultural role of Mexican Americans in the Southwest, 1500 to the present, with special emphasis on the Tejano experience and on contemporary critical issues faced by Mexican Americans.

HIST 4340A History and Cultures of Africa (NW) (CGI)

3 hrs

A survey of African history from ancient times to the present. The chief focus of the course is sub-Saharan Africa. Videos from an African history series and a short research paper are required. Prerequisite: NCCT 2330A.

HIST 4342A Senior Research Seminar

This course is organized around a broad theme, with all students responsible for a body of reading and viewing. One significant paper or several small papers are required with the subject of research chosen as a subtopic of the central theme. All History majors are required to take this course, with non-History majors admitted with the permission of the instructor. Students will learn the use of library and computer networks and, when appropriate, interviewing techniques. Participants in the course will learn how historians draw on other disciplines such as statistics, psychology, sociology, economics, anthropology and political science. The use of primary and secondary sources and the dynamics of revisionism in the area of historiography will be analyzed. Students will learn about conflicting interpretations among historians and about differing emphases in history such as a focus on politics, economics, demographics, ideas and social interaction. Sound and fair-minded research, with careful analysis of ethical questions, will be demonstrated by competent written and oral communication. Prerequisites: HIST 3320A and 75 hours.

HIST 4346A Topics in United States History**3 hrs**

May be repeated as topics change. Prerequisite: NCCT 2330A.

HIST 4347A Topics in Latin American History (NW)**3 hrs**

May be repeated as topics change. Prerequisite: NCCT 2330A.

HIST 4349A Women in European History**3 hrs**

A survey of the participation of European women — from the ruling classes to the poor — in social, intellectual, economic and political life from the Middle Ages to the present. This course traces how such developments as the Renaissance, capitalism, the French Revolution, the industrial and agricultural revolutions, the world wars, socialism, and the “women’s movement” affected and modified gender roles. The critical gender-related issues that contemporary Europeans confront are explored in depth. Prerequisite: NCCT 2330A.

HIST 4352A Mexico from the Aztecs to the Revolution of 1910 (NW) (CGI)**3 hrs**

A survey of Mexican history beginning with the Aztecs and ending with the Mexican revolution. This course emphasizes the basic characteristics of colonial Mexico, the development of a Mexican culture from the mixing of Aztec, Spanish and black cultures and the factors that led to Mexican independence, as well as the problems of 19th-century Mexico and how these contributed to the eruption of the Mexican revolution. A major goal of this course is for students to understand themes in Mexican history that are still reflected in contemporary Mexico. Prerequisite: NCCT 2330A. Fall.

HIST 4353A Modern Revolutions (NW) (CGI)**3 hrs**

A comparative analysis of the probable causes, stages and accomplishments of some of the most significant revolutions in modern times — the French revolution of 1789, the Russian revolutions of 1917 and 1991, the Chinese revolution, the Cuban revolution, and the Eastern European and the South African revolutions of the latter half of the 20th century. Prerequisite: NCCT 2330A.

HIST 4399A Special Topics in History**3 hrs**

May be repeated as topics change. Prerequisite: NCCT 2330A.

HUMANITIES (HUMA)**HUMA 1301A Introduction to Humanities****3 hrs**

A survey of Western cultural history beginning with the Golden Age of Greece and concluding in the 20th century. By utilizing literature, art and philosophy, the course focuses on the human condition. Videos, readings, the World Wide Web and class discussion are intertwined to facilitate an understanding of the topics.

HUSV

HUMAN SERVICES (HUSV)

HUSV 2301A Human Services and Nonprofit Systems 3 hrs

An introduction to the helping and nonprofit professions, including the various roles, functions, values and personal attributes needed to function effectively in those careers. Included will be the history, practice settings, career opportunities and philosophical concepts related to working with vulnerable populations. Students have opportunities to explore their understanding of themselves in relation to working with individuals and groups within these systems. Gateway course to Human Services major.

HUSV 3330A Using Policy to Transform Human Services Practice 3 hrs

This course explores the effective use of policy in the delivery of human services, exploring various models for creating change, the historical role of policymaking, and the values and ethical considerations involved in creating policy. Students take a critical approach to exploring the various models and structures for creating change, including the involvement of practitioners and ways of influencing policy change and alternatives from the outside.

HUSV 3331A Human Growth and Development Through the Life Cycle 3 hrs

A study of the biological, cognitive, emotional, social and cultural aspects of human development across the life span. Prerequisite: PSYC 2301A. Same as PSYC 3332A.

HUSV 3333A Community Organizing and Development 3 hrs

This course reviews the theory and techniques of organizing groups to promote changes and the role that community organizers and other human-service workers play in that effort. The course also provides an examination of several distinct contexts for change, as well as looking at why and how change occurs or fails to occur. The course further offers an examination of strategies and tactics for promoting change and guidance in their use.

HUSV 3334A Individuals with Disabilities (M) 3 hrs

This course is a study of the physical, intellectual and learning disabilities within our population. Students gain an understanding of how to work with the human differences, limitations and strengths associated with exceptional abilities or disabilities. The course also addresses the continuum of service delivery systems for various conditions.

HUSV 3335A Special Topics in Human Services 3 hrs

May be repeated as topics change.

HUSV 3336A Grant Writing 3 hrs

Development of grant-writing skills. Specifics of writing grant proposals to both government sources and private foundations are discussed.

HUSV 3343A Program Evaluation (NS) 3 hrs

This course is designed to provide students with the skills and knowledge needed to apply the methods of science in assessing social programs. In addition, students gain knowledge to help them understand how program evaluation is used in program planning. They also gain the skills needed to present and utilize their findings. Prerequisite: Social Statistics, PSYC 2317A.

HUSV 4340A Assessment and Case Management 3 hrs

Principles, concepts and procedures of systematic assessment of client needs. Community referral systems, treatment planning and documentation methods will all be addressed, as will an overview of the standard tests available for assessment. Prerequisite: NCCT 2330A and HUSV 2301A.

HUSV 4341A Spirituality in the Helping Professions

The focus of this course is on the awareness and cultivation of spirituality with regard to its facilitative role in the healing arts. Helping professionals are called on to provide therapeutic interventions and processes to alleviate human suffering and despair. Students have an opportunity to explore their own spirituality and their relationship to suffering or avoidance of suffering so they may become more effective change agents for others as well as themselves. The class is experiential, starting from a change in the student's awareness and going through experience and into behavior. Prerequisite: NCCT 2330A.

HUSV 4350A Internship**3 hrs**

An educationally directed program under the supervision of faculty and professionals in the field that offers students opportunities to acquire skills and to test in a field setting theories and principles learned in the classroom. Prerequisites: Completion of all other major courses and senior status, NCCT 2330A and program coordinator approval required. Students should consult their degree plan.

INTERNATIONAL BUSINESS (IBUS)

IBUS 3399A Special Topics in International Business**3 hrs**

Course may be repeated as topics change.

IBUS 4380A International Business Administration (NW)**3 hrs**

Provides an advanced understanding of the business ethics, concepts and techniques used in the developed and developing nations and the differences in the environmental forces of the markets in which they operate, in addition to knowledge of the various forces placed on global competitors in deciding whether business ethics, concepts and techniques can be transferred to another country or if they must be adapted to local conditions. Prerequisite: NCCT 2330A.

LEADERSHIP (LEAD)

LEAD 2399A Special Topics In Leadership**3 hrs**

This course will be offered on occasion to introduce new topics or to allow students to explore special topics or special projects within the field of leadership. May be repeated for credit when topics vary.

LEAD 4323A Organizational Research**3 hrs**

A comprehensive study of research principles and methodologies as they apply to the examination of communication strategies within an organization. Same as COMM 4323A. Prerequisites: NCCT 2330A; COMM 3301A; COMM 3302A or COMM 1312A or COMM 3322A; and ENGW 3335A.

LEAD 4399A Special Topics in Leadership**3 hrs**

This upper-division course will be offered on occasion to introduce new topics or to allow students to explore in greater depth topics or several projects within the field of leadership. Prerequisite: NCCT 2330A.

LEADERSHIP COMMUNICATION (LDCM)

LDCM 2399A Special Topics In Leadership Communication**3 hrs**

This course will be offered on occasion to introduce new topics or to allow students to explore special topics or special projects within the field of leadership communication. May be repeated for credit when topics vary.

LDCM 3301A Foundations of Organizational Communication and Leadership**3 hrs**

This course provides students with fundamental knowledge in the areas of organizational management, leadership and organizational behavior and their relation to communication processes in organizations. Same as COMM 3301A.

LDCM

LDCM 3302A Leadership Theory & Group Performance

3 hrs

Analysis of the development of various leadership theories and the practice of leadership within profit and nonprofit organizations. Intellectual, psychological, political and social sources of leadership are studied for their theoretical foundation and practical application. Same as COMM 3302A. Prerequisite: COMM 3301A/LDCM 3301A; recommended prerequisite: COMM 1312A.

LDCM 3312A: Innovation, Communication and Organizational Change

3 hrs

Analysis of the management of innovation and change in organizations, including technical, economic and social dynamics, and the importance of communication skills for the leader as change agent. Same as COMM 3312A. Prerequisite: NCCT 2330A.

LDCM 3322A: Group Communication and Team Building

3 hrs

Dynamics of problem-solving groups, including theory and practice of group communication and team building. Same as COMM 3322A. Prerequisite: COMM 1312A.

LDCM 4320A: Communication, Leadership, and Technology

3 hrs

Communication and research using the World Wide Web, including analysis of websites. Topics include computer-mediated communication, impact of electronic communication, World Wide Web concepts, critical analysis, ethics and intellectual property (copyrights). Service-learning component available. Same as COMM 4320A. Prerequisite: NCCT 2330A; recommended prerequisite: COMM 1312.

LDCM 4323A: Organizational Research

3 hrs

A comprehensive study of research principles and methodologies as they apply to the examination of communication and/or leadership strategies. Same as LEAD 4323A and COMM 4323A. Prerequisites: NCCT 2330A; COMM 3301A; COMM 3302A and COMM 3322A.

LDCM 4399A: Special Topics in Leadership Communication

3 hrs

This upper-division course will be offered on occasion to introduce new topics or to allow students to explore in greater depth topics of several projects within the field of leadership communication. Prerequisite: NCCT 2330A.

MATHEMATICS (MATH)

MATH 1312A Mathematics for the Liberal Arts

3 hrs

This course is intended for the nonscience, nonmathematics major. Topics include methods of problem solving, real-number operations and applications, linear equations and inequalities, linear systems, linear programming, volume, surface area, chaos, fractal geometry, and elementary statistics.

MATH 1314A College Algebra

3 hrs

An overview of college algebra. Topics include real-number operations, polynomials, linear equations and inequalities, graphs and fractions, and quadratic equations and inequalities.

MATH 2312A Precalculus

3 hrs

Focuses on the ideas central to the theory of functions and stresses conceptual understanding, along with multiple ways of representing mathematical ideas, including symbolic, graphical, numerical and verbal representations of functions. Topics include functions in general; linear, exponential, logarithmic, polynomial and trigonometric functions; and transformation, composition, combination and inverses of functions. The course is technology-based, and students will be expected to spend some time in the computer lab working with a computer algebra system. Prerequisite: MATH 1314A.

MATH 2315A Discrete Mathematics

3 hrs

An introduction to topics and problems in mathematics that are commonly used in computer science and information systems analysis, design and operations. Prerequisite: MATH 2312A.

MANAGEMENT (MGMT)

MGMT 2301A Principles of Management **3 hrs**

A systematic and thorough review of the essentials of management theory and practice. Covers basic managerial functions with special emphasis on decision making and problem solving.

MGMT 3332A Human Resource Management **3 hrs**

Provides a basic knowledge of current laws, personnel theories and recommended personnel practices. Students learn basic operative functions of personnel administration, including job analysis, training, recruitment, selection, employment testing, compensation management and performance appraisal. Students study relevant labor law and fair employment practices, including the Civil Rights Act of 1964, the Americans with Disabilities Act and affirmative action programs. Students develop a working knowledge of the most basic aspects of labor-management relations, including collective-bargaining and grievance procedures. Prerequisite: MGMT 2301A.

MGMT 3334A Organizational Behavior **3 hrs**

Emphasizes an experiential approach to the study of individual and group behavior within the context of the organization and as affected by organizational design and culture. Ethical and cross-cultural issues are integrated throughout, as is a focus on contemporary developments in organizations.

MGMT 3337A Women in Management (M) **3 hrs**

An examination of career-related ethical, social, cultural, political and legal issues affecting working women. Provides practical insights into leadership and professional interaction with colleagues in the work environment.

MGMT 3338A International Management **3 hrs**

This course examines the scope of managing organizations in a global world associated with the shift to a more integrated and interdependent world economy. It provides an examination of the planning, control and influence mechanisms necessary to manage the components of globalization, including markets, production, services, sourcing and intellectual capital.

MGMT 3340A Operations Management **3 hrs**

Study of the design, scheduling and control of systems that make the most economical use of human and capital inputs to create products and services for other companies and consumers. Topics include capacity planning, facility location and layout, employee and task scheduling, purchasing, and quality management. Prerequisites: COSC 1318A or COSC 1313A with a grade of C or higher; MATH 2312A with a grade of C or higher; BUSI 2305A with a grade of C or higher; and MGMT 2301A.

MGMT 3399A Special Topics in Management **3 hrs**

Topical issues in management. May be repeated when topics vary. Prerequisite: Varies with topics.

MGMT 4339A Globalization Issues in Management (NW) (CGI) **3 hrs**

This course studies the application of developed analytic frameworks in social responsibility, ethics, cultures, diversity, communications and strategy to current and developing concerns in globalization and international commerce. Prerequisite: NCCT 2330A.

MGMT 4341A Managing for Diversity (M) **3 hrs**

Examines workforce diversity from individual, group, organizational and global perspectives. The course provides theoretical and practical knowledge for understanding cultural identity, interacting with and leading diverse groups, and contributing to organizational effectiveness. Prerequisites: NCCT 2330A and junior standing.

MGMT

MGMT 4343A Problem Solving and Decision Making

3 hrs

This course uses a problem-solving process that includes managing teams, creating scenarios, making decisions, resolving conflicts, communicating with stakeholders and implementing plans. The course will be based around a company that includes corporate social responsibility in its mission and operates in the global environment.

Prerequisites: MGMT 2301A and NCCT 2330A.

MARKETING (MKTG)

MKTG 2301A Principles of Marketing

3 hrs

Studies the interaction of the marketing mix and other activities designed to plan, price, promote and distribute products and services to present and potential customers. The course incorporates current developments in marketing, including the changing technological environment and increased globalization of marketing to acquaint students with present-day challenges. Fall, Spring.

MKTG 3332A Sales and Sales Management

3 hrs

This course is intended to develop practical skills and strategic thinking related to selling and the management of sales functions. Topics include prospecting, handling objections, closing sales, forecasting, budgeting, organizing and motivating the sales force. Cases, role playing and discussion are important elements of the course. Prerequisite: MKTG 2301A.

MKTG 3399A Special Topics in Marketing

3 hrs

Topical issues in marketing. May be repeated when topics vary. Prerequisite: MKTG 2301A.

MKTG 4343A Marketing Research (NS)

3 hrs

Research as an aid to marketing management, techniques of marketing research and the art of relating these techniques to specific marketing problems. Prerequisites: NCCT 2330A, BUSI 2305A and MKTG 2301A, or consent of the instructor.

CRITICAL THINKING (NCCT)

NCCT 2330A Critical Thinking and Research

3 hrs

See course description under "Mission Courses" section. Students who previously completed this course as NCCI 3330A cannot take NCCT 2330A for additional credit. Recommended prerequisite: one college-level composition course.

NONPROFIT MANAGEMENT (NMGT)

NMGT 3336A Grant Writing

3 hrs

Development of grant-writing skills. Specifics of writing grant proposals to both government sources and private foundations are discussed.

NMGT 4325A Nonprofit Leadership and Management

3 hrs

Students will use practice-oriented models to assist in understanding and applying leadership skills in managing and evaluating nonprofit organizations. The course covers leadership concepts, ethical concerns, resource and board development, and organizational effectiveness. The types of organizations covered include educational, public and private service organizations and churches. Prerequisite: NCCT 2330A.

NMGT 4327A Fundamentals of Resource Development

3 hrs

The fundamentals of fundraising, grant writing and other public relations activities used in nonprofit organizations are taught in this highly experiential course. Students are expected to design a successful fundraising campaign as part of the course requirements. Recruitment and management of volunteers are also emphasized. Prerequisite: NCCT 2330A.

NMGT 4330A Budgeting for Public and Nonprofit Organizations

3 hrs

Cases and techniques used in budgeting and financial practices for nonprofit, governmental and educational organizations. Course focuses on budgeting and financial performance and evaluation techniques required by these types of organizations. Same as PADM 4330A and PSMG 4330A. Prerequisite: NCCT 2330A.

NMGT 4341A Strategic Planning for Government and Nonprofits

3 hrs

Students develop skills in identifying, analyzing and solving problems related to the establishment of an organization's purpose and general direction; the alignment of resources and activities; and the setting and monitoring of operational measurements and environmental scanning in situations representative of the public and nonprofit sectors. Students take the perspective of top management of the total organization. Case work and organizational simulations are utilized. Same as PADM 4341A. Prerequisite: Junior or senior standing and NCCT 2330A.

PUBLIC ADMINISTRATION (PADM)

PADM 2320A Introduction to Public Management

3 hrs

An examination of the management processes: planning, organizing, leading and controlling — from the special perspective of the public sector. Includes an in-depth discussion of bureaucracy and ethical considerations peculiar to public service. Each student develops a personal philosophy of public management.

PADM 3330A Public Finance

3 hrs

A review of federal, state and local involvement in our lives and how that involvement is financed. The course approaches the subject primarily from the viewpoint of the economist, though other perspectives are discussed. The emphasis of the course is more on the practical aspects of public finance than on the theoretical. Prerequisite: one economics course.

PADM 4330A Budgeting for Public and Nonprofit Organizations

3 hrs

Cases and techniques used in budgeting and financial practices for nonprofit, governmental and educational organizations. Course focuses on budgeting and financial performance and evaluation techniques required by these types of organizations. Same as NMGT 4330A and PSMG 4330A. Prerequisite: NCCT 2330A.

PADM 4340A Public Policy

3 hrs

An overview of the public-policy-making process at the national and the state levels, designed to help the student understand the practical realities of how public issues are dealt with at those levels. Prerequisite: NCCT 2330A.

PADM 4341A Strategic Planning for Government And Nonprofits

3 hrs

Students develop skills in identifying, analyzing and solving problems related to the establishment of an organization's purpose and general direction; the alignment of resources and activities; and the setting and monitoring of operational measurements and environmental scanning in situations representative of the public and nonprofit sectors. Students take the perspective of top management of the total organization. Case work and organizational simulations are utilized. Same as NMGT 4341A. Prerequisites: Junior or senior standing and NCCT 2330A.

PADM 4342A The Legislative Process and Lobbying

3 hrs

An examination of the state and national legislative bodies as they fulfill their representative and legislative functions in the American political system. Prerequisite: NCCT 2330A.

PADM 4345A Intergovernmental Relations

3 hrs

This course examines the foundations, perspectives and issues regarding the complex arrangement of dividing and sharing responsibilities among the various levels of government in the United States. It focuses on federal-state, state-state and state-local arrangements. Students develop both a historical and contemporary perspective on the concepts and practical realities that have helped shaped the formation of relations among governmental units. Prerequisite: NCCT 2330A.

PHIL

PHILOSOPHY (PHIL)

PHIL 2316A History of Philosophy I **3 hrs**

This course surveys Western philosophy from about 400 BCE to approximately 1300 CE, with emphasis on Plato and Aristotle. Using primary and secondary readings, the course explores early philosophical and religious thought.

PHIL 2317A History of Philosophy II **3 hrs**

This course surveys the modern period of Western philosophy, beginning in the 17th century with Rene Descartes and ending in the late 19th century with Friedrich Nietzsche. Additional philosophers include Spinoza, Hume, Kant, Marx and Kierkegaard.

PHIL 3307A Theories of Justice **3 hrs**

Contemporary debates about human rights, the fair distribution of goods and governmental restraints on personal liberties are not understandable without some sense of the competing ideals of justice behind these debates. The course studies and criticizes these competing notions of fairness. Prerequisite: NCCT 2330A.

PHIL 3310A Special Topics in Philosophy **3 hrs**

Different philosophical topics may be offered; if the topic is relevant to applied ethics, this course fulfills the General Education ethics requirement and is also applicable to the Professional Ethics minor.

PHIL 3313A Business Ethics (CGI) **3 hrs**

In this course students explore moral concerns and ethical decision making in business circumstances and the corporate environment. Topics include, but are not limited to, individual and corporate freedoms and responsibilities, the virtues and vices of corporate behavior, and individual and corporate rights, as well as case studies regarding equity and justice. Prerequisites: NCCT 2330A and PHIL 3327A.

PHIL 3327A Moral Reasoning **3 hrs**

See course description under "Mission Courses" section.

PHIL 3331A Philosophy of Religion **3 hrs**

The course explores the complex relations between religion and culture. From a variety of perspectives, the class studies how different communities have experienced and understood human spirituality and how they have symbolized, evaluated and acted upon that understanding. Prerequisite: NCCT 2330A.

PHIL 3337A Theory of Knowing **3 hrs**

This course investigates the process of human knowing, its basic structure and its limitations. Emphasis is placed on the different theories of knowledge, the ways of knowing and the justifications of knowledge. Prerequisites: Six hours of philosophy.

PHIL 4332A Feminist Philosophy (M) **3 hrs**

Exploration of issues from a feminist perspective that are a concern to both women and men in American society. Primary topics covered include sexual harassment, rape, ethics, abortion, motherhood and feminist theory, as well as the relationship of women to the areas of politics, law, religion and art. Prerequisite: NCCT 2330A.

POLITICAL SCIENCE (POLS)

POLS 1305A American National Government **3 hrs**

An overview of the dynamics and structure of American national government and the American political system. The course involves a series of lectures designed to broaden understanding of the nature and processes of American government. This course meets the requirements for teacher certification in Texas.

POLS 1306A State and Local Government

A consideration of the structure and dynamics of state and local governments in the United States. Particular attention is given to Texas state government, but it is compared with the political cultures and styles of the other 49 states. This course fulfills the second three hours of the Legislative Requirement. Although this course is open to anyone, POLS 130A5 is a very helpful introduction.

PUBLIC SAFETY MANAGEMENT (PSMG)

PSMG 2302A Introduction to Emergency Management 3 hrs

The management of major emergencies in our society involves the coordination of not only the various public safety agencies, entities and professions but also the emergency management profession at the local, state and federal levels. This course provides an overview for students to look beyond the immediate emergency situation to the impacts and planning necessary for management, recovery and mitigation of disastrous events.

PSMG 4301A Community Relations and Public Safety (M) 3 hrs

An examination of the relationship between public safety agencies and the larger community, with particular emphasis on administrative and policy dimensions, the role of public safety agencies, the community's involvement in establishing that role, public service agency community relations programs, relationships with the media, etc. Prerequisite: NCCT 2330A.

PSMG 4311A Human Resource Administration in Government (M) 3 hrs

An examination of the basic human resource management practices of public bureaucracies. Topics may include the development of the merit system and civil service; public sector requirements for hiring, promotion, pay and benefits; discipline and grievance handling; and the development and impact of public-sector collective bargaining. Prerequisite: NCCT 2330A.

PSMG 4321A Planning and Decision Making for Public Safety 3 hrs

The study of planning and decision-making techniques as applied to public safety operations; includes attention to such concepts as the process of change in organizations, as well as particular skills and techniques. Prerequisite: NCCT 2330A.

PSMG 4330A Budgeting for Public and Nonprofit Organizations 3 hrs

Cases and techniques used in budgeting and financial practices for nonprofit, governmental and educational organizations. Course focuses on budgeting and financial performance and evaluation techniques required by these types of organizations. Same as NMGT 4330A and PADM 4330A. Prerequisite: NCCT 2330A.

PSMG 4331A Managing Public Safety Agencies 3 hrs

Analysis of public-sector management elements, including planning modalities, leadership, the organization of work, the maintenance of control, and communication among constituencies, presented in the context of and applied to public service agencies represented in the Public Safety Management program. Prerequisite: NCCT 2330A.

PSMG 4341A Terrorism, Disaster Preparedness and Public Safety (NW) 3 hrs

Exploration of current issues, proposed solutions and shortcomings in public safety preparation for and response to the threat of terrorism, including such issues as international and transnational terrorism, terrorist practices, public safety agency responses, design of local terrorism deterrence, and mitigation programs. Prerequisite: NCCT 2330A.

PSMG 4347A Global Perspectives on Terrorism (NW) (CGI) 3 hrs

This course analyzes from a global perspective issues of terrorism and responses to terrorism. Students explore the subject of terrorism from the perspective of people from around the globe and from groups within the United States. The role of religion and root causes of terrorism are addressed, including a historical perspective. Prerequisites: NCCT 2330A and junior standing.

PSMG

PSMG 4349A, 4649A Special Topics in Public Safety Management

3 or 6 hrs

May be repeated as topics change. Intended for juniors and seniors; permission of instructor is required.

Prerequisite: NCCT 2330A.

PSYCHOLOGY (PSYC)

PSYC 2301A General Psychology

3 hrs

An introductory course in the scientific study of behavior. Basic concepts in the biological bases of behavior, learning, sensation and perception, memory, social interaction, personality and psychological disorders are covered.

PSYC 2316A Theories of Personality

3 hrs

An evaluation of various views on personality organization and development with special emphasis on major theories. Prerequisite: PSYC 2301A.

PSYC 2317A Social Statistics

3 hrs

Basic statistical methods emphasizing sociological and psychological variables. Topics covered: frequency distribution, measure of central tendency, measure of variability, scaling, normal distribution, correlation and analysis of variance. Prerequisite: Proficiency in basic arithmetical operations.

PSYC 2326A Chemical Dependency Issues

3 hrs

This course provides an introduction to biological, psychological and sociological research and theory related to chemical dependency. Attention is given to the impact of drug and/or alcohol abuse on the behavior of individuals, families and special populations. Current approaches to assessment, intervention and treatment are reviewed. Contemporary issues such as the link between chemical abuse and crime, our society's war on drugs, legalization proposals, allocations of priorities and resources, and changing definitions of addiction are explored. This course is open to all students, although it is part of a series designed for students pursuing licensure in the state of Texas as a Licensed Chemical Dependency Counselor, or LCDC. Same as CRIJ 2326A, CRIM 2326A and SOCI 2326A.

PSYC 2327A Marriage and Family (M)

3 hrs

This course examines contemporary marriage and family in American society. Topics include gender roles, sexual values, dating and mate selection, alternative families and lifestyles, communication and conflict, domestic violence, dysfunctional families, chemical dependency, divorce, remarriage, and stepfamilies. Current research and concepts related to family counseling are examined. Cultural diversity in marriage and family customs is considered. This course provides the knowledge base for family assessment or for understanding one's own family. Same as SOCI 2327A.

PSYC 2341A Chemical Dependency: Special Populations (M)

3 hrs

This course takes an in-depth look at the impact of alcohol and/or drugs on special populations, including women, children and adolescents, gays and lesbians, the aged, and the incarcerated. Prevention models, interventions and treatment issues are explored. Additionally this class includes an experiential component in which students derive practical experience(s) in the application of a direct intervention with one of these groups. This course is open to all students although it is part of a series designed for students pursuing licensure in the state of Texas as a Licensed Chemical Dependency Counselor, or LCDC. Same as CRIJ 2341A and SOCI 2341A.

PSYC 2349A Topics in Psychology

3 hrs

Course may be repeated as topics change.

PSYC 3319A Social Psychology

3 hrs

An examination of human behavior in its social context. Topics covered include aggression, prejudice, attitude formation, presentation of self, obedience and conformity. Prerequisites: PSYC 2301A and PSYC 2317A.

PSYC 3330A Race, Class and Gender (M)

This course analyzes the forms and consequences of race, class and gender oppression in the United States. Contemporary and classical theories of stratification are reviewed. Mechanisms that perpetuate inequality are identified. Related social research and economic data are examined. Students are expected to analyze a variety of viewpoints and to clarify their own beliefs and values regarding issues of social justice. Same as SOCI 4343A and SOCW 4343A. Prerequisite: NCCT 2330A.

PSYC 3332A Human Growth and Development**3 hrs**

A study of the biological, cognitive, emotional, social and cultural aspects of human development across the life span. Prerequisite: PSYC 2301A. Same as HUSV 3331A.

PSYC 3338A Experimental Psychology (NS)**3 hrs**

(formerly Psychological Research Methods II) An introduction to research methodology in psychology, including hypothesis formation, research design, control of confounding variables, data collection, statistical analysis and report writing. Prerequisites: PSYC 2301A and PSYC 2317A.

PSYC 3339A Group Dynamics**3 hrs**

A study of the dynamics of group interactions and of the techniques used in working with groups. Community service related to developing group leadership skills may be required.

PSYC 3340A Counseling and Guidance**3 hrs**

This course is a study of techniques used in individual and group counseling. It includes guidance functions, qualities of effective counselors and ethical issues, with an emphasis on the major counseling theories and how those theories can be used to facilitate therapeutic decision making. Learning is facilitated by role plays, demonstrations and guest speakers.

PSYC 3356A Counseling and Treatment for Substance Disorders**3 hrs**

This course explores historical and contemporary approaches to counseling theories and treatment of substance use disorders. It will examine scientific evidence related to the effectiveness of different approaches, and will explore key competencies for addiction counseling and the “12 Core Functions” of chemical dependency counseling (including the knowledge, skills, and attitudes of professional practice). Instruction will include demonstrations, case studies, role plays and experiential activities designed to promote integration and application of principles related to diversity and inclusion, clinical ethics, and client-centered evidence-based practice. Same as CRIJ 3356A. Prerequisite: PSYC 2326A/CRIJ 2326A.

PSYC 4341A Abnormal Psychology**3 hrs**

An overview of the major categories of psychological abnormalities and their treatment, including anxiety disorders, mood disorders, personality disorders and schizophrenia. Prerequisite: NCCT 2330A and PSYC 2301A.

PSYC 4343A Learning and Cognition**3 hrs**

A study of the major theoretical positions and current empirical work on learning and cognition. Prerequisites: NCCT 2330A, PSYC 2301A and PSYC 2317A.

PSYC 4348A Independent Research**3 hrs**

Students carry out a psychological research project, including participant recruitment, data collection and analysis, and report writing. Prerequisites: NCCT 2330A, PSYC 2301A, PSYC 2317A and PSYC 3338A.

PSYC 4349A Topics in Psychology**3 hrs**

Seminar, supervised study or research as determined by student and faculty interests. Course may be repeated as topics vary. Prerequisites: NCCT 2330A and PSYC 2301A.

PSYC

PSYC 4349A Topics in Psychology: Spirituality in the Helping Professions 3 hrs

The focus of this course is on the awareness and cultivation of spirituality with regard to its facilitative role in the healing arts. Helping professionals are called on to provide therapeutic interventions and processes to alleviate human suffering and despair. Students have an opportunity to explore their own spirituality and their relationship to suffering or avoidance of suffering so they may become more effective change agents for others as well as themselves. The class is experiential, starting from a change in the student's awareness and going through experience and into behavior. Prerequisite: NCCT 2330A. Same as HUSV 4341A.

PSYC 4349A Topics in Psychology: Women and Addictions (M) 3 hrs

This course explores the issues that are unique to women addicts. Women's reasons for becoming addicted differ from those of men. These reasons derive from very different life experiences. The focus will be on drug and alcohol addiction, gambling, and smoking as well as potentially destructive habits like food, sex, shopping, and relationships. Consideration is given to addiction in relation to adolescent, middle-aged and older women as well as to the major bio-psychosocial issues involved in various ages and stages of a woman's life cycle. Race, ethnic heritage and cultural perspectives are also included. Various treatment modalities shown to work with women are reviewed. Prerequisite: NCCT 2330A.

PSYC 4351A Psychology of Religion (NW) 3 hrs

Overview of the study of the psychological dimensions of religious experience. Topics include the origins, development and types of religious experience, as well as the relationship of religion to individuals' health, motivation, attitudes and group affiliations. The historical and cultural contexts of psychological theories and research are emphasized. Same as RELS 3399A. Prerequisite: NCCT 2330A.

PSYC 4352A Psychology of Gender (M) 3 hrs

This course examines gender stereotyping and gender roles as depicted in mass media, psychological research methods for studying gender, and the influence of gender on psychological processes such as self-concept, personality, cognition, perception, memory, communication, aggression, interpersonal dynamics, emotions, and physical and mental health. Prerequisite: NCCT 2330A.

PSYC 4360A History and Systems of Psychology 3 hrs

A study of the history of modern psychology with an emphasis on the reading of major writings of theoretical, methodological and empirical importance to the field. Prerequisites: NCCT 2330A, PSYC 2301A, PSYC 2317A and senior standing.

RELIGIOUS STUDIES (RELS)

RELS 2329A Religions East and West (NW) 3 hrs

This course surveys the history and sacred writings of Hinduism, Buddhism, Judaism, Christianity and Islam. By focusing on the historical development of each of the religions, the student learns the context in which its major doctrines have emerged.

RELS 2342A Special Topics in Religious Studies 3 hrs

Course may be repeated as topics change.

RELS 3304A History of World Religions (NW) 3 hrs

History of the world's major and minor religions (including Hinduism, Buddhism, Judaism, Islam, Christianity, Sikhism, Jainism, Taoism and Confucianism) will be covered. Students study religious texts, icons and rituals.

RELS 3399A Issues in Religious Studies 3 hrs

This course will examine select issues within Religious Studies. Course may be repeated as topics vary.

RELS 4331A Spirituality and Work

Spirituality in the workplace piques the curiosity of many people, and this course provides an opportunity for students to discuss the deeper meanings of topics such as leadership from the inside out, creativity and enthusiasm, selfless service, purpose and meaning, the power of vision and mission statements, and linking one's passion with work. Students actively explore the nature of spiritual well-being of the workplace as well as the spiritual well-being of workers in the workplace. This course has been created so students can discover how to effectively integrate the pursuit of personal spirituality with their professional obligations in a manner that enhances optimum relations at work. Students cannot receive credit for this course and for MGMT 4331A.

Prerequisite: NCCT 2330A.

SCIENCE (SCIE)**SCIE 2320A Science in Perspective (NS)****3 hrs**

This course is designed as part of the General Education science component. Course objectives are to teach students to distinguish between science and pseudoscience through analysis of methodology, understand the difference between science and technology, appreciate the historical and philosophical background of science, and understand the role of science in creating and solving current societal problems. Topics include the scientific method, statistical analysis, measurement and interpretation, and scientific writing, illustrated with selected topics from biology, chemistry, physics and related sciences. Prerequisites: MATH 1312A or above and English Composition.

SOCIOLOGY (SOCI)**SOCI 1301A Principles of Sociology****3 hrs**

An introduction to sociology: its questions, concepts and ways of analyzing social life. The focus is on how human societies organize themselves; how culture, socialization, norms, values, power relations, social institutions and group interaction affect the individual; and how, in turn, societies are transformed by human action. Of particular concern are problems facing contemporary societies.

SOCI 2326A Chemical Dependency Issues**3 hrs**

An introduction to biological, psychological and sociological research and theory related to chemical dependency. Attention is given to the impact of drug and/or alcohol abuse on the behavior of individuals, families and special populations. Current approaches to assessment, intervention and treatment are reviewed. Contemporary issues such as the link between chemical abuse and crime, our society's war on drugs, legalization proposals, allocation of priorities and resources, and changing definitions of addiction are explored. This course is open to all students, although it is part of a series designed for students pursuing licensure in the state of Texas as a Licensed Chemical Dependency Counselor, or LCDC. Same as CRIJ 2326A, CRIM 2326A and PSYC 2326A.

SOCI 2327A Marriage and Family (M)**3 hrs**

This course examines contemporary marriage and family in American society. Topics include gender roles, sexual values, dating and mate selection, alternative families and lifestyles, communication and conflict, domestic violence, dysfunctional families, chemical dependency, divorce, remarriage, and stepfamilies. Current research and concepts related to family counseling are examined. Cultural diversity in marriage and family customs is considered. This course provides the knowledge base for family assessment or for understanding one's own family. Same as PSYC 2327A and SOCW 2327A.

SOCI 2340A Counseling the Chemically Dependent**3 hrs**

This course explores historical and contemporary counseling theories and techniques used in working with the chemically dependent (addicted to alcohol and/or drugs). It examines the role of counseling, issues of diversity, values, ethical principles, counselor attributes and common issues faced by the chemical dependency counselor. The "12 Core Functions" of chemical dependency counseling are reviewed. Instruction includes case studies, role play, and experiential activities designed to promote the integration and application of knowledge, theory and skills. Same as CRIJ 2340A and PSYC 2340A. This course is open to all students, although it is part of a series designed for students pursuing licensure in the state of Texas as a Licensed Chemical Dependency Counselor, or LCDC.

SOCI

SOCI 2341A Chemical Dependency: Special Populations (M)

3 hrs

This course takes a more in-depth look at the impact of alcohol and/or drugs on special populations, including women, children and adolescents, gays and lesbians, the aged, and the incarcerated. Prevention models, interventions and treatment issues are explored. Additionally, the class includes an experiential component in which students derive practical experience(s) in the application of a direct intervention with one of these groups. Same as CRIJ 2341A and PSYC 2341A.

SOCI 2349A Topics in Sociology

3 hrs

Course may be repeated as topics change.

SOCI 3304A Society and the Environmental Crisis (M) (NW)

3 hrs

This course examines the interactions between the biophysical environment and the social structures, institutions and processes of society. Topics covered include the history and social sources of environmental risk perception and assessment, environmental consciousness and movements, global and national environmental policy and regulation, and development of an environmental ethos. The social sources and consequences of problems such as global warming, resource scarcity, deforestation and desertification, species extinction, and toxic pollution are critically examined.

SOCI 3313A Corrections

3 hrs

Analysis and evaluation of contemporary correctional systems and their clientele. Contemporary American corrections are placed in perspective along historical, philosophical, legal, political and cross-cultural dimensions. Same as CRIJ 3313A and CRIM 3313A.

SOCI 3322A Juvenile Delinquency and the Juvenile Justice System

3 hrs

Analysis and interpretations of theories of causation and prevention of juvenile delinquency; examination of the historical development and contemporary practices of the juvenile justice system, including the roles of police, the juvenile court, juvenile probation and private community-service treatment programs. Same as CRIJ 3322A.

SOCI 3324A Social Problems: American Dilemmas (M)

3 hrs

Principles and methods of sociology, economics and political science are used to critically analyze contemporary social problems in U.S. society. From the context of American social pluralism, the importance of conflicting values in defining social problems and their solutions are stressed. Principal objectives of the course are enhanced capacities to (1) identify individual and public responsibility and the common good, and (2) critically analyze, evaluate and solve social problems. Prerequisite: NCCT 2330A.

SOCI 3335A Women in American Society (M)

3 hrs

Surveys women's roles in American life, both public and private, from the colonial period to the present. Examines how these roles have shifted in relation to broad social, political and economic currents and through the efforts of women themselves to expand their opportunities. Explores contemporary directions in women's history research, particularly the recognition of differing experiences and perceptions based on class, race, ethnicity and geographic region.

SOCI 3336A Criminology

3 hrs

Discourse on the scientific study of crime and criminals, with emphasis on an analysis of the theories regarding causation of crime and an examination of crime typologies. Same as CRIJ 3336A and CRIM 3336A.

SOCI 3342A Minorities in U.S. Society (M)

3 hrs

A study of minority groups and majority-minority relations. The historical origins, current conditions, cultures, problems and social movements of racial, ethnic, national and religious minorities in the United States are sociologically examined, with special reference to the causes of minority status; the social, political, economic and cultural dynamics of majority-minority relations; and paths of successful escape from subordinate status.

SOCI 4322A Global Issues (NW) (CGI)

This course examines the process of globalization and the issues that it raises for the people and societies of the global community. A special focus is on the impact of globalization on developing societies in Asia, Africa and Latin America. Issues addressed include economic development, dominance and policy in the world economy; cultural autonomy and identity; poverty and want in the world community; international competition, conflict and violence; international migration; and the global environmental crisis. Prerequisite: NCCT 2330A.

SOCI 4343A Race, Class and Gender (M)**3 hrs**

This course analyzes the forms and consequences of race, class and gender oppression in the United States. Contemporary and classical theories of stratification are reviewed. Mechanisms that perpetuate inequality are identified. Related social research and economic data are examined. Students are expected to analyze a variety of viewpoints and to clarify their own beliefs and values regarding issues of social justice. Same as PSYC 3330A and SOCW 4343A. Prerequisite: NCCT 2330A.

SOCI 4349A Topics in Sociology**3 hrs**

Course may be repeated as topics change. Prerequisite: NCCT 2330A, junior or senior standing.

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James W. Sharman Jr. '58, Houston

Ian J. Turpin, Austin

Duncan Knapp Underwood '95, Houston

F. Gary Valdez, MBA '78, Austin

Donna VanFleet, Brownsville, Vt.

Melba Whatley, Austin

Peter Winstead, Austin

Brother William Zaydak, CSC, Austin

George E. Martin, PhD, Austin (ex officio)

Trustees Emeriti:

Charles A. Betts, Austin

Brother Donald Blauvelt, CSC, '67, Austin

Edward M. Block '50, Key West, Fla.

Guy S. Bodine III hs '68, San Antonio

Leslie Clement, Kingsville

Isabella Cunningham, PhD, Austin

Gregory A. Kozmetsky '70, Austin

Most Reverend John E. McCarthy, Bishop Emeritus, Austin

William Jennings Renfro '95, Austin

Jim A. Smith, Austin

OFFICERS OF ADMINISTRATION

President:	George E. Martin, PhD
Executive Vice President:	Sister Donna M. Jurick, SND, PhD
Vice President for Academic Affairs:	Mary K. Boyd, PhD
Vice President for Financial Affairs:	Kim Kraal, MBA, CPA
Vice President for Information Technology:	David Waldron, MBA
Vice President for Marketing and Enrollment Management:	Paige Booth, BBA
Vice President for Student Affairs:	Sandra L. Pacheco, PhD
Vice President for University Advancement:	Michael Larkin, MS
Chief of Staff, Liaison to the Board of Trustees, Sustainability Coordinator:	Cristina Bordin, MA
Associate Vice President for Academic Affairs:	Molly E. Minus, PhD
Associate Vice President for Advancement:	Joe DeMedeiros, MALS
Associate Vice President and Dean of Students:	Lisa L. Kirkpatrick, MEd
Associate Vice President for Facilities:	Michael Peterson, MBA
Associate Vice President for Faculty Development and Academic Programs:	Lori Peterson, PhD
Associate Vice President for Finance:	Debbie Zimmerman, MBA
Associate Vice President for Financial Affairs:	Barton G. Glaser, MBA
Associate Vice President for Institutional Effectiveness and Research:	Bhuban Pandey, MBA, ME
Associate Vice President for Global Initiatives:	William J. Clabby, MA
Associate Vice President for Marketing:	Christie Campbell, MBA
Associate Vice President for Student Academic Support Services:	Nicole Trevino
Associate Vice President for Student Financial Services:	Doris F. Constantine, MBA
Associate Vice President, Dean of Admission:	Tracy Manier, MA
Dean, The Bill Munday School of Business:	Nancy G. Schreiber, PhD
Dean, School of Behavioral and Social Sciences:	Brenda J. Vallance, PhD
Dean, School of Education:	Grant W. Simpson, Jr., PhD
Dean, School of Humanities:	Sharon D. Nell, PhD
Dean, School of Natural Sciences:	Gary A. Morris, PhD
Dean, New College:	Helene Caudill, PhD
Director of Campus Ministry:	Father Peter J. Walsh, CSC
Director of Munday Library:	Pongracz Sennyey, MLIS
Comptroller:	Paul Sintef, MBA, CPA
Registrar:	Lance Hayes, EdD

SCHOOL ORGANIZATIONS

THE BILL MUNDAY SCHOOL OF BUSINESS

Dean: Nancy G. Schreiber

Associate Dean for Academic Affairs: Tom Sechrest

Associate Dean for Assessment & Accreditation: Camelia Rotaru

Department Chairs:

Accounting: Louise Single

Entrepreneurship and Marketing: To Be Named

Finance and Economics: Camelia Rotaru

Management & Business Administration: Lorelei Ortiz

Program Directors:

Master of Accounting (MACT): Louise Single

Master of Science in Leadership and Change (MSLC): Tom Sechrest

BEHAVIORAL AND SOCIAL SCIENCES

Dean: Brenda J. Vallance

Associate Dean: Brian W. Smith

Department Chairs:

Criminal Justice and Forensic Science: Tina J. Miranda

History: Christie Sample Wilson

Environmental Science and Policy, Global Studies, and Political Science: William E. Nichols

Psychology: Alan Swinkels

Criminology, Sociology, and Social Work: Stacey Borasky

Program Director:

Behavioral Neuroscience: Russell J. Frohardt

Professional Science Master's in Environmental Management and Sustainability Program (MSEM): Peter Beck

EDUCATION

Dean: Grant W. Simpson, Jr.

Associate Dean: J. Frank Smith III

Department Chairs:

Education, Special Education and Reading: Kris Sloan

Kinesiology: Kristy K. Ballard

University Studies: Susan Loughran

HUMANITIES

Dean: Sharon D. Nell

Associate Deans: Richard J. Bautch, Lynn Rudloff

Department Chairs:

Communication: Teri Lynn Varner

Languages, Literatures, and Cultures: Philippe P. Seminet

Literature, Writing and Rhetoric: Mary Rist

Performing Arts: Sheila Gordon

Philosophy: Mark J. Cherry

Religious Studies: Father Louis T. Brusatti

Visual Studies & Interactive Games Studies: Laura A. Hollis-Hammonds

NATURAL SCIENCES

Dean: Gary A. Morris

Associate Dean: Cynthia Y. Naples

Department Chairs:

Biological Sciences: Patricia J. Baynham

Chemistry: Tricia Shepherd

Computer Sciences: Laura J. Baker

Mathematics: Carol Gee

NEW COLLEGE

Dean: To be named

Program Directors:

Master of Arts in College Student Development (MACSD):

Richard A. Parsells

Master of Arts in Counseling (MAC): Elizabeth M. Katz

Master of Liberal Arts (MLA): H. Ramsey Fowler

NEW COLLEGE FACULTY

Walter (Kin) Barksdale...1999

Assistant Professor of Computer Information Systems, New College
BS, Metropolitan State College of Denver, 1989;
MS, University of Colorado, 1995

Craig Campbell...2003

Associate Professor of Public Safety Management, New College
BA, University of Oklahoma 1970; MA, 1973;
MS, Oklahoma State University, 1976;
PhD, University of Texas at Austin, 1993

Helene Caudill...2003

Associate Professor of Management
BS, Georgia Institute of Technology, 1982;
MBA, University of North Texas, 1990; PhD, 1996

Karen Chitwood...2005

Assistant Professor of Counseling, New College
BA, Kansas State, 1967;
MA, Hunter College CUNY, 1974;
PhD, New York University, 1980

Carolyn Conn...2006

Professor of Accounting
BBA, Stephen F. Austin State University, 1972;
MBA, University of Arkansas, Fayetteville, 1975;
PhD, 1978

H. Ramsey Fowler...1999

Associate Professor of English, New College
AB, Princeton University, 1959;
AMT, Harvard University, 1961;
AM, University of Michigan, 1963; PhD, 1969

John V. Jones...2001

Associate Professor of Counseling, New College
BA, North Texas State University, 1978;
MA, University of North Texas, 1989; PhD, 1996

Elizabeth M. Katz...1999

Associate Professor of Counseling, New College
BA, Newcomb College of Tulane University, 1970;
MS, Trinity University, 1974;
PhD, University of Texas at Austin, 1989

Sunny Lansdale...2012

Visiting Assistant Professor of Counseling, New College
BA, University of New Mexico, 1964;
MEd, University of Texas at Austin, 1970;
PhD, Fielding Graduate University, 1995

John S. Loucks IV...1992–97, 1999

Professor of Management
BBA, University of New Mexico, 1980;
MBA, Indiana University, 1984; PhD, 1987

Pamela Malone...2014

Visiting Assistant Professor of Counseling
BA, Marymount Manhattan College, 1981;
MA, Columbia University, 1988;
MSW, Adelphi University, 1991;
PhD, The University of Texas at Austin, 2010

Paula Mitchell Marks...1988

Professor of American Studies, New College
BA, St. Edward's University, 1978;
MA, University of Texas at Austin, 1980; PhD, 1987

William E. Martello...2003

Assistant Professor of Management
BA, Wesleyan University, 1977;
MBA, University of California–Berkeley, 1987;
PhD, University of Pittsburgh, 1995

Ellen Melton...2014

Visiting Assistant Professor of Counseling
BS, Angelo State University, 2001; MS, 2003;
PhD, Capella University, 2005

Lorelei A. Ortiz...2002

Professor of Business Communication
BA, University of Texas at El Paso, 1995; MA, 1997;
PhD, New Mexico State University, 2001

Richard A. Parsells...2005

Associate Professor of Organizational Studies, New College
BA, University of Dayton, 1973;
MPA, 1975; MBA, 1984;
PhD, Texas State University, 2006

Danney F. Ursery...1986

Professor of Philosophy, New College
BA, North Texas State University, 1972;
MA, Texas Christian University, 1976

W. Bradley Zehner II...2007

Associate Professor of Management
BA, University of California–Riverside, 1966;
MBA, University of Southern California, 1968; MS, 1970;
MA, Pepperdine University, 1983;
PhD, The Peter F. Drucker Graduate Management Center, Claremont Graduate University, 1996

Other faculty members who teach seminars and individualized/directed studies and who assess prior learning are drawn from the faculty of St. Edward's University and other institutions of higher learning or are academically qualified persons from the community. All faculty members are academically qualified and are sensitive to the needs of adult learners.

2015–2016 ACADEMIC CALENDAR

Fall 2015

For specific course beginning and ending dates, please check the online course schedule.

August

28 Friday Last day to change sections or add undergraduate courses

September

6 Sunday Last day to change sections or add New College full-term courses*

7 Monday Labor Day holiday — no classes meet

9 Wednesday Official Headcount Day and last day to drop unrecorded for undergraduate courses

13 Sunday Last day to drop New College full-term courses* unrecorded

October

1 Thursday Deadline to convert Incomplete Summer 2015 grades or initiate grade appeals for Spring or Summer 2015 courses

5 Monday December graduation certifications due in the Office of the Registrar

12 Monday Mid-semester

16 Friday Founder's Day holiday — no classes meet

November

3 Tuesday Last day to withdraw from any undergraduate course or New College full-term course*

25–28 Wednesday–Saturday Thanksgiving holiday — no classes meet

December

7–10 Monday–Thursday Exam/test week for undergraduate courses

12 Saturday Official Degree date for December graduates

15 Tuesday Final grades due by 11:59 p.m.

New College Short Terms Fall 2015

Term 1 courses (first half) begin August 24–29 and end October 6–12.

Term 2 courses (second half) begin October 13–19 and end November 24–December 5.

*New College full-term courses meet from the beginning of the semester through the end of the semester. Specific dates and deadlines for all other New College courses can be found by going to think.stedwards.edu/registrar/resources and choosing “Dates and Deadlines” for the appropriate term. Schedule Adjustment and Refund deadlines for all courses can be found on page 10 of this *Bulletin*.

Spring 2016

January

		For specific course beginning and ending dates, please check the online course schedule.
15	Friday	Last day to change section or add undergraduate courses
18	Monday	Martin Luther King Jr. holiday — no classes meet
24	Sunday	Last day to change sections or add New College full-term courses*
27	Wednesday	Official Headcount Day and last day to drop unrecorded for undergraduate courses
31	Sunday	Last day to drop New College full-term courses* unrecorded

February

22	Monday	May graduation certifications due in the Office of the Registrar
----	--------	--

March

1	Monday	Deadline to convert Incomplete grades or initiate grade appeals for Fall 2015 courses; Mid-semester
12–18	Saturday–Friday	Spring Break — no classes meet
24–27	Thursday–Sunday	Easter Break — no classes meet
28	Monday	No day classes; evening classes meet (5:00 p.m. and later)
31	Monday	Last day to withdraw from any undergraduate course or New College full-term course*

May

2–5	Monday–Thursday	Exam/test week for undergraduate courses
7	Saturday	Commencement
10	Tuesday	Final grades due by 11:59 p.m.

New College Short Terms Spring 2016

Term 3 courses (first half) begin January 11–16 and end February 23–February 29.

Term 4 courses (second half) begin March 1–7 and end April 25–30.

*New College full-term courses meet from the beginning of the semester through the end of the semester. Specific dates and deadlines for all other New College courses can be found by going to think.stedwards.edu/registrar/resources and choosing “Dates and Deadlines” for the appropriate term. Schedule Adjustment and Refund deadlines for all courses can be found on page 10 of this *Bulletin*.

Summer 2016

May			For specific course beginning and ending dates, please check the online course schedule.
	22	Sunday	Last day to change sections or add New College full-term courses*
	29	Sunday	Last day to drop New College full-term courses* unrecorded
	30	Monday	Memorial Day holiday — no classes meet
June			
	17	Friday	August graduation certifications due in the Office of the Registrar
	28–July 4	Thursday–Monday	Independence Day holiday — no classes meet
July			
	1	Friday	Deadline to convert Incomplete grades or initiate grade appeals for Spring 2016 courses
	18	Monday	Last day to withdraw from any New College full-term course*
August			
	20	Saturday	Official Degree date for August graduates; New College classes end
	23	Tuesday	Final grades due by 11:59 p.m.

New College Short Terms Summer 2016

Term 5 courses (first half) begin May 9 and end June 27.

Term 6 courses (second half) begin July 5 and end August 20.

* New College full-term courses meet from the beginning of the semester through the end of the semester. Specific dates and deadlines for all other New College courses can be found by going to think.stedwards.edu/registrar/resources and choosing “Dates and Deadlines” for the appropriate term. Schedule Adjustment and Refund deadlines for all courses can be found on page 10 of this *Bulletin*.

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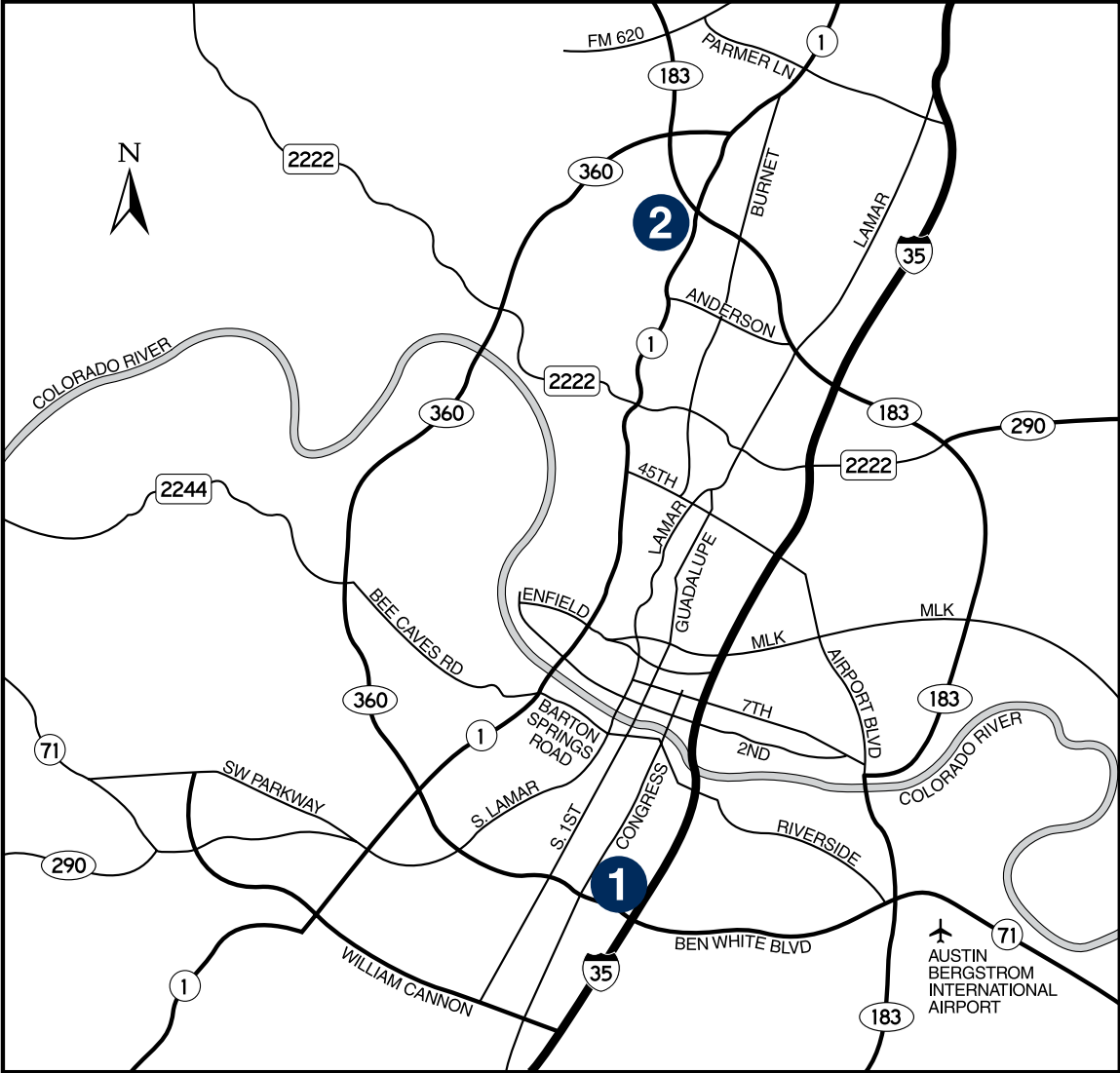
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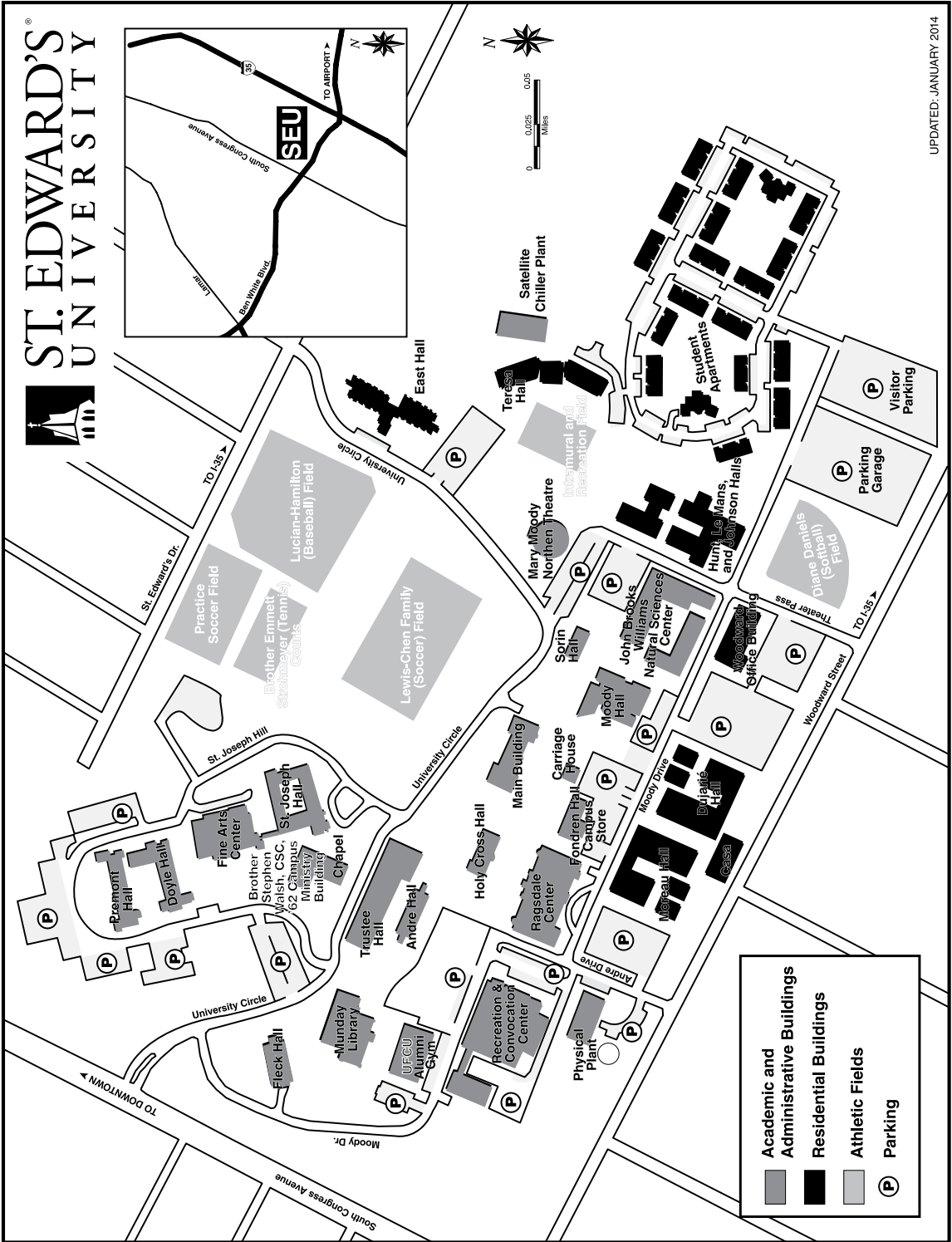
CLASS SITES MAP



1 St. Edward's University
3001 South Congress Avenue
Austin, TX 78704
512-428-1050

2 St. Edward's University — Professional Education Center
9420 Research Boulevard
Austin, TX 78759
512-346-8110

CAMPUS MAP



UPDATED: JANUARY 2014

NOTES