



**2019-
2020**



TEXAS A&M UNIVERSITY - SAN ANTONIO

GRADUATE CATALOG



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INTRODUCTION

PURPOSE OF THE CATALOG

This catalog is the official bulletin of Texas A&M University-San Antonio for the 2019-2020 academic year, in which are published the record of the year closing, the announcements for the coming year and the official administrative procedures which will be in effect during the coming year. Fees and administrative procedures (except standards and requirements for degrees) are, however, subject to change. This catalog may be viewed online at <http://www.tamusa.edu> under the “Academics” tab.

The courses of instruction announced herein are those that are available for offering during the sessions of August 2019-August 2020. Courses to be offered during any one semester or summer term are posted in *JagWire* system prior to registration for a particular semester or term. To meet evolving needs, the University does reserve the right to make changes in courses and to offer only those for which a sufficient number of students register.

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

ACCREDITATIONS, CERTIFICATIONS, AND APPROVED PROGRAMS

Texas A&M University-San Antonio is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate and master’s degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404/679-4500, or visit <http://www.sacscoc.org> for questions about the accreditation of Texas A&M University-San Antonio.

Teacher/Education Certification Accredited by the Texas State Board of Education Certification.

STUDENT ACADEMIC RESPONSIBILITIES

Students are expected to familiarize themselves thoroughly with the regulations of the University, to accept responsibilities for course requirements for their degrees, and to make inquiries in case of doubt. It shall not be the University's responsibility should complications arise because of failure to follow regulations and requirements. Regulations will not be waived nor exceptions to requirements made on a plea of ignorance. Students, therefore, should become familiar with all of the information related to their program of study contained in the on-line university catalog.

Personal announcements sent to students through A&M-San Antonio’s e-mail are the official means of communicating course and university business with students—not the U.S. Mail and not other e-mail addresses. Students must check their A&M-San Antonio e-mail accounts regularly, if not daily. Not having seen an important A&M-San Antonio e-mail message from a faculty member, chair, dean or other University administrator is not accepted as an excuse for failure to take important action.

Campus safety is a high priority at A&M-San Antonio as we ensure the safety of all our students, faculty and staff. **JagE Alert** is the A&M-San Antonio comprehensive Emergency Notification System. Through this single site, students and employees can update their emergency contact information, see delivery statistics of previous

emergency messages and access additional A&M-San Antonio emergency management resources. The JagE Alert address is <http://www.tamusa.edu/upd/emergencynotifications/index.html>.

EQUAL OPPORTUNITY POLICY

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

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

UNIVERSITY ASSESSMENT

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

HISTORY

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

MAIN CAMPUS LOCATION

Situated in San Antonio's South Side, Texas A&M University-San Antonio serves an area comprising the greater San Antonio and Bexar County region and the surrounding South Texas counties. San Antonio, the county seat of Bexar County, is a city of approximately 1,330,000. Texas A&M University-San Antonio is located on approximately 700 acres southeast of the intersection of Loop 410 and S. Zarzamora. The address is: One University Way, San Antonio, TX 78224

MISSION OF THE UNIVERSITY

A&M-San Antonio is reflective of the diverse and heritage rich community it serves. University and community partnerships provide a strong foundation for student and academic success and support interdisciplinary teaching and experiential learning. Faculty and staff collaborate to create comprehensive, industry-responsive academic and co-curricular programs that provide a transformative experience for all students. The University's inclusive environment inspires learning and fosters social development using relevant scholarship, research and public service. A&M-San Antonio graduates leave well-equipped with knowledge and marketable skills that prepare them for rewarding careers, responsible global citizenship and lifelong learning.

VISION

A&M-San Antonio serves as an economic, research and social catalyst that will become nationally recognized for student and academic success, embracing all students, especially those from underrepresented communities.

ACADEMIC CALENDAR: 2019-2020

Dates and times subject to change. Official Calendar and Registration information appears each semester with the Class Schedule.

Fall 2019: Regular 16-week Session		
Registration Dates: TBD		
August 5	Monday	Tuition & fee payment deadline for students registered prior to August 2
August 7	Wednesday	Drop for non-payment for students registered prior to August 2. Students dropped on this date will be subject to a 24-hour registration hold
August 15	Thursday	Tuition & fee payment deadline for students registered August 3 rd and later. A \$35 fee will be assessed for paying after this date
August 19	Monday	CONVOCATION
August 20	Tuesday	Drop for non-payment for students registered August 3 rd and later. Students dropped on this date will be subject to a 24-hour registration hold
August 21	Wednesday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
August 22	Thursday	CLASSES BEGIN
August 24	Saturday	Weekend classes begin
August 30	Friday	Last day to register for Fall 16-Week Session
September 2	Monday	Labor Day Holiday. A&M-SA Closed: weekend classes will meet
September 9	Monday	Census Date
September 9	Monday	Deadline for students who have applied for Fall graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
September 9	Monday	Last day for students to apply for Fall 2019 graduation
September 10	Tuesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
September 12	Thursday	Application for Spring 2020 graduation can be submitted
September 26	Thursday	Fall 2019 Graduation Application Fee Payment Deadline
October 25	Friday	Last day to drop with an automatic "W"
October 28	Monday	Title IV 60% of semester (Financial Aid)
November 27-30	Wednesday-Saturday	Thanksgiving Holiday: No Classes
December 2	Monday	Application for Summer 2020 Graduation can be submitted
December 4	Wednesday	Last day to drop a course or withdraw from the University
December 4	Wednesday	Last day of Scheduled Weekday Classes
December 5-6	Thursday- Friday	Reading Days
December 9-14	Monday-Saturday	Final Examinations. See the A&M-SA academic calendar website for schedule
December 14	Saturday	End of Fall Semester
December 17	Tuesday	Commencement
December 17	Tuesday	All grades for Fall 16-week session due by Noon via Jagwire
December 23-January 1	Friday-Wednesday	Winter Break – A&M-SA Closed

Fall 2019: Flex I Session (First 8-weeks)

Registration Dates: TBD

August 5	Monday	Tuition & fee payment deadline for students registered prior to August 2
August 7	Wednesday	Drop for non-payment for students registered prior to August 2. Students dropped on this date will be subject to a 24-hour registration hold
August 15	Thursday	Tuition & fee payment deadline for students registered August 3 rd and later. A \$35 fee will be assessed for paying after this date
August 20	Tuesday	Drop for non-payment for students registered August 3 rd and later. Students dropped on this date will be subject to a 24-hour registration hold
August 21	Wednesday	Last day of students withdrawing to receive 100% refund and responsible for 0% of tuition
August 22	Thursday	CLASSES BEGIN
August 28	Wednesday	Last day to register for Fall Flex I Session
August 29	Thursday	Census Date
August 30	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
September 2	Monday	Labor Day Holiday. A&M-SA Closed: weekend classes will meet
September 9	Monday	Deadline for students who have applied for Fall graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
September 9	Monday	Last day for students to apply for Fall 2019 graduation
September 12	Thursday	Application for Spring 2020 graduation can be submitted
September 26	Thursday	Title IV 60% of semester (Financial Aid)
September 26	Thursday	Last day to drop with an automatic "W"
October 11	Friday	Last day to drop a course or withdraw from the University
October 15	Tuesday	Last day of Scheduled Classes
October 16-19	Wednesday-Saturday	Final Examinations
October 19	Saturday	End of Fall Flex I
October 23	Wednesday	All grades for Fall Flex I session due by Noon via Jagwire

Fall 2019: Flex II Session (Second 8-weeks)

Registration Dates: TBD

October 14	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
October 17	Thursday	Drop for Non-Payment
October 18	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
October 21	Monday	CLASSES BEGIN
October 25	Friday	Last day to register for Fall Flex II Session
October 28	Monday	Census date
October 29	Tuesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
November 15	Friday	Last day to drop with an automatic "W"
November 27-30	Wednesday-Saturday	Thanksgiving Holiday – No Classes
November 25	Monday	Title IV 60% of semester (Financial Aid)
December 6	Friday	Last day to drop a course or withdraw from the University
December 7	Saturday	Last day of Scheduled Classes
December 9-14	Monday-Saturday	Final Examinations
December 14	Saturday	End of Fall Flex II Session
December 17	Tuesday	All grades for Fall Flex II session due by Noon via Jagwire
December 23-January 1	Friday-Wednesday	Winter Break: A&M-SA closed

Fall 2019: First 5-week Session

Registration Dates: TBD

August 5	Monday	Tuition & fee payment deadline for students registered prior to August 2
August 7	Wednesday	Drop for non-payment for students registered prior to August 2. Students dropped on this date will be subject to a 24-hour registration hold
August 15	Thursday	Tuition & fee payment deadline for students registered August 3 rd and later. A \$35 fee will be assessed for paying after this date
August 20	Tuesday	Drop for non-payment for students registered August 3 rd and later. Students dropped on this date will be subject to a 24-hour registration hold
August 21	Wednesday	Last day of students withdrawing to receive 100% refund and responsible for 0% of tuition
August 22	Thursday	CLASSES BEGIN
August 26	Monday	Last day to register for Fall First 5-week Session
August 27	Tuesday	Census Date
August 28	Wednesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
September 2	Monday	Labor Day Holiday. A&M-SA closed: Weekend classes will meet
September 9	Monday	Deadline for students who have applied for Fall graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
September 9	Monday	Last day for students to apply for Fall 2019 graduation
September 12	Thursday	Application for Spring 2020 graduation can be submitted
September 13	Friday	Last day to drop with an automatic "W"
September 13	Friday	Title IV 60% of semester (Financial Aid)
September 26	Thursday	Last day to drop a course or withdraw from the University
September 26	Thursday	Last day of Scheduled Classes
September 27-28	Friday-Saturday	Final Examinations
September 28	Saturday	End of Fall First 5-week session
October 1	Tuesday	All grades for Fall First 5-week Session due by Noon via Jagwire

Fall 2019: Second 5-week Session

Registration Dates: TBD

September 23	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
September 27	Thursday	Drop for Non-Payment
September 27	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
September 30	Monday	CLASSES BEGIN
October 2	Wednesday	Last day to register for Fall Second 5-week Session
October 3	Thursday	Census date
October 4	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
October 18	Friday	Last day to drop with an automatic "W"
October 21	Monday	Title IV 60% of semester (Financial Aid)
October 25	Friday	Last day to drop a course or withdraw from the University
October 31	Thursday	Last day of Scheduled Classes
November 1-2	Friday-Saturday	Final Examinations
November 2	Saturday	End of Fall Second 5-week Session
November 5	Tuesday	All grades for Fall Second 5-week session due by Noon via Jagwire

Fall 2019: Fall Third 5-week Session

Registration Dates: TBD

October 28	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
October 31	Thursday	Drop for Non-Payment
November 1	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
November 4	Monday	CLASSES BEGIN
November 6	Wednesday	Last day to register for Fall Third 5-week Session
November 7	Thursday	Census date
November 8	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
November 15	Friday	Last day to drop with an automatic "W"
November 27-30	Wednesday-Saturday	Thanksgiving Holiday, No Classes: All admin offices will be Closed Thursday-Saturday
December 2	Monday	Title IV 60% of semester (Financial Aid)
December 6	Friday	Last day to drop a course or withdraw from the University
December 12	Thursday	Last day of Scheduled Classes
December 9-14	Monday- Saturday	Final Examinations
December 14	Saturday	End of Fall Third 5-week Session
December 17	Tuesday	All grades for Fall Third 5-week session due by Noon via Jagwire
December 23-January 1	Friday-Wednesday	Winter Break: A&M-SA closed

Spring 2020: Regular 16-week Session

Registration Dates: TBD

January 2	Thursday	A&M-SA Opens
January 6	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
January 9	Thursday	Drop for Non-Payment
January 10	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
January 13	Monday	CLASSES BEGIN
January 18	Saturday	Weekend Classes Begin
January 20	Monday	Martin Luther King Day. A&M-SA closed
January 21	Tuesday	Last day to register for Spring 16-week Session
January 29	Wednesday	Census Date
January 29	Wednesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
January 29	Wednesday	Deadline for students who have applied for Spring 2020 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
January 29	Wednesday	Last day for students to apply for Spring 2020 graduation
January 29	Wednesday	Last day for students to apply for Summer 2020 graduation and participate in Spring 2020 Commencement ceremony
February 19	Wednesday	Spring 2020 Graduation Application Fee Payment Deadline
March 3	Tuesday	Application for Fall 2020 Graduation can be submitted
March 9-15	Monday-Sunday	Spring Break.
March 27	Friday	Last day to drop with an automatic "W"
March 30	Monday	Title IV 60% (Financial Aid)
May 1	Friday	Last day to drop a course or withdraw from the University
May 2	Saturday	Last day of Scheduled Classes
May 4-5	Monday-Tuesday	READING DAYS
May 6-12	Wednesday-Tuesday	Final Examinations: See the A&M SA academic calendar website for schedule
May 12	Tuesday	End of Spring Semester
May 15	Friday	All grades for Spring 16-week session due by Noon via Jagwire
May 15	Friday	Spring Commencement

Spring 2020: Flex I Session (First 8-weeks)

Registration Dates: TBD

January 2	Thursday	A&M-SA Opens
January 6	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
January 9	Thursday	Drop for Non-Payment
January 10	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
January 13	Monday	CLASSES BEGIN
January 17	Friday	Last day to register for Spring Flex I Session
January 20	Monday	Martin Luther King Day. A&M-SA closed
January 21	Tuesday	Census Date
January 22	Wednesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
January 29	Wednesday	Deadline for students who have applied for Spring 2020 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
January 29	Wednesday	Last day for students to apply for Spring 2020 graduation
January 29	Wednesday	Last day for students to apply for Summer 2020 graduation and participate in Spring 2020 Commencement ceremony
February 14	Friday	Title IV 60% of semester (Financial Aid)
February 14	Friday	Last day to drop with an automatic "W"
February 19	Wednesday	Spring Graduation Application Fee Payment Deadline
February 28	Friday	Last day to drop a course or withdraw from the University
March 3	Tuesday	Application for Fall 2020 Graduation can be submitted
March 3	Tuesday	Last day of Scheduled Classes
March 4-7	Wednesday-Saturday	Final Examinations
March 7	Saturday	End of Spring Flex I
March 11	Wednesday	All grades for Spring Flex I session due by Noon via Jagwire

Spring 2020: Flex II Session (Second 8-weeks)

Registration Dates: TBD

March 2	Monday	Tuition & Fee payment deadline A \$35 fee will be assessed for paying after this date
March 4	Wednesday	Drop for Non-Payment
March 9-15	Monday-Sunday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
March 9-15	Monday-Sunday	Spring Break
March 16	Monday	CLASSES BEGIN
March 20	Friday	Last day to register for Spring Flex II Session
March 23	Monday	Census date
March 24	Tuesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
April 15	Wednesday	Last day to drop with an automatic "W"
April 17	Friday	Title IV 60% of semester (Financial Aid)
May 1	Friday	Last day to drop a course or withdraw from the University
May 5	Tuesday	Last day of Scheduled Classes
May 6-12	Wednesday-Tuesday	Final Examinations
May 12	Tuesday	End of Spring Flex II
May 15	Friday	All grades for Spring Flex II session due by Noon via Jagwire
May 15	Friday	Spring 2020 Commencement

Spring 2020: First 5-week Session

Registration Dates: TBD

January 2	Thursday	A&M-SA Opens
January 6	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
January 9	Thursday	Drop for Non-Payment
January 10	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
January 13	Monday	CLASSES BEGIN
January 15	Wednesday	Last day to register for Spring First 5-week Session
January 16	Thursday	Census Date
January 17	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
January 20	Monday	Martin Luther King Day. A&M-SA closed
January 29	Wednesday	Deadline for students who have applied for Spring 2020 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
January 29	Wednesday	Last day for students to apply for Spring 2020 graduation
January 29	Wednesday	Last day for students to apply for Summer 2020 graduation and participate in Spring 2020 Commencement ceremony
January 31	Friday	Last day to drop with an automatic "W"
February 3	Monday	Title IV 60% of semester (Financial Aid)
February 7	Friday	Last day to drop a course or withdraw from the University
February 13	Thursday	Last day of Scheduled Classes
February 14-15	Friday-Saturday	Final Examinations
February 15	Saturday	End of Spring First 5-week session
February 18	Tuesday	All grades for Spring Flex I session due by Noon via Jagwire

Spring 2020: Second 5-week Session

Registration Dates: TBD

February 10	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
February 13	Thursday	Drop for Non-Payment
February 14	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
February 17	Monday	CLASSES BEGIN
February 19	Wednesday	Last day to register for Spring Second 5-week Session
February 20	Thursday	Census date
February 21	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
March 6	Friday	Last day to drop with an automatic "W"
March 9-15	Monday-Sunday	Spring Break
March 16	Monday	Title IV 60% of semester (Financial Aid)
March 20	Friday	Last day to drop a course or withdraw from the University
March 26	Thursday	Last day of Scheduled Classes
May 27-28	Friday-Saturday	Final Examinations
March 28	Saturday	End of Spring Second 5-week session
March 31	Tuesday	All grades for Spring Second 5-week session due by Noon via Jagwire

Spring 2020: Third 5-week Session

Registration Dates: TBD

March 23	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
March 26	Thursday	Drop for Non-Payment
March 21	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
March 30	Monday	CLASSES BEGIN
April 1	Wednesday	Last day to register for Spring Third 5-week Session
April 2	Thursday	Census date
April 3	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
April 17	Friday	Last day to drop with an automatic "W"
April 20	Monday	Title IV 60% of semester (Financial Aid)
April 24	Friday	Last day to drop a course or withdraw from the University
April 30	Thursday	Last day of Scheduled Classes
May 1-2	Friday-Saturday	Final Examinations
May 2	Saturday	End of Spring Third 5-week session
May 12	Tuesday	All grades for Spring Third 5-week session due by Noon via Jagwire
May 15	Friday	Spring 2020 Commencement

Summer 2020: Maymester Session

Registration Dates: TBD

May 4	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
May 7	Thursday	Drop for Non-Payment
May 12	Tuesday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
May 13	Wednesday	CLASSES BEGIN
May 14	Thursday	Census Date – No registration beyond this point
May 15	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
May 25	Monday	Memorial Day. A&M-SA closed
May 26	Tuesday	Last day to drop a course or withdraw from the University
May 29	Friday	Last day of classes
May 29	Friday	Final Exam
May 29	Friday	End of Session
June 1	Monday	All grades for Maymester session due by Noon via Jagwire

Summer 2020: Summer 10-week Session

Registration Dates: TBD

June 1	Monday	Tuition & Fee payment deadline A \$35 fee will be assessed for paying after this date
June 4	Thursday	Drop for Non-Payment
June 5	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
June 8	Monday	Classes Begin
June 12	Friday	Last day to register for Summer 10-week Session
June 23	Tuesday	Deadline for students who have applied for Summer 2020 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
June 23	Tuesday	Last day for students to apply for Summer 2020 graduation and participate in Fall 2020 Commencement Ceremony
June 23	Tuesday	Census Date
June 24	Wednesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
June 29	Monday	Summer 2020 Graduation Application Fee Payment Deadline
July 3	Friday	Independence Day Holiday. A&M-SA closed
July 17	Friday	Last day to drop with an automatic "W"
July 20	Monday	Title IV 60% of semester (Financial Aid)
July 30	Thursday	Last day to drop a course or withdraw from the University
August 11	Tuesday	Last day of Scheduled Classes
August 12-15	Wednesday-Saturday	Final Examinations
August 15	Saturday	End of Summer 10-week Session
August 18	Tuesday	All grades for Summer 10 week session due by noon via Jagwire

Summer 2020: Summer 8-week Session

Registration Dates: TBD

June 1	Monday	Tuition & Fee payment deadline A \$35 fee will be assessed for paying after this date
June 4	Thursday	Drop for Non-Payment
June 5	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
June 8	Monday	Classes Begin
June 12	Friday	Last day to register for Summer 8-week Session
June 15	Monday	Census Date
June 23	Tuesday	Deadline for students who have applied for Summer 2020 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
June 23	Tuesday	Last day for students to apply for Summer 2020 graduation and participate in Fall 2020 Commencement Ceremony
June 16	Tuesday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
June 29	Monday	Summer 2020 Graduation Application Fee Payment Deadline
July 3	Friday	Independence Day Holiday. A&M-SA closed
July 10	Friday	Title IV 60% of semester (Financial Aid)
July 14	Tuesday	Last day to drop with an automatic "W"
July 24	Friday	Last day to drop a course or withdraw from the University
July 28	Tuesday	Last day of Scheduled Classes
July 29-August 1	Wednesday-Saturday	Final Examinations
August 1	Saturday	End of 8 week Session
August 4	Tuesday	All grades for Summer 8-week session due by noon via Jagwire

Summer 2020: First Summer Session (5-weeks)

Registration Dates: TBD

June 1	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
June 4	Thursday	Drop for Non-Payment
June 5	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
June 8	Monday	Classes Begin
June 10	Wednesday	Last day to register for First Summer 5-week Session
June 11	Thursday	Census Date
June 12	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
June 23	Tuesday	Deadline for students who have applied for Summer 2020 graduation to complete Change of Name and/or Change of Major form(s) at the Welcome Center
June 23	Tuesday	Last day for students to apply for Summer 2020 graduation and participate in Fall 2020 Commencement Ceremony
June 19	Friday	Last day to drop with an automatic "W"
June 29	Monday	Title IV 60% of semester (Financial Aid)
June 29	Monday	Summer Graduation Application Fee Payment Deadline
June 29	Monday	Last day to drop a course or withdraw from the University
July 3	Friday	Independence Day Holiday. A&M-SA closed
July 8	Wednesday	Last day of Scheduled Classes
July 9--11	Thursday--Saturday	Final Examinations
July 11	Saturday	End of First Summer 5 week Session
July 14	Tuesday	All grades for First Summer 5-week session due by noon via Jagwire

Summer 2020: Second Summer Session (5-weeks)

Registration Dates: TBD

July 6	Monday	Tuition & Fee payment deadline. A \$35 fee will be assessed for paying after this date
July 9	Thursday	Drop for non-payment
July 10	Friday	Last Day of students withdrawing to receive 100% refund and responsible for 0% of tuition
July 13	Monday	Classes Begin
July 15	Wednesday	Last day to register for Second Summer 5-week Session
July 16	Thursday	Census Date
July 17	Friday	Students dropped for Non-Payment will be assessed a \$363 Reinstatement Fee if reinstating on or after this date
July 31	Friday	Last day to drop with an automatic "W"
August 3	Monday	Title IV 60% of semester (Financial Aid)
August 7	Friday	Last day to drop a course or withdraw from the University
August 12	Wednesday	Last day of Scheduled Classes
August 13- 15	Thursday--Saturday	Final Examinations
August 15	Saturday	End of Second Summer 5-week session
August 18	Tuesday	All grades for Second Summer 5-week session due by Noon via Jagwire

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STUDENT ENROLLMENT

ADMISSIONS

Senator Frank L. Madla Building | (210)784-1300 | <http://www.tamusa.edu/admissions/>

BeAJaguar@tamusa.edu | Admissions@tamusa.edu

Texas A&M University-San Antonio adheres to high standards of academic excellence and admits students in accordance with their level of academic preparation without regard to race, color, sex, age, religious commitment or national origin.

Applicants should answer questions on the admission application accurately. If the university grants a student admission on the basis of incorrect information or omitted facts, which, if known, would invalidate the applicant's eligibility, that student's admission is invalid. The completed application and supporting documents (i.e. official transcripts from ALL previous college and universities and test scores) constitute the basis upon which the Office of Admissions determine eligibility for admission.

Applications will be processed after all required documentation has been received. An application is considered to be complete only when the Office of Admissions has received all required documentation, including completed application through ApplyTexas.org, required test scores, application fee, and official transcripts from all previous academic work. Completed applications are processed in the order in which they are made complete. Applicants are typically informed of their admission decision within two to three weeks from the point of completion. Incomplete applications will not be processed and will be withdrawn by the university after the census date for the term. Admission decision processing turnaround times may vary as deadlines approach.

Information concerning all aspects of the admissions process will be mailed directly from:

Office of Admission
Texas A&M University-San Antonio
One University Way
San Antonio, TX 78224

Prospective students are strongly encouraged to apply early. *Students who do not enroll for the term in which they are admitted are required to reapply, must pay an additional application fee, may need to submit updated transcripts and will be re-evaluated to determine admissibility.*

In order to apply for admission, the applicant must submit an application via ApplyTexas.org. A student must be admitted to a graduate program in order to take graduate level courses. This applies to students with an undergraduate degree from Texas A&M University-San Antonio, as well as from other regionally-accredited institutions. In accordance with program requirements, applicants must receive a satisfactory score on the appropriate nationally standardized graduate aptitude examination(s). These scores are valid for a period of five years from the exam date.

Standards for admittance to a specific program are set by each academic college. Applicants must check the admission requirements to the program of interest before they seek admission. Initial evaluation of an applicant's documents is processed through the Office of Admissions and is routed to the respective graduate department for an admission decision.

Applicants, who wish to change their graduate program, after admittance to a specific program, must reapply for admission, pay the \$35 application fee, and meet the program's specific admissions requirements to be admitted

to the new program. Failure to follow policy and procedure may void the application of any courses completed toward a degree in a specific program.

Graduate Admission – Domestic Students

Application Fee

Applicants applying or reapplying to Texas A&M University-San Antonio are required to pay a non-refundable application fee of \$35. Each application submitted incurs a required non-refundable application fee, regardless of completion status or admission decision. It is recommended that payment be submitted via the ApplyTexas application. However, payment is also currently accepted in person (cash, card, check, money order or via mail by check, money order) and is accepted at the Student Business Services Office located in room 135 in the Frank L. Madla Building located at main campus or mailed to:

Student Business Services
Texas A&M University-San Antonio
One University Way
San Antonio, TX 78224

Application Fee Waivers

Students may qualify for an admissions application fee waiver. Please note that checking off the application fee waiver indicator on the ApplyTexas application does not automatically waive application fees.

Appropriate documentation is required to be eligible for an application fee waiver (i.e. GRE waiver, McNair waiver). Other waivers may be considered and will be reviewed upon submission. These items can be submitted to the Office of Admissions via fax, mail, or in person. Applicants who do not submit waiver documentation or do not qualify for a waiver will be responsible for application fee payment.

Application and Transcript Submission

A student must complete the ApplyTexas application online at applytexas.org. In cases where multiple applications are submitted, the application submitted most recently, regardless of term or type, will void all previously submitted applications. Applicants must submit official transcripts from all institutions attended. To be considered official, transcripts should have: an original signature of a school official and/or the school seal, must be printed within the year, must be received directly from the sending institution, or hand-delivered in a sealed envelope from the sending institution. Additionally, the Office of Admissions accepts electronic documents as official when sent via a secure electronic transcript service (i.e. E-scrip, National Student Clearinghouse, Parchment, Trans Networks).

Foreign Documents and Credits

Domestic applicants who have prior course work from a foreign college or university will be required to submit a course-by-course foreign credential evaluation from one of the four agencies designated in the International Admissions section. Foreign transcripts are not required.

Applicants who have participated in a study abroad program may also be required to submit a course-by-course foreign credential evaluation from one of the four agencies designated in the International Admissions section.

Graduate Admissions Requirements – Domestic Applicants

Texas A&M University-San Antonio adheres to high standards of academic excellence and admits students in accordance with their level of academic preparation without regard to race, color, sex, age, religious commitment

or national origin. All inquiries about admission, application for admission and transcripts of credit should be addressed to the Office of Admissions.

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

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

Admission Deadlines

In order to ensure your application is processed prior to the beginning of the semester it is strongly encouraged you submit your application and all required supporting documents for admissions no later than the application deadline dates listed below.

Fall Priority	March 15
Fall Final Deadline	August 5
Spring Priority	November 1
Spring Final Deadline	December 20
Summer Priority	April 1
Summer Final Deadline	July 1

The application will not be accepted after the final deadline date. Supporting documents to complete admission files must be received by 5 p.m. on the date of the final deadline. Deadlines that fall on a weekend or holiday will be extended to the following business day. Applications that are not completed by the final deadline will not be processed for an admission decision for that application term and will be withdrawn by the university.

Admission Requirements: Degree Seeking Applicants

Applicants seeking admission to graduate programs at Texas A&M University-San Antonio must submit the following:

1. Complete the application for admission at ApplyTexas.org.
2. Pay non-refundable \$35 application fee.
3. Submit official transcripts from all colleges or universities attended (both undergraduate and graduate). Applicants must be awarded a baccalaureate degree from a regionally-accredited institution before admission into a graduate program can occur. Degrees received must be posted on the transcript of the awarding institution. Only transcripts printed within the preceding 12 months will be accepted.
4. Submit official results of the nationally standardized examination to the Office of Admissions, directly from the testing service. *A&M-SA's GRE code is 6712; the GMAT code is 7B7-9D-05; and the MAT code is 3013*). Applicants who hold a master's degree from a regionally accredited university may have this requirement waived after degree verification dependent upon program.
5. Must have an overall undergraduate grade point average of 2.6 on a 4.0 scale or an average of 3.0 on the last 60 hours of **undergraduate** coursework.
6. Must be eligible to return to all previous attended colleges or universities.

Admission Requirements: Non-Degree Seeking Students

Applicants who are seeking admission to enroll in graduate courses but do not intend to seek a degree should apply as graduate non-degree seeking. Non-degree seeking students may attend for multiple semesters with departmental approval. If continued enrollment is desired, students must contact their advisor. If a student wishes to become degree seeking, they will be required to reapply. Non-degree seeking students may not be eligible for

financial assistance Applicants must specify which department they intend to take coursework in on their ApplyTexas application.

Students applying as non-degree seeking must meet the following:

- Complete the graduate non-degree seeking application at applytexas.org.
- Pay non-refundable \$35 application fee
- Submit official transcripts from all colleges or universities attended both undergraduate and graduate. Students must be awarded a baccalaureate degree from a regionally-accredited institution before admission can occur. Degrees received must be posted on the transcript of the awarding institution. Only transcripts printed within the preceding 12 months will be accepted.
- Applicant must have an overall undergraduate grade point average of 2.6 on a 4.0 scale or have an average of 3.0 on the last 60 hours of **undergraduate** coursework.
- Must be eligible to return to all previous attended colleges or universities.

Graduate Readmission

All active students who have not enrolled in classes for one year (two long terms) become inactive and will need to submit a new admissions application and pay the \$35 application fee. Students, who were previously conditionally admitted prior to submitting test scores, but failed to submit their scores, will be required to submit test scores prior to evaluation.

A&M-SA returning graduate students who have attended other institutions of higher education since they were last enrolled at A&M-SA must submit current official transcripts from each institution attended prior to readmission. Eligibility for readmission of any former student depends on the student's academic status at the end of the last A&M-SA semester of enrollment and performance on any subsequent college or university work attempted.

Post-masters students from Texas A&M University-San Antonio who are returning for certification must apply as graduate non-degree seeking and must specify which department they intend to take coursework in on their ApplyTexas application.

Graduate GPA Calculation

Grades received at other colleges/universities will be converted into Texas A&M University-San Antonio's grading system; plus/minus grading systems will not be used. If any courses are repeated across institutions, only the highest grade will be used to calculate GPA. Credit/non-credit and developmental coursework will not be considered. GPA for graduate level coursework may also be considered.

Unconditional Admission

Applicants who have earned a baccalaureate degree from a regionally accredited college or university and who meet one of the following sets of minimum requirements is offered unconditional admission:

1. Have an undergraduate cumulative grade point average between 2.60-2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), and a minimum GRE composite (Q+V) score of 297 or minimum MAT score of 398 (MAT scores are for Education majors only).
2. Have an undergraduate cumulative grade point average between 3.00-4.00 and a minimum GRE composite (Q+V) score of 285 or minimum MAT score of 388 (MAT scores are for Education majors only).
3. College of Business applicants must meet the following combined GPA and GMAT requirements for unconditional admission: **$970 - (\text{GPA} \times 200) = \text{minimum required GMAT score}$** .

Graduate Admissions Required Test Scores

College/ Department	Applicants with an overall GPA of 2.60-2.99 or last 60 hours gpa above 3.0	Applicants with an overall GPA of 3.00-4.00
Arts and Sciences	GRE: 147(V) / 3 (W)	GRE: 142 (V) / 3 (W)
Business	970-(GPA X 200) = minimum required GMAT score	
Education and Human Development <i>Department of Educator and Leadership Preparation</i>	GRE: 297 (V+Q) or MAT: 398	GRE: 285 (V+Q) MAT: 388
Education and Human Development <i>Department of Counseling Health, and Kinesiology(MAT scores re for Kinesiology majors only)</i>	GRE: 297 (V+Q) or MAT: 398	GRE: 285 (V+Q) or MAT: 388

Conditional Admission

Applicants who are conditionally admitted to the University will remain under a Conditional Admission status and must meet departmental requirements in order to remain enrolled in the program. Conditional admission means that there is an outstanding departmental requirement that must be met in order to enroll in subsequent semesters. For example, applicants’ standardized test results must be received by the Office of Admissions no later than midterm of their first semester of enrollment to register for subsequent semesters. Students who have been conditionally admitted must meet departmental requirements in order to remain enrolled in the program. All departmental requirements are maintained by the department.

Letter of Degree Completion

Applicants may be eligible to be evaluated prior to earning a bachelor’s degree through the letter of degree completion process. Applicants must be in their last term of a bachelor’s program to be evaluated. The letter of degree completion process is only available during the long terms (fall and spring). Summer applicants cannot be processed with the letter of degree completion. International applicants are not eligible. Letter of Degree Completion eligibility does not guarantee admission to the university. Applicants must meet both program and GPA eligibility as outlined below.

Eligible Programs: Applicants applying to the Masters of Counseling and Guidance, the Masters of Kinesiology, the Masters of English or any program in the College of Business are eligible for this process.

Non-Eligible Programs: Applicants applying as Non-Degree Seeking, or applying to a Master’s program with a Certification in the College of Education.

GPA Eligibility: A cumulative GPA of a 3.00 or better is required in all undergraduate coursework taken.

Letter of Degree Completion – Steps to Apply

1. Complete the application for admission at ApplyTexas.org.
2. Pay non-refundable \$35 application fee.
3. Submit official transcripts from all colleges or universities attended (both undergraduate and graduate), including the transcript from the degree awarding institution which indicates “coursework in progress” for

the term in which the applicant is anticipated to graduate.

4. A Letter of Degree Completion from the applicants Academic Advisor. The letter must state—which courses the applicant is registered for that will complete the degree requirements, must also state that pending the completion of the “courses in progress” the student will graduate, and must indicate the anticipated date of graduation and the anticipated degree. The Letter of Degree Completion must be emailed directly from the applicant’s Academic Advisor to graduateadmissions@tamusa.edu.

Only conditional admission can be offered for applicants being admitted with a Letter of Degree Completion. If the applicant does not submit a final college transcript with a bachelor’s degree posted, they will be ineligible to register for future semesters.

For more information on conditional admissions, students will need to contact the department.

INTERNATIONAL GRADUATE ADMISSIONS

Senator Frank L. Madla Building | (210)784-1310 | www.tamusa.edu/InternationalAffairs | International.Affairs@tamusa.edu

Texas A&M University-San Antonio adheres to high standards of academic excellence and admits students in accordance with their level of academic preparation without regard to race, color, sex, age, religious commitment or national origin.

The Office of International Affairs’ (OIA) mission is to enrich and foster the educational and work experience of Texas A&M University-San Antonio’s (A&M-SA) international community. The OIA serves as a welcoming presence for A&M-SA’s international students, and international faculty. The OIA is the institutional resource that facilitates and oversees the lawful immigration status of foreign nationals and non-U.S. citizens who seek to enter the U.S to receive an education, or to work at A&M-SA while protecting the integrity of the institution through compliance with state, local, and federal regulations. You may reach us at Internationalaffairs@tamusa.edu

Services and programs offered include:

International Students

- International admissions and immigration advising to international students
- Study Abroad International Travel
- International Student Insurance
- Provide information, resources, and support for DREAMERs
- Coordinate educational and cultural programs that foster global awareness

International Faculty

- Process visa applications, and permanent residency applications sponsored by the institution
- Act as a liaison among institutional departments and government agencies

If the university grants a student admission on the basis of incorrect information or omitted facts, which, if known, would invalidate the applicant’s eligibility, that student’s admission is invalid. The completed application and supporting documents constitute the basis upon which the Office of Admissions will determine eligibility for admission.

Applications will be processed after all admission required documentation has been received. An application is considered to be complete only when the Admission Office has received all required documentation for admissions, including completed application through ApplyTexas.org, required test scores, application fee, foreign credentials, and official transcripts from all previous academic work as requested. Completed applications are

processed in the order in which they are made complete. Applicants are typically informed of their admission decision within two week from the point of completion. Incomplete applications will not be processed and will be withdrawn by the university after the census date for the term. Admission decision processing turnaround times may vary as deadlines approach. We highly recommend students answer the questions on the application accurately.

Prospective students are strongly encouraged to apply early. Applicants who do not enroll for the term in which they are admitted are required to reapply, must pay an additional application fee and will be re-evaluated to determine admissibility.

International Graduate Admissions

Application Fee

Applicants applying or reapplying to Texas A&M University-San Antonio are required to pay a non-refundable application fee of \$50.00. Each application submitted incurs a required non-refundable application fee, regardless of completion status or admission decision. It is recommended that payment be submitted via the ApplyTexas application. However, payment is also currently accepted in person (cash, card, check, money order or via mail by check, or money order). All payments should be sent directly to:

Student Business Services
Texas A&M University-San Antonio
Frank L. Madla Building, Room 135
One University Way
San Antonio, TX 78224

Application and Transcript Submission

A student must complete the ApplyTexas application online at applytexas.org. In cases where multiple applications are submitted, the application submitted most recently, regardless of term or type, will void all previously submitted applications. Applicants must submit official transcripts from all U. S. institutions attended in the United States or out of the United States. To be considered official, transcripts should have: an original signature of a school official and/or the school seal, must be printed within a year of the submission date, must be received directly from the sending institution, or hand-delivered in a sealed envelope from the sending institution. Additionally, the Office of Admissions accepts electronic documents as official when sent via a secure electronic transcript service (i.e. E-scrip, National Student Clearinghouse, Parchment, and Trans Networks).

Foreign Documents and Credits

Applicants who have prior course work from a foreign college or university will be required to submit a course-by-course foreign credential evaluation from an agency registered through the National Association of Credential Evaluation Services (NACES). The Office of International Affairs has a list of foreign credential evaluators listed on their website, found at www.tamusa.edu/InternationalAffairs/

Applicants who have participated in a study abroad program may also be required to submit a course-by-course foreign credential evaluation from a NACES member agency. Transcript evaluations from an evaluation service which is a member of the [National Association of Credential Evaluation Services](http://www.naces.org) is required, and will be accepted.

Concurrent or Transient Admission for International Students

International students who are seeking to apply as concurrent or transient at Texas A&M-San Antonio *must* contact the Office of International Affairs and meet with the International Programs Advisor.

Non-Degree Seeking International Students

International students who are seeking to apply as non-degree seeking at Texas A&M-San Antonio must contact the Office of International Affairs or meet with the International Programs Advisor.

Conditional Admission for International Students

International applicants may be considered for conditional admission only if they are on a visa that does not fall under the F-1 category. Students on F-1 visa status will not be considered for conditional admission, *"The provisional issuance of Forms I-20 is a violation of 8 CFR 214.3(k). According to that regulation. A designated school official may not issue a Form I-20 until the appropriate school authority has determined that the prospective student's qualifications meet all standards for admission at the school which has accepted the prospective student for enrollment in a full course of study."*

For more information on conditional admissions, students will need to contact the department of their major.

Graduate Admission Requirements - International Applicants

Texas A&M University-San Antonio adheres to high standards of academic excellence and admits students in accordance with their level of academic preparation without regard to race, color, sex, age, religious commitment or national origin. All inquiries about International admission, application for admission and transcripts of credit should be addressed to the Office of International Affairs.

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

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

Admission Deadlines

In order to ensure your application is processed prior to the beginning of the semester it is strongly encouraged you submit your application and all required supporting documents for admissions no later than the application deadline dates listed below.

Fall Priority	TBD
Fall Final Deadline	June 25 (For students in the U.S.) July 1 (For students abroad)
Fall Final Required Admission Documents Deadline	July 25
Spring Priority	TBD
Spring Final Deadline	November 18 (For students abroad) December 2 (For students in the U.S.)
Spring Final Required Admission Documents Deadline	December 2
Summer Priority	TBD
Summer Final Deadline	TBD

The application will not be accepted after the final deadline date. Supporting documents to complete admission files must be received by 5 p.m. on the date of the final deadline. Deadlines that fall on a weekend or holiday will

be extended to the following business day. Applicants that are not completed by the final deadline will not be processed for an admission decision for that application term and will be withdrawn by the university.

The application review process will not begin until all documents are received. Admission requirements for any graduate program may vary based on the particular program. Refer to the program for which you want to apply for additional admission/entrance requirements.

International Admission Requirements: Degree Seeking Applicants

Applicants seeking admission to graduate programs at Texas A&M University-San Antonio must submit the following:

1. Complete an application for graduate admission as international student, *including* the non-refundable \$50.00 application fee. The Apply Texas Application is available online at www.applytexas.org.
2. Submit official transcripts from all U.S. colleges or universities attended both undergraduate and graduate. Applicants must be awarded a baccalaureate degree from a regionally-accredited institution before admission into a graduate program can occur. Degrees received must be posted on the transcript of the awarding institution. Only transcripts printed within the preceding 12 months will be accepted.
3. If previous U.S. institutions participate in the sending of secure electronic transcripts (i.e. E-script, National Student Clearinghouse, Parchment, or Trans Networks), transcripts should be sent via email to: International.Affairs@tamusa.edu.
4. If the student has foreign transcripts, a foreign credential evaluation report course-by-course must be submitted for all institutions student has attended out of the United States. We do not need official foreign transcripts. We only need the “foreign credential evaluation report.”
 - **The foreign credential evaluation report.** All international foreign transcripts must be first evaluated by an agency registered through the National Association of Credential Evaluation Services (NACES). The NACES website provides a list of agencies that are commonly used by students applying at Texas A&M University-San Antonio. The foreign credential evaluation report **MUST** reflect a detailed and official course-by-course description, and should not be more than one year old from the report’s issued date.
 - Transcript or evaluation report can be sent directly to:

The Office of Admissions
One University Way,
San Antonio, Texas 78224

If previous U.S. institutions participate in the sending of secure electronic transcripts (i.e. E-script, National Student Clearinghouse, Parchment, or Trans Networks), transcripts should be sent via email to: admissions@tamusa.edu. Students who do not enroll for the term in which they are admitted are required to reapply, must pay an additional application fee and will be re-evaluated to determine admissibility.

Applications will not be evaluated until all official transcripts from previous colleges and/or universities are received and application fee payment has been made.

5. Submit official results of the nationally standardized examination to the Office of International Affairs, directly from the testing service. *A&M-SA’s GRE code is 6712; the GMAT code is 7B7-9D-05; and the MAT code is 3013.* The official test scores should not be older than five years from the test date. Applicants who hold a Master’s degree from a regionally accredited university may have this requirement waived after degree verification dependent upon program.
6. Must have an overall undergraduate grade point average of 2.6 on a 4.0 scale or an average of 3.0 on the last 60 hours of **undergraduate** coursework.

7. Must be eligible to return to all previous attended colleges or universities.
8. Proof of English proficiency (see below).
9. Immigration Requirements: Proof of ability to meet personal and academic expenses.
 - a. A Financial Statement reflecting a minimum of \$33,887 (U.S.) per year (must be in the English language) is currently required to meet such expenses. The financial support documents must be less than six months from the issuing date. Student must submit this documentation to the Office of International Affairs.
 - b. Copy of immigration documents: Visa, Passport, I-94, all I-20's since the student entered to the United States. Student must submit this documentation to the Office of International Affairs
 - c. Transfer-In Form: Student must contact the Office of International Affairs to complete their SEVIA immigration transfer process.

Proof of English Proficiency for Graduate Students

Texas A&M University-San Antonio requires all applicants from foreign countries to demonstrate their ability to speak, write, and understand the English language by taking the Test of English as a Foreign Language (TOEFL) Exam. Texas A&M University-San Antonio requires a minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based). Students must use Texas A&M University-San Antonio's school code for the TOEFL, which is 6712.

The following are considered TOEFL equivalences/waivers:

- An IELTS overall band score of 6.0 or above
- Completion of the advanced-level Texas Intensive English Program (TIEP) offered by the Texas International Education Consortium (TIEC).
- Students who have completed their entire formal education at the secondary or postsecondary level in the following countries are exempt from the TOEFL requirement:

American Samoa	Ghana
Anguilla	Gibraltar
Antigua and Barbuda	Grenada
Australia	Guyana
Bahamas	Ireland
Barbados	Jamaica
Belize	Liberia
Bermuda	New Zealand
British Virgin Islands	Nigeria
Canada (except Quebec)	Saint Kitts and Nevis
Cayman Islands	Saint Lucia
Dominica	Trinidad/Tobago
Federated States of Micronesia	Turks and Caicos Islands
Gambia	United Kingdom

Please note: Applicants from Puerto Rico, where Spanish is the primary language, are required to submit a TOEFL or equivalent.

- Earned a bachelor’s degree from a US Institution.
- Students who have earned at least 12 transferrable semester credits AND completed English Composition I and II, with grades of C or better in each, in university-level courses from an accredited U.S. college or university, or an institution of higher education in one of the countries listed above, are exempt from TOEFL. ESL Courses will not count as transferrable courses. No online English courses are accepted for English Proficiency.
- Students who have completed all four years in an accredited U.S. high school.

The application review process will not begin until all documents are received. Admission requirements for any graduate program may vary based on the particular program. Refer to the program for which you want to apply for additional admission/entrance requirements.

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

International Admission Requirements -- Non-Degree Seeking Students

Applicants who are seeking admission to enroll in graduate courses but do not intend to seek a degree should apply as graduate non-degree seeking. Non degree seeking students may attend for multiple semesters with departmental approval. If continued enrollment is desired, students must contact their advisor. If a student wishes to become degree seeking, student will be required to reapply. Non-degree seeking students may not be eligible for financial assistance. Applicants must specify which department they intend to take coursework in, on their ApplyTexas application.

Students applying as non-degree seeking must meet the following:

1. Complete an application for graduate admission as international student, *including* the non-refundable \$50.00 application fee. The Apply Texas Application is available online at www.applytexas.org.
2. Submit official transcripts from all U.S. colleges or universities attended both undergraduate and graduate. Applicants must be awarded a baccalaureate degree from a regionally-accredited institution before admission into a graduate program can occur. Degrees received must be posted on the transcript of the awarding institution. Only transcripts printed within the preceding 12 months will be accepted.
3. If the student has foreign transcripts, a foreign credential evaluation report course-by-course must be submitted for all Institutions student has attended out of the United States. We do not need official foreign transcripts. *We only need the “foreign credential evaluation report.”*
4. The foreign credential evaluation report. All international foreign transcripts must be first evaluated by an agency registered through the National Association of Credential Evaluation Services (NACES). Below you will find a list of agencies that are commonly used by students applying at Texas A&M University-San Antonio. The foreign credential evaluation report MUST reflect a detailed and official course-by-course description, and should not be more than one year old from the report’s issued date.
5. Transcript or evaluation report can be sent directly to:
 The Office of Admissions
 One University Way,
 San Antonio, Texas 78224

If previous U.S. institutions participate in the sending of secure electronic transcripts (i.e. E-script, National Student Clearinghouse, Parchment, or Trans Networks), transcripts should be sent via email to: admissions@tamusa.edu. Students who do not enroll for the term in which they are admitted are required to reapply, must pay an additional application fee and will be re-evaluated to determine admissibility.

Applications will not be evaluated until all official transcripts from previous colleges and/or universities are received and application fee payment has been made.

6. Submit official results of the nationally standardized examination to the Office of International Affairs, directly from the testing service. *A&M-SA's GRE code is 6712; the GMAT code is 7B7-9D-05; and the MAT code is 3013*). The official test scores should not be older than five years from the test date. Applicants who hold a master's degree from a regionally accredited university will have this requirement waived after degree verification. Applications who hold a Master's degree from a regionally accredited university will have this requirement waived.
7. Must have an overall undergraduate grade point average of 2.6 on a 4.0 scale or an average of 3.0 on the last 60 hours of **undergraduate** coursework.
8. Must be eligible to return to all previous attended colleges or universities.
9. Proof of English proficiency (see below).
10. Immigration Requirements: Proof of ability to meet personal and academic expenses.
11. A Financial Statement with a minimum of \$26,897 (U.S.) per year (must be in English) is currently required to meet such expenses. The financial support documents must be less than six months from the issuing date. Student must submit this documentation to the Office of International Affairs.
12. Copy of Immigration documents: Visa, Passport, I-94, all I-20's since the student entered to the United States. Student must submit this documentation to the Office of International Affairs

Proof of English Proficiency for Graduate Students

Texas A&M University-San Antonio requires all applicants from foreign countries to demonstrate their ability to speak, write, and understand the English language by taking the Test of English as a Foreign Language (TOEFL) Exam. Texas A&M University-San Antonio requires a minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based). Students must use Texas A&M University-San Antonio's school code for the TOEFL, which is 6712.

The following are considered TOEFL equivalences/waivers:

- An IELTS overall band score of 6.0 or above
- Completion of the advanced-level Texas Intensive English Program (TIEP) offered by the Texas International Education Consortium (TIEC).
- Students who have completed their entire formal education at the secondary or postsecondary level in the following countries are exempt from the TOEFL requirement:

American Samoa	Ghana
Anguilla	Gibraltar
Antigua and Barbuda	Grenada
Australia	Guyana
Bahamas	Ireland
Barbados	Jamaica
Belize	Liberia
Bermuda	New Zealand
British Virgin Islands	Nigeria
Canada (except Quebec)	Saint Kitts and Nevis

Cayman Islands	Saint Lucia
Dominica	Trinidad/Tobago
Federated States of Micronesia	Turks and Caicos Islands
Gambia	United Kingdom

Please note: Applicants from Puerto Rico, where Spanish is the primary language, are required to submit a TOEFL or equivalent.

- Students who have completed all four years in an accredited U.S. high school
- Earned a bachelor's degree from a US Institution.
- Students who have earned at least 12 transferrable semester credits AND completed English Composition I or II, with grades of C or better in each, in university-level courses from an accredited U.S. college or university, or an institution of higher education in one of the countries listed above, are exempt from TOEFL. ESL Courses will not count as transferrable courses. No online English courses are accepted for English Proficiency.

The application review process will not begin until all documents are received. Admission requirements for any graduate program may vary based on the particular program. Refer to the program for which you want to apply for additional admission/entrance requirements.

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

The Office of International Affairs will evaluate a student's academic documents and determine institutional accreditation/recognition, whether the GPA requirements are met, and whether any degree/diploma earned is equivalent to a U.S. bachelor's degree.

International Graduate Readmission

All active students who have not enrolled in classes for one year (two long terms) become inactive and will need to submit a new admissions application and pay the \$50 application fee. Students, who were previously conditionally admitted (Other than F-1 student visa) prior to submitting test scores, but failed to submit their scores, will be required to submit test scores prior to evaluation.

A&M-SA returning graduate students who have attended other institutions of higher education in the U.S. since they were last enrolled at A&M-SA must submit current U.S. official transcripts from each institution attended prior to readmission. If the students have attended foreign institutions, students must submit an official credential evaluation (course-by-course) report. Eligibility for readmission of any former student depends on the student's academic status at the end of the last A&M-SA semester of enrollment and performance on any subsequent college or university work attempted.

Post-masters students from Texas A&M University-San Antonio who are returning for certification must apply as international graduate non-degree seeking and must specify which department they intend to take coursework in, on their ApplyTexas application.

Graduate GPA Calculation

Grades received at other colleges/universities will be converted into Texas A&M University-San Antonio's grading system; plus/minus grading systems will not be used. If any courses are repeated across institutions, only the

highest grade will be used to calculate GPA. Credit/non-credit and developmental coursework will not be considered. GPA for graduate level coursework may also be considered.

GRADUATE ADMISSION DECISIONS

Unconditional Admission

Applicants who have earned a baccalaureate degree from a regionally accredited college or university and who meet one of the following sets of minimum requirements is offered unconditional admission:

1. Have an undergraduate cumulative grade point average between 2.60-2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), and a minimum GRE composite (Q+V) score of 297 or minimum MAT score of 398 (MAT scores are for Education majors only).
2. Have an undergraduate cumulative grade point average between 3.00-4.00 and a minimum GRE composite (Q+V) score of 285 or minimum MAT score of 388 (MAT scores are for Education majors only).
3. College of Business applicants must meet the following combined GPA and GMAT requirements for unconditional admission: **970-(GPA X 200) = minimum required GMAT score.**

Graduate Admissions Required Test Scores

College/ Department	Applicants with an overall GPA of 2.60-2.99 or last 60 hours GPA above 3.0	Applicants with an overall GPA of 3.00-4.00
Arts and Sciences	GRE: 147(V) / 3 (W)	GRE: 142 (V) / 3 (W)
Business	970-(GPA X 200) = minimum required GMAT score	
Education and Human Development <i>Department of Educator and Leadership Preparation</i>	GRE: 297 (V+Q) or MAT: 398	GRE: 285 (V+Q) MAT: 388
Education and Human Development <i>Department of Counseling and Kinesiology</i>	GRE: 297 (V+Q) or MAT: 398	GRE: 285 (V+Q) or MAT: 388

Conditional Admission for International Students

Applicants who are conditionally admitted to the university (This does NOT apply to students on an F-1visa) will remain under a conditional admission status, and must meet the departmental requirements in order to remain in the programs. Conditional admission means that there is an outstanding departmental requirements that must be met in order to enroll in subsequent semesters. For example, applicants' standardized test results must be received by the Office of International Affairs no later than midterm of their first semester of their enrollment to register for subsequent semesters. Students who have been conditionally admitted must meet the departmental requirements in order to remain enroll in the program. All departmental requirements are maintained by the department.

Letter of Degree Completion

Applicants may be eligible to be evaluated prior to earning a bachelor's degree through the letter of degree completion process. Applicants must be in their last term of a bachelor's program to be evaluated. The letter of degree completion process is only available during the long terms (fall and spring). Summer applicants cannot be processed with the letter of degree completion. International applicants are not eligible. Letter of Degree Completion eligibility does not guarantee admission to the university. Applicants must meet both program and GPA eligibility as outlined below.

Eligible Programs: Applicants applying to the Masters of Counseling and Guidance, the Masters of Kinesiology, the Masters of English or any program in the College of Business are eligible for this process.

Non-Eligible Programs: Applicants applying as Non-Degree Seeking, or applying to a Master's program with a Certification in the College of Education.

GPA Eligibility: A cumulative GPA of a 3.00 or better in all undergraduate coursework taken is required.

Letter of Degree Completion – Steps to Apply

1. Complete the application for admission at ApplyTexas.org.
2. Pay non-refundable \$50 application fee.
3. Submit official transcripts from all colleges or universities attended (both undergraduate and graduate), including the transcript from the degree awarding institution which indicates "coursework in progress" for the term in which the applicant is anticipated to graduate.
4. A Letter of Degree Completion from the applicants Academic Advisor. The letter must state—which courses the applicant is registered for that will complete the degree requirements, must also state that pending the completion of the "courses in progress" the student will graduate, and must indicate the anticipated date of graduation and the anticipated degree. The Letter of Degree Completion must be emailed directly from the applicant's Academic Advisor to graduateadmissions@tamusa.edu.

Only Conditional Admission can be offered for applicants being admitted with a Letter of Degree Completion. If the applicant does not submit a final college transcript with a bachelor's degree posted, they will be ineligible to register for future semesters.

International applicants may be considered for conditional admission **only** if they are on a visa that does not fall under the F-1 category. Students on F-1 visa status will not be considered for conditional admission, "The provisional issuance of Forms I-20 is a violation of 8 CFR 214.3(k). According to that regulation. A designated school official may not issue a Form I-20 until the appropriate school authority has determined that the prospective student's qualifications meet all standards for admission at the school which has accepted the prospective student for enrollment in a full course of study."

For more information on conditional admissions, students will need to contact the department of their major.

PROGRAM SPECIFIC REQUIREMENTS

Applicants to the MA in English Program

Applicants to the MA in English program must have 18 semester hours of undergraduate courses in English, including a minimum of 12 advanced (junior-senior level) semester hours. The Department has the right to examine students' prerequisites and to accept equivalent hours or to require additional work if necessary.

Grade Point Average (GPA)

Students must meet the 2.60 minimum GPA requirements for admission into Graduate Studies.

Cover Letter

Applicants must submit a cover letter of 1-2 pages. This document should serve as a statement of purpose, articulating connections from their prior educational and professional experiences to their future goals and reasons for applying to the English MA at Texas A&M University-San Antonio.

Writing Sample

Applicants must submit a sample of their analytical writing of 6-10 pages. The sample should demonstrate your ability to think analytically, write clearly, and sustain an argument.

Letters of Recommendation

Applicants must submit two letters of recommendation. At least one of these letters should come from one of your former professors.

Curriculum Vitae

Applicants must submit a curriculum vitae that indicates their educational background, professional experiences, awards and honors, and other relevant information. The CV format is preferred to résumé format.

Applicants to the MBA Program

Admission to the MBA program requires a baccalaureate degree from a regionally accredited institution. An undergraduate business degree is preferred but not required. The MBA Admissions Committee requires applicants to have a minimum undergraduate cumulative/overall (all courses completed while pursuing a bachelor's degree) GPA of 2.6 or higher. Applicants must submit a satisfactory GMAT score with the application in order for the application to be processed for admission. The MBA Admissions Committee uses the following formula to determine an applicant's minimum GMAT score requirement:

$$970 - (\text{GPA} \times 200) = \text{minimum required GMAT score.}$$

The GPA used in the formula is the students undergraduate cumulative/overall, which consists of all courses completed while pursuing a bachelor's degree.

If applicants meet the GPA/GMAT requirement, they will be admitted unconditionally into the MBA program. Students may be conditionally admitted without submitting a GMAT score. Applicants who do not meet the GPA or GMAT requirement may be conditionally admitted and will be allowed to take the foundation courses. Students will be unconditionally admitted after successfully completing the foundation courses with a grade point average of 3.0 or above and by maintaining a GPA of 3.0 or above on all A&M-San Antonio graduate business courses. Please note: International applicants must submit a satisfactory GMAT and TOEFL score in order to be considered for admission.

Applicants who have earned a graduate degree from a regionally accredited institution will receive a waiver of the GMAT requirement.

Applicants to Graduate Programs in the Department of Educator and Leadership Preparation

Unless otherwise specified, admission to any of the graduate programs in the Department of Educator and Leadership Preparation requires a baccalaureate degree and adequate coursework in the field of interest, and passing GRE scores. In the College of Education and Human Development an official MAT score will be accepted in lieu of the GRE.

Unconditional Admission

For unconditional admission, applicants must have

1. An undergraduate cumulative grade point average between 2.60-2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), and a

- minimum GRE composite (Q+V) score of 297 (1000 for tests taken prior to August 2011), or a minimum MAT score of 388 (MAT scores are for Education majors only), OR
2. An undergraduate cumulative grade point average between 3.00-4.00 and a minimum GRE composite (Q+V) score of 285 (800 for tests taken prior to August 2011) or minimum MAT score of 388 (MAT scores are for Education majors only).

Conditional Admission

Applicants who do not meet the GPA/GRE (or GPA/MAT) requirement may be conditionally admitted and will be allowed to take program specified required coursework. Students will be unconditionally admitted after successfully completing their first semester with a grade point average of 3.0 or above and by maintaining a GPA of 3.0 or above on all A&M-San Antonio graduate courses.

Applicants with a Previous Graduate Degree

Applicants who have completed a graduate or professional degree (i.e., a degree beyond a four-year baccalaureate degree) from a college or university accredited by one of the six regional accrediting agencies are eligible for admission to Graduate Studies. These applicants must meet the admission requirements for their specific program. Applicants who already hold a master's degree in a program cannot apply for the same program. For example, if a student has a Masters in Counseling and Guidance, they cannot apply as a Degree Seeking student to the Counseling and Guidance program.

Prerequisite Coursework for Graduate Study

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

Transferred Grades

Only grades of A or B earned on applicable graduate level courses which have been approved in writing by the graduate coordinator/advisor, the Department Chair, College Dean, and Director of Graduate Studies may be transferred for graduate level credit. Coursework in which no formal grades are given (ex., CR) is not acceptable for transfer credit without the approval of the Director of Graduate Studies. Transferred grades cannot be used to raise the grade point average of either the major or supporting field courses taken at Texas A&M University-San Antonio. Transferred courses must have been taken within the last five years. Students must speak with a graduate advisor regarding transferring courses to their degree plan.

The total number of graduate credit hours that may be transferred and accepted to apply toward a specific degree is found under the description of each degree plan offered. In all cases, no more than twelve hours of the total number of semester hours required for a master's degree may be transferred. Individual graduate programs may be more restrictive. Such courses must be approved by the Director of Graduate Studies upon recommendation of the appropriate graduate coordinator and the student's program chair. None of the transferred courses may have been applied toward a previous degree. Request for transfer credit must be made within the first semester of the student's enrollment at Texas A&M University-San Antonio.

Concurrent Enrollment at Other Institutions

Credit earned by a student at another institution while concurrently enrolled at Texas A&M University-San Antonio will be transferred only if the student has received written approval from the graduate coordinator/advisor in advance. This approval will be given consistent with Texas A&M University-San Antonio's normal course load regulation. Please speak with your graduate advisor regarding enrolling at another institution. Typically, requests for graduate transfer credit will not be approved if an equivalent course is offered by Texas A&M University-San Antonio.

STUDENT TRANSITIONS

New Student Orientation

The New Student Orientation Program is designed to provide students with information to assist in a successful transition to Texas A&M University-San Antonio. At orientation students will receive information on academic expectations, university policies, campus resources, and involvement opportunities from various departments around campus. Returning students whose orientation completion date is over a year old will be required to complete orientation. New Student Orientation must be completed prior to registering for classes.

- Transfer, Freshmen Transfer, and Graduate New Student Orientation:
 - Transfer, Freshmen Transfer and graduate orientation is for students who have:
 - earned college credit hours, determined at the point of admission, and attended college since earning a high school degree or GED, or
 - attended college since earning a high school degree or GED and have 29 or less college credit hours, or
 - applied to earn a Master's degree.
 - Transfer and graduate orientation will be completed online.
 - Students will register for online orientation via JagWire.
 - A nonrefundable \$75 orientation fee is required prior to starting online. Payment can be made online or in-person at Student Business Services.
 - No refunds will be issued for students who do not enroll at A&M-San Antonio.

FINANCIAL INFORMATION

EDUCATIONAL EXPENSES

Senator Frank L. Madla Building, Suite 135 | (210)784-2020

Estimated Nine-Month Budget

The following nine-month budgets are offered as estimates of reasonable expected expenses.

A&M-San Antonio Graduate Student Budget for 2019-2020

Texas Resident and Non-Resident | Fall and Spring (award year of nine months)

	Full Time (9 hours)		
	At home	Residence hall	Off-campus
Tuition & Fees	\$5,832	\$5,832	\$5,832
Room & Board	\$2,624	\$10,420	\$8,056
Books	\$1,028	\$1,028	\$1,028
Transportation	\$2,624	\$2,624	\$2,624
Miscellaneous	\$2,240	\$3,008	\$3,008
Resident Total	\$14,348	\$22,912	\$20,548
Non-Resident Fee	\$15,668	\$15,668	\$15,668
Non-Resident Total	\$30,016	\$38,580	\$36,216

Financial Obligations

Students are expected to pay all financial obligations to the University when due. Failure to meet such obligations will result in a student's record being placed on a hold status and may result in the student not being able to take final examinations, receive official transcripts, or enroll for another semester. If an account is not paid when due,

the institution has the right to forward past due accounts to a collection agency. The student will be responsible for any and all attorney's fees and other collection agency fees necessary for the collection of any amounts not paid when due. Payment of past due accounts by check (paper or electronic) may result in a ten day delay in clearing any associated holds to allow time for the payment to clear.

Financial Responsibility Agreement

All students must electronically accept the University's Financial Responsibility Agreement prior to enrolling. The Agreement will appear as a pop up as students navigate to registration via JagWire. The full text of the Agreement may be found on the Student Business Services web page.

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

NOTE: The census date of the semester is the day that all tuition and mandatory fees must be paid in full. However, the university may establish a payment deadline in advance of census date. If all tuition and mandatory fees are not paid in full, a class or classes will be dropped for non-payment by the census date. The census date of the long semesters (fall and spring) is the 12th class day. Census dates for other terms or parts of term are based on Texas Higher Education Coordinating Board (THECB) rules. Please refer to the Academic Calendar for a complete list of deadlines.

Mandatory Tuition and Fees

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

Deferred Payment of Tuition and Fees

Students selecting the deferred payment plan may pay tuition and fees in three payments for summer or four payments for fall or spring terms. There is a non-refundable \$15 administrative fee for choosing the deferred payment plan. Students who select a deferred payment plan need to be absolutely sure of all the classes/expenses, as only one plan is allowed per term. They are subject to the following provisions:

- a. Students receiving University-sponsored financial aid equal to or greater than their tuition and fees **must** pay in one payment. All financial aid funds received after selection of the deferred payment plan will be applied to the student's account balance until paid in full.
- b. A student who fails to make full payment of tuition and fees, including any incidental fees, by the due date may be prohibited from registering for classes until full payment is made. A student who fails to pay in full prior to the end of the semester may be denied credit for the work done that semester.
- c. If a student makes payment to enroll in a Deferred Payment Plan and the payment is returned to the University, the University may delete the student's Deferred Payment Plan and the student may be subject to being dropped for non-payment. Refer to the Returned Item Policy for additional information about returned items that are presented as payment for tuition and fees.
- d. A \$15 non-refundable late fee will be assessed for any payment that is not paid in full by the established date of the enrolled Deferred Payment Plan.

Charge Card Privilege

Students may pay tuition and fees with a MasterCard, Visa, Discover, or American Express Credit card. Payments by credit card on student accounts must be made over the web via *MoneyConnect* and are subject to a credit card convenience fee in the amount of 2.85% of the payment with a minimum of a \$3.00 fee. There is no convenience fee for payment by electronic check. Debit card payments made in the Student Business Services Office are not subject to a convenience fee.

Concurrent Enrollment at another Public Institution of Higher Education

Students concurrently enrolled at A&M-SA and another Texas public institution of higher education must provide evidence of concurrent enrollment to the Registrar on the day they register at A&M-SA. This evidence must include proof of enrollment for the same semester, the number of hours enrolled, and a receipt showing the total tuition and other registration fees paid at another public institution in order for students to be eligible for the provisions of Senate Bill 250, "Tuition Limit in Cases of Concurrent Enrollment".

Returned Item Policy

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

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

***Check, in the Returned Item Policy, refers to all forms of checks (electronic and paper). The student is responsible for any checks presented on their behalf.**

Resident vs. Nonresident Student Status

All students attending Texas A&M University-San Antonio who are nonresidents of Texas will be charged additional tuition in accordance with state law. The responsibility of registering under the proper residence status is placed upon the student. If there is any possible question about the right to legal residence in Texas under state law and University rules, the student must raise the question with the Office of the Registrar and have such question settled prior to registration. There can be no change of residence unless authorized by the Registrar. Students must pay the correct tuition and fees at the beginning of each semester or term for which they register. Any attempt on the part of a nonresident to evade the nonresident fee may lead to expulsion from the University.

Legal resident information forms to assist students in determining their proper legal status are available in the Registrar's Office.

Military Residence

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

Veterans' Access, Choice, and Accountability Act of 2014

In August 2014 Congress passed the Veterans Access, Choice, and Accountability Act of 2014. Section 702 of the "Choice Act" requests that Texas A&M University-San Antonio provide in-state residency for tuition purposes to veterans and their family members using the Post 9/11 GI Bill (Chapter 33) or the Active Duty Montgomery GI Bill (Chapter 30) for terms that begin after July 1, 2015 with the following qualifying circumstances:

- A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- A spouse or child using transferred benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the service-member's death in the line of duty following a period of active duty service of 90 days or more.

A student seeking in-state tuition under Section 702 must be using GI Bill entitlement for the term in which their resident status will be evaluated.

A residence determination cannot be made until all supporting documents have been received. Once a covered individual is determined to have met the qualifications for in-state residence, this person will retain his or her status as long as he or she remains continuously enrolled in the institution.

Visit the link for more information regarding the [Section 702 Veterans Choice Act](#).

In order to determine your eligibility under Section 702, please contact the Office of Military Affairs, located in the Patriots' Casa, suite 202. They can be reached by phone: (210) 784-1397 or email: military@tamusa.edu.

TUITION AND FEES**TEXAS A&M UNIVERSITY-SAN ANTONIO
TEXAS RESIDENT FEES 2019-2020****GRADUATE****Fall or Spring - 16 Week and 8 Week and 5 Week Parts of Term**

Hours	Tuition	Graduate Tuition	Designated Tuition*	International Education Fee	Rec Sports Fee	University Services Fee	Total
1	\$ 50.00	\$ 50.00	\$ 200.26	\$ 3.00	\$ 100.00	\$ 235.49	\$ 638.75
2	\$ 100.00	\$ 100.00	\$ 257.83	\$ 3.00	\$ 100.00	\$ 327.41	\$ 888.24
3	\$ 150.00	\$ 150.00	\$ 347.19	\$ 3.00	\$ 100.00	\$ 419.33	\$ 1,169.52
4	\$ 200.00	\$ 200.00	\$ 457.91	\$ 3.00	\$ 100.00	\$ 511.25	\$ 1,472.16
5	\$ 250.00	\$ 250.00	\$ 568.64	\$ 3.00	\$ 100.00	\$ 603.17	\$ 1,774.81
6	\$ 300.00	\$ 300.00	\$ 679.36	\$ 3.00	\$ 100.00	\$ 695.09	\$ 2,077.45
7	\$ 350.00	\$ 350.00	\$ 790.08	\$ 3.00	\$ 100.00	\$ 787.01	\$ 2,380.09
8	\$ 400.00	\$ 400.00	\$ 900.81	\$ 3.00	\$ 100.00	\$ 878.93	\$ 2,682.74
9	\$ 450.00	\$ 450.00	\$ 1,011.53	\$ 3.00	\$ 100.00	\$ 970.85	\$ 2,985.38
10	\$ 500.00	\$ 500.00	\$ 1,122.25	\$ 3.00	\$ 100.00	\$ 1,062.77	\$ 3,288.02
11	\$ 550.00	\$ 550.00	\$ 1,232.98	\$ 3.00	\$ 100.00	\$ 1,154.69	\$ 3,590.67
12	\$ 600.00	\$ 600.00	\$ 1,343.70	\$ 3.00	\$ 100.00	\$ 1,246.61	\$ 3,893.31
13	\$ 650.00	\$ 650.00	\$ 1,454.42	\$ 3.00	\$ 100.00	\$ 1,338.53	\$ 4,195.95
14	\$ 700.00	\$ 700.00	\$ 1,565.15	\$ 3.00	\$ 100.00	\$ 1,430.45	\$ 4,498.60
15	\$ 750.00	\$ 750.00	\$ 1,675.87	\$ 3.00	\$ 100.00	\$ 1,522.37	\$ 4,801.24
16	\$ 800.00	\$ 800.00	\$ 1,675.87	\$ 3.00	\$ 100.00	\$ 1,614.29	\$ 4,993.16
17	\$ 850.00	\$ 850.00	\$ 1,675.87	\$ 3.00	\$ 100.00	\$ 1,706.21	\$ 5,185.08
18	\$ 900.00	\$ 900.00	\$ 1,675.87	\$ 3.00	\$ 100.00	\$ 1,798.13	\$ 5,377.00
19	\$ 950.00	\$ 950.00	\$ 1,675.87	\$ 3.00	\$ 100.00	\$ 1,890.05	\$ 5,568.92
20	\$ 1,000.00	\$ 1,000.00	\$ 1,675.87	\$ 3.00	\$ 100.00	\$ 1,981.97	\$ 5,760.84

Add 50.00 tuition, 50.00 graduate tuition, and 91.92 University Services fee for each hour over 20. Other fees remain same.

MINIMUM TUITION: \$50.00

* 15 SCH or more pay \$1675.87/SEM based on flat rate at 15 SCH's

Reinstatement fee: \$363

3-Peat Fee: \$100 per semester credit hour

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

**TEXAS A&M UNIVERSITY-SAN ANTONIO
TEXAS RESIDENT FEES 2019-2020
GRADUATE**

Summer 2020 - 10 Week, 5 or 8 Week Parts of Term, and Maymester

Hours	Tuition	Graduate Tuition	Designated Tuition*	International Education Fee	Rec Sports Fee	University Services Fee	Total
1	\$ 50.00	\$ 50.00	\$ 197.09	\$ 3.00	\$ 50.00	\$ 233.75	\$ 583.84
2	\$ 100.00	\$ 100.00	\$ 254.71	\$ 3.00	\$ 50.00	\$ 325.73	\$ 833.44
3	\$ 150.00	\$ 150.00	\$ 344.27	\$ 3.00	\$ 50.00	\$ 417.71	\$ 1,114.98
4	\$ 200.00	\$ 200.00	\$ 454.98	\$ 3.00	\$ 50.00	\$ 509.69	\$ 1,417.67
5	\$ 250.00	\$ 250.00	\$ 565.68	\$ 3.00	\$ 50.00	\$ 601.67	\$ 1,720.35
6	\$ 300.00	\$ 300.00	\$ 676.38	\$ 3.00	\$ 50.00	\$ 693.65	\$ 2,023.03
7	\$ 350.00	\$ 350.00	\$ 787.09	\$ 3.00	\$ 50.00	\$ 785.63	\$ 2,325.72
8	\$ 400.00	\$ 400.00	\$ 897.79	\$ 3.00	\$ 50.00	\$ 877.61	\$ 2,628.40
9	\$ 450.00	\$ 450.00	\$ 1,008.50	\$ 3.00	\$ 50.00	\$ 969.59	\$ 2,931.09
10	\$ 500.00	\$ 500.00	\$ 1,119.20	\$ 3.00	\$ 50.00	\$ 1,061.57	\$ 3,233.77
11	\$ 550.00	\$ 550.00	\$ 1,229.91	\$ 3.00	\$ 50.00	\$ 1,153.55	\$ 3,536.46
12	\$ 600.00	\$ 600.00	\$ 1,340.61	\$ 3.00	\$ 50.00	\$ 1,245.53	\$ 3,839.14
13	\$ 650.00	\$ 650.00	\$ 1,451.31	\$ 3.00	\$ 50.00	\$ 1,337.51	\$ 4,141.82
14	\$ 700.00	\$ 700.00	\$ 1,562.02	\$ 3.00	\$ 50.00	\$ 1,429.49	\$ 4,444.51
15	\$ 750.00	\$ 750.00	\$ 1,672.72	\$ 3.00	\$ 50.00	\$ 1,521.47	\$ 4,747.19
16	\$ 800.00	\$ 800.00	\$ 1,672.72	\$ 3.00	\$ 50.00	\$ 1,613.45	\$ 4,939.17
17	\$ 850.00	\$ 850.00	\$ 1,672.72	\$ 3.00	\$ 50.00	\$ 1,705.43	\$ 5,131.15
18	\$ 900.00	\$ 900.00	\$ 1,672.72	\$ 3.00	\$ 50.00	\$ 1,797.41	\$ 5,323.13
19	\$ 950.00	\$ 950.00	\$ 1,672.72	\$ 3.00	\$ 50.00	\$ 1,889.39	\$ 5,515.11
20	\$ 1,000.00	\$ 1,000.00	\$ 1,672.72	\$ 3.00	\$ 50.00	\$ 1,981.37	\$ 5,707.09

Add 50.00 tuition, 50.00 graduate tuition, and 91.98 University Services fee for each hour over 20. Other fees remain same.

MINIMUM TUITION: \$50.00

* 15 SCH or more pay \$1672.72/SEM based on flat rate at 15 SCH's

Reinstatement fee: \$363

3-Peat Fee: \$100 per semester credit hour

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

**TEXAS A&M UNIVERSITY-SAN ANTONIO
NON-TEXAS RESIDENT FEES 2019-2020
GRADUATE**

Fall or Spring 16 Week and 8 Week or 5 Week Parts of Term

Hours	Tuition	Graduate Tuition	Designated Tuition*	International Education Fee	Rec Sports Fee	University Services Fee	Total
1	\$ 472.00	\$ 50.00	\$ 153.60	\$ 3.00	\$ 100.00	\$ 266.92	\$ 1,045.52
2	\$ 944.00	\$ 100.00	\$ 290.90	\$ 3.00	\$ 100.00	\$ 373.45	\$ 1,811.35
3	\$ 1,416.00	\$ 150.00	\$ 428.19	\$ 3.00	\$ 100.00	\$ 479.98	\$ 2,577.17
4	\$ 1,888.00	\$ 200.00	\$ 565.49	\$ 3.00	\$ 100.00	\$ 586.51	\$ 3,343.00
5	\$ 2,360.00	\$ 250.00	\$ 702.78	\$ 3.00	\$ 100.00	\$ 693.04	\$ 4,108.82
6	\$ 2,832.00	\$ 300.00	\$ 840.08	\$ 3.00	\$ 100.00	\$ 799.57	\$ 4,874.65
7	\$ 3,304.00	\$ 350.00	\$ 977.37	\$ 3.00	\$ 100.00	\$ 906.10	\$ 5,640.47
8	\$ 3,776.00	\$ 400.00	\$ 1,114.67	\$ 3.00	\$ 100.00	\$ 1,012.63	\$ 6,406.30
9	\$ 4,248.00	\$ 450.00	\$ 1,251.96	\$ 3.00	\$ 100.00	\$ 1,119.16	\$ 7,172.12
10	\$ 4,720.00	\$ 500.00	\$ 1,389.25	\$ 3.00	\$ 100.00	\$ 1,225.69	\$ 7,937.94
11	\$ 5,192.00	\$ 550.00	\$ 1,526.55	\$ 3.00	\$ 100.00	\$ 1,332.22	\$ 8,703.77
12	\$ 5,664.00	\$ 600.00	\$ 1,663.84	\$ 3.00	\$ 100.00	\$ 1,438.75	\$ 9,469.59
13	\$ 6,136.00	\$ 650.00	\$ 1,801.14	\$ 3.00	\$ 100.00	\$ 1,545.28	\$ 10,235.42
14	\$ 6,608.00	\$ 700.00	\$ 1,938.43	\$ 3.00	\$ 100.00	\$ 1,651.81	\$ 11,001.24
15	\$ 7,080.00	\$ 750.00	\$ 2,075.73	\$ 3.00	\$ 100.00	\$ 1,758.34	\$ 11,767.07
16	\$ 7,552.00	\$ 800.00	\$ 2,075.73	\$ 3.00	\$ 100.00	\$ 1,864.87	\$ 12,395.60
17	\$ 8,024.00	\$ 850.00	\$ 2,075.73	\$ 3.00	\$ 100.00	\$ 1,971.40	\$ 13,024.13
18	\$ 8,496.00	\$ 900.00	\$ 2,075.73	\$ 3.00	\$ 100.00	\$ 2,077.93	\$ 13,652.66
19	\$ 8,968.00	\$ 950.00	\$ 2,075.73	\$ 3.00	\$ 100.00	\$ 2,184.46	\$ 14,281.19
20	\$ 9,440.00	\$ 1,000.00	\$ 2,075.73	\$ 3.00	\$ 100.00	\$ 2,290.99	\$ 14,909.72

Add 472.00 tuition, 50.00 graduate tuition, and 106.53 University Services fee for each hour over 20. Other fees remain same.

MINIMUM TUITION: \$472.00

* 15 SCH or more pay \$2075.73/SEM based on flat rate at 15 SCH's

Reinstatement fee: \$363

3-Peat Fee: \$100 per semester credit hour

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

**TEXAS A&M UNIVERSITY-SAN ANTONIO
NON-TEXAS RESIDENT FEES 2019-2020
GRADUATE STUDENT**

Summer 2020- 10 Week and 5 or 8 Week Parts of Term and Maymester

Hours	Tuition ²	Graduate Tuition	Designated Tuition*	International Education Fee	Rec Sports Fee	University Services Fee	Total
1	\$ 472.00	\$ 50.00	\$ 149.87	\$ 3.00	\$ 50.00	\$ 266.92	\$ 991.79
2	\$ 944.00	\$ 100.00	\$ 287.17	\$ 3.00	\$ 50.00	\$ 373.45	\$ 1,757.62
3	\$ 1,416.00	\$ 150.00	\$ 424.46	\$ 3.00	\$ 50.00	\$ 479.98	\$ 2,523.44
4	\$ 1,888.00	\$ 200.00	\$ 561.76	\$ 3.00	\$ 50.00	\$ 586.51	\$ 3,289.27
5	\$ 2,360.00	\$ 250.00	\$ 699.05	\$ 3.00	\$ 50.00	\$ 693.04	\$ 4,055.09
6	\$ 2,832.00	\$ 300.00	\$ 836.35	\$ 3.00	\$ 50.00	\$ 799.57	\$ 4,820.92
7	\$ 3,304.00	\$ 350.00	\$ 973.64	\$ 3.00	\$ 50.00	\$ 906.10	\$ 5,586.74
8	\$ 3,776.00	\$ 400.00	\$ 1,110.94	\$ 3.00	\$ 50.00	\$ 1,012.63	\$ 6,352.57
9	\$ 4,248.00	\$ 450.00	\$ 1,248.23	\$ 3.00	\$ 50.00	\$ 1,119.16	\$ 7,118.39
10	\$ 4,720.00	\$ 500.00	\$ 1,385.53	\$ 3.00	\$ 50.00	\$ 1,225.69	\$ 7,884.22
11	\$ 5,192.00	\$ 550.00	\$ 1,522.82	\$ 3.00	\$ 50.00	\$ 1,332.22	\$ 8,650.04
12	\$ 5,664.00	\$ 600.00	\$ 1,660.12	\$ 3.00	\$ 50.00	\$ 1,438.75	\$ 9,415.87
13	\$ 6,136.00	\$ 650.00	\$ 1,797.41	\$ 3.00	\$ 50.00	\$ 1,545.28	\$ 10,181.69
14	\$ 6,608.00	\$ 700.00	\$ 1,934.71	\$ 3.00	\$ 50.00	\$ 1,651.81	\$ 10,947.52
15	\$ 7,080.00	\$ 750.00	\$ 2,072.00	\$ 3.00	\$ 50.00	\$ 1,758.34	\$ 11,713.34
16	\$ 7,552.00	\$ 800.00	\$ 2,072.00	\$ 3.00	\$ 50.00	\$ 1,864.87	\$ 12,341.87
17	\$ 8,024.00	\$ 850.00	\$ 2,072.00	\$ 3.00	\$ 50.00	\$ 1,971.40	\$ 12,970.40
18	\$ 8,496.00	\$ 900.00	\$ 2,072.00	\$ 3.00	\$ 50.00	\$ 2,077.93	\$ 13,598.93
19	\$ 8,968.00	\$ 950.00	\$ 2,072.00	\$ 3.00	\$ 50.00	\$ 2,184.46	\$ 14,227.46
20	\$ 9,440.00	\$ 1,000.00	\$ 2,072.00	\$ 3.00	\$ 50.00	\$ 2,290.99	\$ 14,855.99

Add 472.00 tuition, 50.00 graduate tuition, and 106.53 University Services fee for each hour over 20. Other fees remain same.

MINIMUM TUITION: \$472.00

* 15 SCH or more pay \$2072.00/SEM based on flat rate at 15 SCH's

Reinstatement fee: \$363

3-Peat Fee: \$100 per semester credit hour

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

Mandatory Fees

Note: All fees are payable at registration.

International Education Fee

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

Rec Sports Fee

This fee is charged at a flat rate of \$100 for fall or spring and \$50 for summer. Funds are used to cover expenses for the Jaguar Fitness Center, development of intramural, extramural, and club sports, development of group and individual fitness programs, purchase of recreational and fitness equipment, professional and student staffing, and development of indoor and outdoor recreational space.

University Services Fee

This fee will be used to cover expenses for the following items: academic advising, library services, transcripts, student IDs, distance learning, campus safety and security, transportation, information technology, student services, course fees, and other university services as required.

E-Book Course Fee

A&M-SA has an institutional e-book program in which selected courses are designated “e-book courses” by the faculty. For each designated e-book course, the university charges a mandatory course fee. All students who enroll in a course that requires a university e-book will be charged a course fee which will appear in their overall tuition and fees. Students enrolled in designated e-book courses may access required course materials within the university’s online Learning Management System (i.e., Blackboard).

Miscellaneous Fees

Automobile Registration Fee

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

Disabled veterans, Congressional Medal of Honor recipients, former Prisoners of War, Pearl Harbor survivors, and Purple Heart recipients whose vehicles display the special license plate issued by the Texas Department of Transportation, upon registration and proper notification of UPD, are exempt from the payment of fees for any University surface parking permit for which they are otherwise eligible, in accordance with state law. This privilege applies to the veteran only and not to anyone else driving the vehicle.

Three-Repeat Fee

A student attempting a class for the third or subsequent time will be assessed an additional \$100 per semester credit hour fee at registration.

Visitor's Fee

The fee for visiting a course is the same as that required for registration for credit.

Other Fees

Computing Device Fee	up to \$500 (opt in)
Installment Payment Plan Processing Fee	\$15

Installment Payment Plan Late Fee	\$15
Late Payment Fee	\$35
Bachelor's Graduation Fee	\$50
Undergraduate (domestic) Application Fee	\$15
Graduate (domestic) Application Fee	\$35
International Application Fee	\$50
Master's Graduation Fee, Plan Two and Plan Three	\$50
New Student Orientation Fee	\$75
Readmission Fee (Undergraduate)	\$15
Readmission Fee (Graduate)	\$35
Reinstatement Fee	\$363
Testing Fee	\$35
Diploma Reprint Fee	\$25
BBA Fee (ETS Major Field Test)	\$27
MBA/MPA Fee (ETS Major Field Test)	\$31
Educator Preparation Program Fee	\$55

The following fees are non-refundable: Late Fee, Reinstatement Fees, New Student Orientation Fee, and Deferred Payment Plan Processing Fees.

Fines for Breakage and Loss

Students registered for courses in chemistry will be notified at the end of a semester of breakage or loss of equipment and will be required to pay the amount due at the Student Business Services Office. Students are expected to exercise reasonable care of University property; an assessment will be made for any deliberate misuse.

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

Refund of Fees

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

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

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

Withdrawal Policy

When a student withdraws from the University during the first twenty (20) days of classes during a long semester, six (6) days during a summer session of more than five weeks but less than 10 weeks and two (2) days during a session of five weeks or less, the University will refund a portion of the tuition and fees charged to a student. The percentages refunded are as follows:

Long Semester (10 weeks or longer)

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

Summer session of more than 5 weeks but less than 10 weeks:

- a. during class days (1-3) - 80%
- b. during class days (4-6)- 50%
- c. after the 6th class day- None

Summer session of 5 weeks or less:

- a. 1st class day- 80%
- b. 2nd class day- 50%
- c. after 2nd class day- None

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

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

The student's official withdrawal date will be determined by the University as:

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

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

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

Upon Dropping a Course or Courses

A 100% refund difference of applicable tuition and fees collected will be made for courses from which students drop (not withdraw) by the Census date for a semester or part of term. There will be no refunds for courses dropped after the Census date. Per the Texas Higher Education Coordinating Board (THECB) the following Census dates apply:

Fall and Spring Semesters		Summer Semester	
<u>Length of Term</u> (Weeks)	<u>Census Date</u>	<u>Length of Term</u> (Weeks)	<u>Census Date</u>
2 or less	1st Class Day	2 or less	1st Class Day
3	2nd Class Day	3	2nd Class Day
4	3rd Class Day	4	3rd Class Day
5-6	4th Class Day	5-6	4th Class Day
7	5th Class Day	7	5th Class Day
8	6th Class Day	8	6th Class Day
9-10	7th Class Day	9	7th Class Day
11	8th Class Day	10 or more	12th Class Day
12	9th Class Day		
13-14	10th Class Day		
15	11th Class Day		
16	12th Class Day		

For the specific Census date for each term, refer to the published Academic Calendar.

Refund Policies

The following policies are used for refunds:

- a. Refunds are processed according to published schedules from the Student Business Services Office. Refunds will be processed through BankMobile and students may choose to receive their refund in one of the following methods:
 - 1. ACH to their personal account at a financial institution
 - 2. BankMobile Vibe checking account

3. Mailed check

The default method is by mailed check if a selection is not made.

- b. Any financial obligations owed the University will be deducted from the refund before the balance is mailed to the student.
- c. Students with a state hold may receive their refund by mailed check regardless of their BankMobile selection.
- d. A student who is required to withdraw because of failure in the work of a previous semester will receive a refund in accordance with the above schedule.

STUDENT FINANCIAL AID PROGRAMS

Senator Frank L. Madla Building, Room 106 | (210)784-1300 | financialaid@tamusa.edu

The Office of Scholarships & Financial Aid assists students in obtaining financial assistance through a variety of federal, state and private sources in order to supplement their own contribution to a college education. The financial gap between the cost of an education and monies available from the family can be complemented by grants, loans, scholarships and/or student employment. Financial aid application materials generally become available on the Office of Scholarships & Financial Aid website (www.tamusa.edu/financialaid/index.html) each academic year.

The content of this catalog's subsection is to assist the student in understanding the programs and policies related to the aspects of financial aid and associated programs. The information is subject to revision. For more detailed and current information, it is suggested that the student contact the Texas A&M University – San Antonio Office of Scholarships & Financial Aid.

To be considered eligible for financial aid at A&M-San Antonio an applicant must:

- Complete a Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA)
- Be enrolled and accepted to Texas A&M University – San Antonio as a regular student in an eligible degree or eligible certificate program;
- Not be enrolled simultaneously in elementary or secondary school
- Meet one of the following academic criteria:
 - Have a high school diploma
 - Have the recognized equivalent of a high school diploma (See Office of Admission for relevant policies and procedures)
 - Be home schooled (See Office of Admission for relevant policies and procedures)
- Be a US citizen or an eligible noncitizen;
- Be registered with Selective Service for most males between the ages of 18 and 25;
- Must have a valid Social Security number for federal aid seeking students;
- Demonstrate financial need (for most programs);
- Not be in default on a Title IV loan or, if in default, have made satisfactory repayment arrangements with the loan servicer
- Have not obtained loan amounts that exceeds annual or aggregate loan limits made under any Title IV loan program
- Not be liable for any overpayment of a Title IV grant or Federal Perkins Loan or, if liable, have made satisfactory repayment arrangements with the holder of the debt

- Not have property which is submit a judgment lien for a debt owed to the U.S. or, if submit to a judgment lien, have made satisfactory repayment arrangements with the debt holder
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while enrolled and receiving Title IV aid ;
- Have completed repayment of funds to either ED or the holder of a loan, as applicable, if the student has convicted of, or pled nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid
- Federal regulations require a student to be making satisfactory progress toward the completion of a degree or certification to be eligible to receive Title IV funds. The Financial Aid Office at A&M-San Antonio applies this rule to ALL students applying for aid. Please review the Satisfactory Academic Progress Requirements ([SAP](#)).
- Students must re-apply for financial assistance **every year** by completing the requirements stated above. The award does not continue automatically beyond award year;

GENERAL INFORMATION

It is the student's responsibility to know and comply with all requirements and regulations of the financial aid programs in which they participate. In addition, it is the student's responsibility to read all information sent to the Jaguar email, which is considered the official means of communication for such purposes, and check the JagWire account regularly for additional financial aid requirements. Financial aid awards may be reduced or cancelled if the requirements of the award are not met. Students receiving any Federal Direct Loans are expected to accept responsibility for the promissory note and all other agreements that they sign. Students must comply with all Federal dates and deadlines. All financial aid awards are made under the assumption that the student's status (full-time) has not changed. Any change in the student's status must be reported, in writing, to the Office of Scholarships & Financial Aid as it can affect the financial aid award.

Students receiving Federal Title IV funds are subject to the following withdrawal/refund process for those funds: The University is required to return to the federal aid programs the amount of aid received that was in excess of the aid "earned" for the time period the student remained enrolled. Students who remain enrolled through at least 60% of the payment period (semester) are considered to have earned 100% of the aid received.

If the University is required to return funds to Title IV aid programs, those funds must be returned in the following order:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loans
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required
- Federal Supplemental Educational Opportunity Grants for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant for which a return of Title IV funds is required

Returning funds to these programs could result in a balance coming due to the University on the student's account

Federal regulations require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. Please refer to Texas A&M University – San Antonio's Satisfactory Academic Progress Policy for detailed information.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Know what federal, state, and institutional financial assistance is available;
- Know the financial aid procedure and how aid is awarded;
- Know how and when financial aid is paid;
- Know the cost of attendance at Texas A&M University – San Antonio;
- Know and comply with the Return of Title IV Aid Policy for withdrawal;
- Know what portion of financial aid is grant (gift) aid;
- Know what portion of financial aid is loan and the terms of the loan at the time it is made. This includes interest rate, grace period, and terms of payback, including a sample repayment schedule;
- Know how much need has been met by your award;
- Know the criteria for continued aid eligibility.

A student also has the responsibility to:

- Pay special attention to his/her application for student financial aid, complete it accurately, and submit it on time to the right place. Errors can delay the receipt of the financial aid package.
- Read all information sent to the Jaguar email, which is considered the official means of communication for such purposes, and check the JagWire account regularly for additional financial aid requirements.
- Provide all additional information requested by either the Office of Scholarships & Financial Aid or the agency to which the application was submitted.
- Read and understand all forms he/she is asked to sign, and keep copies of them.
- Perform in a satisfactory manner, as determined by the employer, the work that is agreed upon in accepting a Federal Work-Study job.
- Know and comply with the deadlines for applications, appeals and/or withdrawals for financial aid.
- Know and comply with the University's refund procedures.
- Notify the Office of Scholarships & Financial Aid and the lender of a loan (e.g., Federal Direct Loan) of any change in name, address, or school status.
- Complete the Entrance Counseling session if he/she is a new loan borrower.
- Complete the Exit Counseling session prior to withdrawal or graduation. Upon leaving the institution, a hold is placed on a student's account to prevent the receipt of an official transcript or diploma. Completion of Exit Counseling will allow for removal of the hold.
- Not receive a Federal Pell Grant or other Title IV aid from more than one college/university for the same semester.
- Know that Pell Grant is an automatically accepted award and student must notify the Office of Scholarships & Financial Aid if not attending the university.

APPLYING FOR FINANCIAL AID

Each applicant must complete the financial aid application and requirements before financial aid eligibility can be determined. The majority of general financial aid funds are awarded on a first-come, first-serve basis to eligible students who document significant financial need, who complete their application materials to the Office of Scholarships & Financial Aid by the January 15 priority date, and are accepted to the University at the time of awarding. Application completion is defined as having the results of the FAFSA (Free Application for Federal Student Aid) and all other required documents into the Office of Scholarships & Financial Aid.

The FAFSA is available at www.fafsa.ed.gov. Financial aid is awarded to students who demonstrate need and/or meet the priority date until all of the funds are committed for the year. If the file is completed after January 15, the awards may be limited to Federal Pell Grant, Federal Direct Loans and any funding that remains. Students must

apply annually (on or after October 1st of each year) for financial aid consideration as financial aid does not automatically cross over from one award year to another.

It is the student's responsibility to be sure application materials are complete. Please contact the Office of Scholarships & Financial Aid for application forms and complete details. This information may also be obtained online at www.tamusa.edu/financialaid. All financial aid policies and procedures are subject to change due to revisions in federal and state laws, regulations and guidelines and applicable institution policies.

FAFSA Priority Deadlines: January 15th

How to Apply:

1. Apply for a student and/or parent Federal FSA ID Login online. A FSA ID Login is required to access and sign the Free Application for Federal Student Aid (FAFSA).
2. Complete the FAFSA online at www.fafsa.ed.gov. Students should use the Federal School Code for A&M-San Antonio: **(042485)**.
3. Students are notified via e-mail when their Student Aid Report (SAR) is ready for review and has been forwarded to the school(s) of their choice. The SAR is emailed to students 7-10 days after completing the FAFSA. If there are SAR errors, students should correct them online at www.fafsa.ed.gov as soon as possible.
4. Students should monitor their status online through [JagWire](#). The U.S. Department of Education randomly selects students for verification. If selected, students will be required to submit specific documents to complete the financial aid process. Students also will receive notification via the official university email account of any additional documentation required to complete the federal verification process.
5. To be eligible for federal funding, students MUST be a fully admitted and a degree-seeking student. Students can check their status online through [JagWire](#).
6. Typically, students are notified in writing of their financial aid eligibility approximately four to six weeks after all application materials have been received in the Office of Scholarships & Financial Aid. If awarded, an award notice is e-mailed via JagWire to the student. The award notice will include information such as the types and amounts of financial aid awarded. The three primary types of financial aid will include grants, loans and student employment if eligible and subject to availability.

Financial Aid Officers are available in the University Welcome Center. Rm 111 in the Frank Madla Building to assist students through any step in the financial aid process.

Students may contact the Department of Education at:

Federal Student Aid Information Center

1-800-4-fed-aid (1-800-433-3243)

9:00 a.m. to 8:00 p.m. (Eastern Standard Time)

Cost of Attendance

The cost of attendance (COA) is an estimate of what it costs the typical student to attend A&M-San Antonio. The cost of attendance is derived from data provided on the student's FAFSA. The amounts cover college tuition and basic living expenses.

When comparing financial aid packages from other schools, students should compare the total cost of attending a specific school(s), not just the total financial aid awarded. It is important to budget and make wise decisions regarding how to utilize financial aid funds.

Tuition and Fees: The average cost of tuition and fees for a typical undergraduate student is based on enrolling for 30 hours per academic year (Fall and Spring terms). The average cost of tuition and fees for a typical graduate student is based on enrolling for 18 hours per academic year. The actual costs that a student incurs will vary depending on the student's degree or certificate program.

Room and Board: A reasonable estimate of what it costs to live in San Antonio while attending school for an academic year. Actual costs may vary by individual choices related to location and circumstances. Typically includes rent, food, snacks, household supplies, and utilities.

Books and Supplies: The average cost of books and supplies for a typical student for an entire academic year. Typically includes books, educational supplies, course materials, and computer-related expenses excluding the purchase of a personal computer.

Transportation: Represents travel to and from a student's permanent residence, and transportation costs to and from their local address in order to attend class and work (e.g., gasoline, parking).

Miscellaneous: Estimate of costs for clothing, haircuts, entertainment and other miscellaneous expenses. Actual expenses spent on these types of items may be higher or lower depending on the student's lifestyle.

Adjustments to Cost of Attendance will be considered for one-time purchase of a computer, child care, and study abroad.

REVIEWING FINANCIAL AID STATUS

Students can review their financial aid status by completing the following steps:

1. On the A&M-San Antonio homepage, www.tamusa.edu, hover over the **Quick Links**, and select **JagWire**.
2. Log in using the Windows Domain account.
3. Select **Paying for College**.
4. In the Financial Aid Steps section, select **Review your Financial Aid Requirements**.
5. Another window will open; select each of the tabs to view outstanding requirements, holds, and your Satisfactory Academic Progress.

Students should familiarize themselves with their University e-mail address to ensure they receive important financial aid messages. For instance, award letters are e-mailed to the student's University email account informing the student of their financial aid award, amount, source, and any other requirements that may be required to receive financial assistance. The student must accept or decline the financial aid award and amount. If the financial aid award or amount is accepted by the student, the Office of Scholarships and Financial will apply the financial aid award and amount as a payment to the student's account with Student Business Services. If declined, no financial aid or assistance will apply to the student's account with Student Business Services.

ACCEPTING AWARDS ONLINE

To accept financial aid awards, students should complete the following steps:

1. On the A&M-San Antonio homepage, www.tamusa.edu, hover over the **Quick Links**, and select **JagWire**.
2. Log in using the Windows Domain account.

3. Select **Paying for College**.
4. In the Financial Aid Steps section, select **Review/Accept Terms & Conditions and Award**.
5. Select the appropriate Aid Year and submit.
6. Select the **Terms and Conditions** tab. Review all terms and conditions and select agree. Note: all students must agree to the Terms and Conditions before accepting financial aid on JagWire and before any financial aid will disburse.
7. Select the **Accept Award Offer** tab and finalize award decision.
 - a. To accept full loan amounts offered, select **Accept All Awards**.
 - b. To accept a partial amount, type in the amount desired, change the drop down box to accept, and select **Submit Decision**. If a student accepts a federal student loan, they must complete the federal requirements associated with the loans, such as completing Entrance Counseling and signing the Master Promissory Note. Students can complete these requirements at www.studentsloan.gov

Note: Please know that Pell Grant is an automatically accepted award and **student must notify the financial aid office if not attending the university**. Students registered in any term and have Pell Grant eligibility applied will have their classes automatically held from being dropped and the student is responsible for any and all tuition and fees.

TYPES OF AID

There are various types of financial aid at A&M-San Antonio, which consists of grants, loans, student employment and scholarships. These types of financial aid are available to any student who qualifies. In order to qualify, a student must complete a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. To find out more information on the types of grants offered at A&M-San Antonio, please read additional information pertaining to each grant.

Grants

Grants are gift aid programs that do not have to be repaid. Grants are awarded based on a federal need analysis formula and are mostly awarded on first completed, first awarded basis.

Federal Pell Grant

The Federal Pell Grant Program helps eligible students defray the cost of post-secondary education. The Federal Pell Grant is a federal aid program designed to provide a "foundation" of financial assistance to all eligible undergraduate students and may be combined with other forms of aid to meet the full cost of education. To qualify, a student must demonstrate financial need. The amount of the grant is based on the computed Expected Family Contribution (EFC), student's enrollment status as a full-time or part-time student, their plans to attend school for a full academic year or less, and the cost of attendance. Students enrolled for less than full-time will receive a reduced grant award in accordance with federal grid tables. Federal Pell Grant eligibility is limited to 12 semesters or 6 years of undergraduate study (See **Continued Eligibility** Section).

Eligibility must be established each year:

- A student must be enrolled in an eligible program as a degree-seeking student.
- A student must be an undergraduate who has not earned a first baccalaureate degree.
- Meet the requirements of the Satisfactory Academic Progress Policy.

Eligibility

Federal Pell Grant is based on established financial need to undergraduates only. Eligibility ends with first baccalaureate degree or a change to graduate status as determined by the Registrar's office.

Continued Eligibility

Students must maintain at least half-time enrollment in most cases, continue to meet Satisfactory Academic Progress requirements and continue to demonstrate financial need.

The amount of Federal Pell Grant funds the student may receive is limited by federal law to be the equivalent of six years or 600% of eligibility used.

If a student's Federal Pell Grant eligibility used equals or exceeds 600%, the student will no longer receive Federal Pell Grant funding. Similarly, if a student's Federal Pell Grant eligibility used is greater than 500% but less than 600%, the student may be eligible for a Federal Pell Grant, but may not be able to receive a full scheduled award.

Students can log on to [National Student Loan Data System \(NSLDS®\)](#) using their FSA ID and view their Federal Pell Grant eligibility used. The Federal Pell Grant eligibility used can be found on the Financial Aid Review page.

To learn more about the Federal Pell Grant limits and how eligibility is calculated, please visit <https://studentaid.ed.gov/types/grants-scholarships/pell/calculate-eligibility>.

Federal Supplemental Education Opportunity Grant (FSEOG)

The FSEOG program was established to assist in making the benefits of post-secondary education available to qualified students who, for lack of financial means of their own or of their families, would be unable to obtain such benefits without the grant.

The (FSEOG) provides grants to students who demonstrate the greatest financial need. Students must be eligible for the Federal Pell Grant and demonstrate exceptional financial need. Eligible students must be citizens or eligible noncitizens of the U.S. who are accepted for admission and are enrolled at least half-time as undergraduate students, and are maintaining Satisfactory Academic Progress.

- A student must meet all Title IV requirements.
- A student should demonstrate exceptional financial need, be eligible for a Federal Pell Grant and have a 0 EFC (Expected Family Contribution).
- A student must be an undergraduate who has not earned a first baccalaureate degree.

The maximum award at A&M-San Antonio is \$1000 per semester or \$2000 per academic year and is awarded first to those with lowest EFC's who are eligible for Federal Pell Grants. If funds are still available, FSEOG is awarded to remaining students with the lowest EFC. Any exception to these limits is made on an individual basis based on the professional judgment of the Director.

TEXAS Grant (Toward Excellence, Access & Success Grant Program)

This state grant is awarded to students who are working on their first undergraduate degree. Students must also meet certain financial need requirements and have earned either a recommended or distinguished achievement high school diploma. To be eligible for the TEXAS Grant:

- have previously received a TEXAS Grant
- be a resident of Texas
- have not been convicted of a felony or crime involving a controlled substance
- have financial need (as demonstrated by FAFSA)
- have not exhausted TEXAS Grant eligibility

- meet TEXAS Grant Satisfactory Academic Progress (SAP)—see below
- enroll in an undergraduate degree program on at least a three-quarter time basis

OR

- have earned an associate degree from a public technical, state or community college in Texas and
- enroll in any public university in Texas no more than 12 months after receiving the associate degree.
- be a resident of Texas
- have not been convicted of a felony or crime involving a controlled substance
- have an Expected Financial Contribution (EFC) less than or equal to 5430
- enroll in an undergraduate degree program on at least a three-quarter time basis (9 SCH)

TEXAS Grant SAP Requirements

- At the end of the first year, a student entering the program must meet Texas A&M University-San Antonio's Satisfactory Academic Progress (SAP) requirement.
- Renewal Texas Grant recipients must have an overall college grade point average (GPA) of at least 2.5 on a 4.0 scale and complete at least 24 semester credit hours per year.
- For more information regarding Texas Grant, please visit College For Texans

Important: The award amount (including state and institutional funds) is equal to the student's tuition and required fees. Preference will be given to students with the lowest EFC (Estimated Family Contribution) and will continue as funds permit.

Texas Public Educational Grant (TPEG)

The Texas Public Educational Grant program was established in 1975 to furnish financial assistance to needy students attending public institutions of higher learning in Texas. Awards approved through this program are derived from a combination of federal and state funds. Student must be a citizen or an eligible noncitizen of the U.S., maintain satisfactory academic progress, and demonstrate financial need. The maximum award is \$2000 per academic year.

Undergraduate and Graduate Tuition Grant

Student must be a Texas Resident, maintain satisfactory academic progress, and demonstrate financial need. The maximum award is \$2000 per academic year.

WORK STUDY

The Work-Study Program helps eligible students defray the cost of post-secondary education. The Work-Study Program is a financial aid program designed to provide part-time employment opportunities with eligible on-campus and off-campus entities. Eligible students also have the opportunity to gain valuable experience while pursuing a college education. To qualify, a student must demonstrate financial need and must be enrolled at half-time. The amount of the award may vary based on the student's classification and grade level. Once awarded, the student must interview, and secure employment with on or off campus entities that are established in the Work-Study Program.

Eligibility must be established each year:

- A student must be enrolled in an eligible program as a degree-seeking student.
- A student must meet all Title IV requirements.

Work Hours

While classes are in session you can work up to a maximum of nineteen (19) hours per week.

Work-Study Dress

Offices typically require work-study students to dress business-casual. Some offices allow their work-study students to dress more casually, so student must be sure to check with their employer. Students must remember that they are working in a professional setting and need to dress accordingly.

Jobs Other Than Work-Study

Work-study is awarded on a first-come, first-served basis to students with financial need (as determined by the student's FAFSA). Therefore, work-study funds are limited. Student may contact Career Services regarding regular wage positions both on and off campus. Many on-campus regular wage positions offer work opportunities in the same offices in which work-study students are employed.

Dates for Earning Work-Study Award

Work-study is awarded by semester. To earn work-study wages during a semester, a student must have been awarded the funds for that period and be working in a work-study position. The days within a semester in which a student can earn work-study wages will be published on the Texas A&M University-San Antonio Financial Aid website.

FEDERAL DIRECT LOANS

The Direct Loan program is provided and administered by the U.S. Department of Education. Student loan borrowing cannot exceed the cost of attendance, nor may the student borrow over the annual and lifetime aggregates that are set for Direct Loans by the U.S. Department of Education. The type of loan offered is based upon the results of the FAFSA.

Loan Type	Origination Fees	Interest Rate
Undergraduate Subsidized Direct Loan	1.066%	4.45%
Undergraduate Unsubsidized Direct Loan	1.066%	4.45%
Graduate Unsubsidized Direct Loan	1.066%	6.00%
Direct PLUS Loans (Parent & Graduate)	4.264%	7.00%

Origination fees are fees assessed by lenders to help offset the cost of processing the loan. The origination fee is assessed on each loan disbursement. Origination fees are subject to change under the regulations set by the U.S. Department of Education.

Interest rates are amounts charged to a borrower for the privilege of using the lender's money. The interest is calculated as a percentage of the principal balance of the loan. Interest rates are subject to change under the regulations set by the U.S. Department of Education.

Direct Loan Processing

Students must complete the following steps to accept a Direct Loan:

Step 1: Accept or Reject the Direct Loan

- On the A&M-San Antonio homepage, www.tamusa.edu, hover over the **Quick Links**, and select **JagWire**.
- Log in using the Windows Domain account.
- Select **Paying for College**.
- In the Financial Aid Steps section, select **Review/Accept Terms & Conditions and Award**.
- Select the appropriate Aid Year and submit.
- Select the **Accept Award Offer** tab and finalize award decision.

Step 2: Complete Entrance Counseling (All new borrowers)

- Visit www.studentloans.gov
- Sign in and select **Complete Counseling**.
- In the Entrance Counseling section, select **Start**.

Step 3: Complete Electronic Master Promissory Note (MPN) (All borrowers)

- Visit www.studentloans.gov
- Sign in and select **Complete Master Promissory Note**.
- Select Texas A&M University-San Antonio as your school.
- The Office of Scholarships & Financial Aid will receive electronic confirmation when the student has completed Entrance Counseling and the Master Promissory Note.

Federal Direct Loan Limits

Annual and lifetime (total debt) limits for subsidized and unsubsidized student loans are mandated by the U.S. Department of Education. The amounts include the outstanding principal balance on the loan(s) and not interest or other charges incurred.

Dependent Undergraduate Students		
	Subsidized Loan	Additional Unsubsidized
Freshman	\$3,500	\$2,000
Sophomore	\$4,500	\$2,000
Junior/Senior	\$5,500	\$2,000
Maximum Total Debt ¹	\$31,000 (\$23,000 may be Subsidized)	
Independent Undergraduate Students		
	Subsidized Loan	Additional Unsubsidized
Freshman	\$3,500	\$6,000
Sophomore	\$4,500	\$6,000
Junior/Senior	\$5,500	\$7,000

Maximum Total Debt ¹	\$57,500 (\$23,000 may be Subsidized)
Graduate/Professional Students	
Unsubsidized Loan	\$20,500/Academic Year
Maximum Total Debt ^{1,2,3}	\$138,500 (\$65,500 may be Subsidized)

¹All “Maximum Total Debt” amounts include both Direct and FFELP subsidized and unsubsidized loans.

²The graduate total debt limit includes subsidized and unsubsidized student loans received during undergraduate study.

³As of Fall 2012, Federal Direct Subsidized Loans are no longer offered to Graduate Students due to changes in Federal Regulations.

Direct Loan Exit Counseling

Upon withdrawing, graduating, dropping below half-time, or simply not returning to A&M-San Antonio, students will be sent information on how to complete Exit Counseling. Upon leaving the institution, a hold is placed on a student’s account to prevent the receipt of an official transcript or diploma. Completion of Exit Counseling will allow for removal of the hold.

DISBURSEMENT OF FINANCIAL AID

General Information

- Student must be enrolled before funds may be disbursed.
- Student eligibility must be confirmed by the OSFA before funds are disbursed.
- Be enrolled and accepted to Texas A&M University – San Antonio as a regular student in an eligible degree or eligible certificate program.
- Specific questions on individual cases should be addressed to the OSFA at 210-784-1300.

Loans (Students must be enrolled at least half-time.)

- Federal Direct Stafford Loan: Students must complete a Loan Entrance Counseling session and sign a Master Promissory Note (MPN) before funds may be disbursed.
- First-time borrowers in the first year of an undergraduate program must wait 30 calendar days after the first day of classes to have their federal student loans disbursed.
- Federal Direct PLUS Loan: Parents who are awarded a Federal PLUS Loan must receive an approved credit decision from the lender and complete an electronic PLUS Loan Counseling and Master Promissory Note (MPN) before funds may be disbursed. A parent authorization form must be submitted to the Student Business Services Office (SBS) prior to disbursement.
- Federal Direct Loans, Federal Direct PLUS Loans: Borrowers who use these funds to finalize their tuition and fees charges may elect to cancel their loans and use another form of payment within 14 days of disbursement. The OSFA must be notified in writing of the cancellation within 14 days of disbursement.

Disbursement Procedures

Once all requirements have been met:

- Funds awarded from the following may be applied directly to the student's account with Student Business Services (SBS) :

GRANTS

LOANS

Federal Pell	Federal Direct Loans
Federal SEOG	Federal Direct PLUS Loans
State Grants	
Scholarships	

- Any remaining balance to the student's account must be paid to the SBS Office prior to the published deadline.
- Eligibility is reviewed again at the end of the drop/add period (census date), and appropriate funds are disbursed to the student's SBS Office account. The OFSA is required to make any necessary adjustments to the student's financial aid award per the enrollment audit review during each semester.
- Any excess of funds will be disbursed to the student via BankMobile. Direct deposit to the student's financial institution or will be mailed to the student in the form of a paper check if the student is not signed up for direct deposit. Here are some helpful instructions: www.tamusa.edu/SBS/StudentAccountsAndBilling/Refunds.html.

TERMS AND CONDITIONS FOR FINANCIAL AID

Students must accept the Financial Aid Terms and Conditions which authorizes A&M-San Antonio to apply all financial aid funds to the student's A&M-SA account with Student Business Services. Funds will be used to pay any current outstanding educational charges if needed. Thereafter, any excess proceeds will be released to the student. The student is responsible for officially notifying the appropriate offices, beginning with the Registrar's Office, if the student decides not to attend A&M-SA. The student also is responsible for repayment of all unearned funds that previously disbursed as a result of registering and not officially withdrawing within a semester. For further details see the following link:

<http://www.tamusa.edu/financialaid/applyforaid/termsandconditions.html>

ENROLLMENT AT MULTIPLE INSTITUTIONS

A student may not receive a Federal Pell Grant and/or Federal Student Loans from more than one institution during the same enrollment period (or semester). If it is determined that a student is receiving aid from more than one institution, the Office of Scholarship & Financial Aid will revise that student's financial aid award(s) accordingly. In the event that the financial aid is reduced or cancelled, the student will owe a balance to the Student Business Services Office.

Per FAFSA Step Seven Disclaimer: The student and/or parent signs the application certifying that the student (1) will use federal and/or state student financial aid only to pay the cost of attending an institution of higher education, (2) are not in default on a federal student loan or have made satisfactory arrangements to repay it, (3) do not owe money back on a federal student grant or have made satisfactory arrangements to repay it, (4) will notify your college if you default on a federal student loan and (5) will not receive a Federal Pell Grant from more than one college for the same period of time.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY FOR FINANCIAL AID

Academic Progress Standards

The policy, Satisfactory Academic Progress (SAP), is standard for all students who receive federal, state, or institutional aid. Regulations for federal, state, and institutional financial assistance require post-secondary institutions to develop

reasonable academic standards that measure a student’s progress toward a degree for the receipt of aid. At A&M-San Antonio, Office of Scholarships & Financial Aid (OSFA) is responsible for establishing and evaluating minimum SAP standards for recipients of financial aid. SAP standards are evaluated at the end of spring semester for all undergraduate and graduate students with a financial aid record. Financial Aid SAP status includes all previous academic history, even if the student did not receive financial aid.

For Title IV purposes, students are evaluated based on both qualitative and quantitative standards in order to meet Satisfactory Academic Progress. Students must meet a certain cumulative grade point average (GPA), maximum hours attempted threshold, and have a satisfactory completion rate in order to be considered meeting Satisfactory Academic Progress. Certain scholarships and grant programs may have more stringent requirements in order to maintain eligibility for that scholarship. Overall financial aid eligibility will still be determined using the SAP standards. All students, regardless of enrollment status (full-time, part-time, etc.) are subject to the same Satisfactory Academic Progress standards.

Qualitative Measures of Academic Progress

The qualitative measure of academic progress is a grading scale of 0.00 to 4.00, based on students' enrollment classification. Incoming freshmen, graduate students, or transfer students will be eligible to apply for financial assistance upon admission to the university during their initial term. Undergraduate students must achieve a minimum cumulative grade point average of 2.00 at A&M-San Antonio to maintain eligibility for financial assistance. Graduate students must achieve a minimum cumulative grade point average of 3.00 at A&M-San Antonio to maintain eligibility for financial assistance.

Quantitative Measures of Academic Progress

While students are expected to enroll in full-time to be eligible for the maximum financial aid, each student must successfully complete at least 67% of all credit hours attempted. This percentage includes all institutional and transfer credit hours, regardless of whether or not financial aid was received. Attempted hours also includes transfer hours and courses for which you received no financial aid.

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

Classification	Grade Point Average	Ratio of Passed Hours to Attempted Hours	Total Attempted Hours (including transfer credits)
Graduate	Minimum 3.0	67%	54 credit hours ^c

^c Second Graduate: additional review required

Hours earned do not include grades of “F” (failed), “I” (incomplete), “W” (withdrawal) or “WX” (withdrawal excluded from the sixth drop), “WI” (withdrawal identifier for Senate Bill 1231). Courses that have been repeated will be counted for each enrollment as hours attempted, and will be counted as hours passed if a grade other than F, I, W, WX, or WI is received. Remedial course credits also will be used to determine a student’s enrollment status for financial aid eligibility.

Maximum Hour Limit

Federal regulations require that a student complete his program of study within 150% (length of program x 1.5) of the time allotted for the program. For example, if an undergraduate degree is 120 credit hours in length, a student with this major must complete the program within 180 (120 x 1.5) credit hours. All credit hours attempted at A&M-San Antonio, including repeated courses with a grade of F, I, W, WX, or WI, and all transfer hours to be used toward a degree at A&M-SA that were pursued at a previous institution, will be counted in the determination of hours attempted. After attempting 180 credit hours, the student's financial aid eligibility will be terminated for this program.

For students seeking their first bachelor's, the maximum number of credit hours (180 total attempted hours). For first master's, the maximum credit hours (54 total attempted hours) is limited to 150% of the published degree program length and includes all hours attempted (including repeats and withdrawals) at any institution of higher education and any hours accepted in transfer, even if financial aid was not received. Evaluated credit also will be included in the total attempted hours once articulated by the Registrar's Office.

Students pursuing a second bachelor's or master's degree will be required to provide a SAP Appeal Application as well as the required documentation stated on the SAP Appeal Application to appeal additional financial aid for the remaining number of credit hours needed to complete the program.

A student's SAP status (quantitative and qualitative) is calculated at the end of the spring semester for all students enrolled at A&M-San Antonio regardless of whether they are receiving financial aid.

SAP Warning

At the end of each fall semester, the OSFA will evaluate all students' academic progress to determine who are on track to meet the SAP requirements. Students who are not on track will be notified of a financial aid warning status. These students have one more semester to regain the minimums for progress and maintain financial aid eligibility.

Financial Aid Suspension

If a student does not meet the SAP requirements by the end of the spring semester, the student will be placed on financial aid suspension. Once the student is on financial aid suspension, the student is not eligible to receive financial aid until he/she meets the SAP requirements.

Appeal Process

Students who have been placed on financial aid suspension will be given the opportunity to appeal to have their financial aid reinstated. Students who have encountered circumstances beyond their control which have negatively affected their

ability to meet the minimum SAP criteria may appeal their SAP status before the term deadline.

An appeal must be submitted to the Office of Scholarships & Financial Aid (OSFA) and approved before aid can be disbursed in future semesters. Appeals must be completed by the student. Any student anticipating the necessity of initiating an appeal should be prepared to pay his or her own registration fees in the event the appeal is not approved or is approved after the payment deadline. If the appeal documents are incomplete or lack sufficient corroborating documentation, the review and decision process could be delayed or denied. The Financial Aid Appeal Committee will review appeals and validate the attached documentation, to determine if the student's extenuating circumstances should be taken into consideration for approval of their appeal.

Students must provide the following documentation, along with their completed SAP Appeal Application to be considered:

- *Provide a personal statement that explains:*
 - *The factors beyond the student's control contributing to the student's lack of academic progress. It is assumed that each student appealing is dependent upon financial aid for the completion of his/her degree, so this explanation is not considered reason for approval. Students should not discuss their need for financial aid in their appeal, as this is not grounds for approval.*
 - *How his/hers personal circumstances have changed so that it will no longer impede his/hers academic progress.*
 - *What measures the student is taking to ensure his/hers academic success in the future, such as a reduction in enrollment, utilizing tutoring, etc. Be specific.*
 - *Attach supporting documentation to substantiate his/hers reason(s) for the appeal which corresponds to the periods of poor performance (i.e. medical documentation, death certificates, obituaries, doctor's notes etc.). SAP Statements without corroborating documentation will be considered incomplete and be denied for the semester.*
- *An updated degree plan signed by both student and Academic Advisor must be included.*
- *Provide a print out of the completion of the Exit Counseling Session from www.studentloans.gov.*

The Appeal Form can be obtained at the Office of Scholarships and Financial Aid or online at: <http://www.tamusa.eduwww.tamusa.edu/financialaid/financialaidforms.html>. (Disclaimer: The Appeal Form will not be available to students after the submission deadline for each semester.)

Failure to provide the required documentation will result in the denial of the student's appeal. All information will become a part of the student's confidential financial aid record and cannot be returned. The student will receive notification from the Financial Aid Office within two to four weeks regarding the status of the appeal. Appeals submitted after the first day of class each semester may require additional time for review and a response.

Priority Deadlines

- **Fall semester = Census Date**
- **Spring semester = Census Date**
- **Summer semester = Census Date for first summer term**

Approval of Appeal

If the student's appeal is approved, the student's SAP status is updated in JagWire as SAP "Appeal Approved" and the requirement for "Counseling Request" (to meet with Financial Aid). The student will be placed on a SAP Academic Plan for Success for every future term until the end of summer in the aid year of the SAP appeal. The student must appeal at the beginning of every Fall term if he/she is still not meeting SAP standards for financial aid. A Financial Aid Officer will review the SAP Academic Plan document with the student to establish the agreed requirements that the student must meet within that term for future aid consideration. The SAP Academic Plan is not considered valid until it has been signed by both the student and the Financial Aid Officer. The student is provided a copy of the signed SAP Academic Plan to ensure that the student is aware of the agreed requirements.

Students, whose eligibility for Financial Aid is approved for reinstatement by the Financial Aid Appeal Committee, are awarded effective with the academic term for which the Appeal is requested. Approval will not impact prior terms. All tuition and fees incurred during the period of time the student was suspended are the sole responsibility of the student.

Monitoring of SAP Academic Plan

SAP Academic Plans are reviewed at least once per academic term. Failure to adhere to the conditions of the Academic Plan will result in the denial or cancellation of all future aid until the student has met the minimum standards of Satisfactory Academic Progress at their expenses. Additionally, the student must submit a detailed midterm written progress report for their courses in person to the Office of Scholarship & Financial Aid for each term while under SAP Appeal Status.

Denial of Appeal

If the appeal is denied, students will be ineligible for future aid until they have met the minimum standards of Satisfactory Academic Progress. No future appeals will be accepted for the denied term. The decision made by the Financial Aid Appeal Committee is final unless there are other mitigating circumstances not documented in the original appeal.

REPAYMENT OF FINANCIAL AID DUE TO WITHDRAWAL

If a student at Texas A&M University-San Antonio withdraws from all registered courses and received any type of financial aid to include, federal, state, or institutional funds, the student may be required to repay all or some of those funds to its original source.

The U.S. Department of Education specifies how Texas A&M University- San Antonio must determine the amount of federal financial aid that a student earned or unearned if he or she withdraws from the university. Federal financial aid covered under federal regulations and guidance defined as: (1) Unsubsidized Direct Loan, (2) Subsidized Direct Loan, (3) Direct PLUS Loan (4) Federal Pell Grant, (5) Federal SEOG, and (6) Iraq and Afghanistan Service Grant.

The amount of federal financial aid earned or unearned is determined by the number of days the student completed in the term. In order for a student to have earned all federal financial aid, the student must be enrolled through the 60 percent of the term. However, if student withdraw, drop out, or stop engaging before this period, the student may only receive a prorated portion of their federal financial aid for that term. The financial aid percentage is determined by dividing the number of completed days by the number of total days in the semester. The number of completed days is calculated by subtracting the start of the semester from the day the student withdrew from the school by written notification. The earned percentage is multiplied by the amount that the student was eligible to receive to determine the amount of aid that the student has earned. If a student withdraws prior to the term's scheduled disbursement, they are not eligible for any of that term's aid.

The percent **earned is equal to the number of calendar days completed up to the withdrawal date, divided by the total calendar days in the payment period (less any scheduled breaks that are at least 5 days long)*

**The payment period for most students is the entire semester. However, for students enrolled in modules (courses which are not scheduled for the entire semester or term), the payment period only includes those days for the module(s) in which the student is registered.*

The percent **unearned is equal to 100 percent minus the percent earned*

If a student stops attending all classes, does not officially withdraw, and fails to earn a passing grade in at least one course and/or has a 0.0 GPA for the term, the student may be considered an unofficial withdrawal. As a result, the student may be required to repay all or some of those funds to its original source. The U.S. Department of Education requires institutions to closely monitor the attendance of students who receive federal financial aid. At the end of every semester, grade evaluations are completed to determine compliance with federal regulations. In accordance with federal regulations, the Texas A&M University-San Antonio must assume that students who do not receive a passing grade in any class attempted and/or receive incomplete grades have unofficially withdrawn from the university. This assumption requires Texas A&M University-San Antonio to formally document the student's last date of attendance and determine if the student is required to repay all or some of the federal financial aid.

Notification will be sent via mail and email outlining the amount returned to the federal and institutional program(s). The University will return funds on the student's behalf to the appropriate federal aid program(s) within 45 business days after determining the student's withdrawal date. The student is responsible for all charges and overpayments resulting from a Return of Title IV Calculation. The refund will be returned to the student only if the student did not receive financial aid assistance from either Title IV programs or State programs. In the cases where the student did receive assistance from these programs, the refund will be returned to the programs, in the following order:

Order of Return of Title IV funds:

- Unsubsidized Direct Loans (other than Direct PLUS Loans)
- Subsidized Direct Loan
- Direct PLUS Loans
- Federal Pell Grants for which a return of Title IV funds is required
- Federal Supplemental Educational Opportunity Grant (FSEOG) for which a return of Title IV funds is required
- Iraq and Afghanistan Service Grant, for which a return of Title IV funds is required

Please visit the following link for more information: http://www.tamusa.edu/finaid/return_title_IV.html

SUMMER FINANCIAL AID

Students who wish to receive aid in the summer must complete the Summer Intent to Enroll form. Students who are new to A&M-San Antonio for the summer term only need to complete the FAFSA.

Please note that the OSFA is required to review all students' aid history within the National Student Loan Data System (NSLDS) to determine summer financial aid eligibility. Students' eligibility will be based on any remaining Federal Pell Grant and Direct Loans. Students also may apply for private loans with their lender.

Typically, students must be enrolled **at least half-time** in summer to receive aid. Students who do not complete the Summer Intent to Enroll form will be packaged, although at a later date, to determine their Federal Pell Grant eligibility. If a student's enrollment falls **below 6 hours** in total for summer hours, the student may **not be** eligible for federal student loans and the Federal Pell Grant award may be revised or canceled. The student must contact the OSFA immediately, if their enrollment status changes, to determine their eligibility status for financial aid. It is recommended that students contact OSFA before making changes.

Summer financial aid is disbursed only after spring grades are posted and Satisfactory Academic Progress is reviewed for the spring semester.

SCHOLARSHIP INFORMATION

At A&M-San Antonio, we recognize the importance of a quality education. We are dedicated to helping students find a way to achieve their higher education goals. In addition to awarding institutional scholarships, the Office of Scholarships & Financial Aid handles private scholarships. To ensure maximum consideration, it is imperative that students are knowledgeable of the specific requirements and deadlines associated with all scholarships awarded.

	Fall 2019	Spring 2020
General Scholarship Priority Deadline	January 15	October 1
General Scholarship Deadline	June 30	November 1

Basic Eligibility Criteria

To be eligible for scholarships, students must meet the following requirements:

- Admitted to A&M-San Antonio
- Be a degree-seeking student.
- Complete the Free Application for Federal Student Aid (FAFSA) for need based scholarships at www.fafsa.ed.gov. (International students are not eligible to apply for the FAFSA).
- Have submitted all paperwork requested from the Office of Scholarships and Financial Aid for need based scholarships.

Process of Applying for a Scholarship

Students can apply for a variety of institutional scholarships through the A&M-San Antonio General Scholarship Application. One general application is applicable for a variety of scholarship opportunities. To submit the general application, a student must create an account with the online Scholarship Manager system and complete the

online application. Supporting documents such as a letter of recommendation may be required. Each student will receive a confirmation email that his/her application was successfully submitted and an official scholarship notification letter with the final scholarship decision. Students should visit www.tamsua.tamus.edu/scholarships for a complete list of scholarships available and scholarship criteria.

Important Scholarship Information

The General Scholarship Application is valid for an entire academic year. An application submitted during fall would also be valid for spring awarding. Applicants will be considered for all the scholarships in which they meet the criteria.

Meeting the application requirements and scholarship criteria does not guarantee a scholarship award. Awards are determined by the availability of funds and committee review. Spelling, grammar, mechanics, and the overall completeness of the application will be considered during the selection process.

Incomplete applications will not be reviewed.

Federal regulations require that all financial resources are considered when determining each student's eligibility for financial aid. Receipt of a scholarship may result in an adjustment to financial aid awards and may reduce student loans or other tuition grants.

After the scholarship application has been submitted, changes are not permitted.

STUDENT EMPLOYMENT

Students who want to supplement their educational resources may do so through on- or off-campus part-time employment.

Part-Time Student Employment

Students may apply for consideration for on-campus employment by various University offices and departments. Student employment on a part-time basis by the University is generally limited to 19 hours per week. Students may learn of both off- and on-campus employment opportunities through the Mays Center or via Handshake, the online jobs database. Handshake is accessible through your JagWire account. Generally, to be eligible for student employment, a student must be enrolled in a minimum of six credit hours during the current semester; however, student employees need not be enrolled during the summer to maintain student employee status as long as they intend to enroll in the following fall term and enrolled in the previous spring term.

Student employees must be in good academic standing and maintain an academic record acceptable to the department head for the employing department, including a cumulative grade point average of no less than 2.0.

Federal Work Study

The Federal Work Study Program helps eligible students defray the cost of post-secondary education. The Federal Work Study Program is a financial aid program designed to provide part-time employment opportunities with eligible on-campus and off-campus entities. Eligible students also have the opportunity to gain valuable experience while pursuing a college education. To qualify, a student must demonstrate financial need and in most cases must be enrolled at least half-time by October 1 of the fall semester. The amount of the award may vary based on the student's classification and grade level. Eligibility must be established each year:

- A student must be enrolled in an eligible program as a degree-seeking student.
- A student must meet all Title IV requirements.

While classes are in session, students may work up to a maximum of twenty hours per week. Offices typically require work-study students to dress business-casual. Some offices allow work-study students to dress more

casually, so student must be sure to check with their supervisor. Students must remember that they are working in a professional setting and need to dress accordingly.

Work-study is awarded on a first-come, first-served basis to students with financial need (as determined by the student's FAFSA). Therefore, work-study funds are limited. Students may contact The Mays Center regarding regular wage positions both on and off campus. Many on-campus regular wage positions offer work opportunities in the same offices in which work-study students are employed.

Work study is awarded by semester. To earn work-study wages during a semester, a student must have been awarded the funds for that period and be working in a work-study position. The days within a semester in which a student can earn work-study wages will be published on the Texas A&M University-San Antonio Financial Aid website.

Graduate Assistantships

A graduate assistant who is employed by the University should be enrolled as a full-time graduate student (9 semester credit hour during the long terms and 6 semester credit hours during the summer) and must work 20 hours per week. If the graduate assistant drops below the full-time course load requirement, the assistantship will be terminated. All graduate assistants must maintain a minimum grade point average of 3.0, be in good academic standing, and be current on all financial obligations to the University. Students may learn of graduate assistantship openings through the Mays Center or via Handshake, the online jobs database.

For additional information on graduate assistantships, please refer to the Graduate Assistant Handbook.

STUDENT RESOURCES AND SERVICES

STUDENT LIFE

Campus Activities

Central Academic Building, Room 103 | (210)784-1329

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

Esperanza Hall

(210)784-1717

Texas A&M University-San Antonio is excited to welcome and offer a brighter future for our students by providing on-campus accommodations. By requiring our first-year students to reside on campus, we hope to guide and support our freshmen in their first college experience.

At Esperanza Hall, conveniently located on campus and only minutes from class, we offer unique suite-style floor plans, community amenities that allow students plenty of privacy to hit the books, and the perfect space to socialize. Esperanza Hall is where students will live within a community that and supports their academic success and encourages community engagement. Be a Jaguar! Live the Jaguar Life!

Jaguar Student Media

Central Academic Building, Room 321B | (210) 784-1051

Jaguar Student Media provides students experiential learning and hands-on opportunities in online news, a print magazine, radio and television. The campus' student-run media outlets include The Mesquite, an online campus newspaper; El Espejo, an annual general interest magazine; and the Univision Media Lab which offers bilingual students opportunities to study radio, television, sales and promotions at Univision's San Antonio affiliate. Students are encouraged to participate in student-run media to develop skills, build resumes, explore career options and enhance their college experience. For more information, email jenny.moore@tamusa.edu or call Jaguar Student Media at 210-784-1051.

Recreational Sports

Central Academic Building, Suite 103 | (210) 784-1346 or (210) 784-1348

The Department of Recreational Sports provides an inclusive environment for the campus community that encourages the lifelong pursuit of healthy living and learning. Our facilities and programs offer an outlet that accentuates the educational core of the university, while enhancing the capacity for intellectual and emotional wellness.

Recreational Sports is responsible for providing various recreational activities in an informal and structured environment. Students are also able to participate in organized activities such as Intramural Sports and Sport Clubs. Intramural sports are conducted in the Jaguar Game Room, the Multipurpose Fields and Kinesiology Pavilion on campus.

Sport clubs are organized sporting events between A&M-SA students and students from other universities and colleges. The competition is at a non-varsity level and students are responsible for organizing and governing of their respective teams.

Recreational Sports offers activities in the following locations on campus:

The Jaguar Fitness Center

Senator Frank L. Madla Building, Room 128
(210) 784-1360

The Game Room and Lounge

Central Academic Building, Room 105
(210) 784-1389

Student Government Association

The Student Government Association (SGA) is the highest governing body for students at Texas A&M University-San Antonio. It plays an active role in campus affairs and makes recommendations to the University administration for improving student life.

Meetings are held bi-weekly and are open to the public. The student body elects the president, vice-president and the senators during a general student election held each spring and fall.

Student Transition and Family Programs

Patriots' Casa, Suite 104 | (210)784-1452 | <http://www.tamusa.edu/nso>

The Student Transition and Family Engagement department at Texas A&M University-San Antonio is designed to provide incoming students, and their families, with shared experiences and intentional connections that create community, promote Jaguar pride, set the tone for student academic success, and support students to develop skills to navigate college life.

We do this by,

- Introducing and connecting students to campus resources and services;
- Developing a sense of belonging among the university community, and;
- Providing experiential learning opportunities to support the holistic development and transition to college life.

STUDENT SERVICES

Disability Support Services

Central Academic Building, Suite 210 | (210)784-1335 | dss@tamusa.edu

Disability Support Services (DSS) provides innovative services that empower and inspire student learning, development, and independence by facilitating equal access through reasonable and appropriate accommodations for students with disabilities. DSS collaborates with the diverse A&M-San Antonio campus community to offer guidance, support, and advocacy promoting equity for all.

DSS is committed to ensuring equal access, full participation, and reasonable accommodations by coordinating services that meet the unique educational needs of enrolled students with documented disabilities. DSS provides intake and case management services to students and will review all documentation to determine eligibility and accommodations. DSS works collaboratively with students as they actively participate in their academic pursuits.

For additional information about DSS, visit our webpage at <http://www.tamusa.edu/Disability-Support-Services/index.html>.

Texas A&M-San Antonio Identification Card

Main Campus, Madla Building, Room 111 | (210)784-1300 | <http://www.tamusa.edu/welcomecenter/index.html>

Texas A&M University-San Antonio requires an identification card (ID) for faculty, staff, and students. The A&M-SA card must be presented upon request. All ID cards are issued at the Welcome Center Office. Students use the card to access student services, printing, and Jaguar Cash. All questions concerning the ID card should be referred to the Welcome Center Office. Additional information about the Jaguar Card is available here: <http://www.tamusa.edu/businessaffairs/jaguarcard.html>.

Information Technology Services (ITS)

Central Academic Building, Suite 233 | (210)784-4357

Information Technology Services (ITS) provides a wide variety of technology services to Texas A&M University San Antonio. The services include but are not limited to the computing and technology needs of the University. ITS maintains the technical resources used by students, faculty, and staff for a wide variety of teaching, learning, and research needs. Services such as open access labs, university email and file storage, wireless internet access, technology-enabled classrooms and conference room spaces are all centrally supported by the ITS department. The department is also responsible for supporting software licensing and applications such as the learning management system (LMS) which is used for face-to-face, online, hyflex, and/or hybrid instruction, and the student information system (SIS) that allows for student registration and fee payments.

Located in the Central Academic Building, Suite 233, ITS staff members stand ready to provide in-person service and support to students, faculty, and staff. The ITS Helpdesk can also be contacted by phone at 210-784-HELP (4357) or via email at helpdesk@tamusa.edu.

ITS also provides several user self-service options including submission of service requests, password resets, and remote assistance. These resources, ITS Helpdesk office hours, and other helpful information are available through the ITS website at <http://www.tamusa.edu/its>.

Office of Student Rights and Responsibilities

Senator Frank L. Madla Building, Suite 311 | (210) 784-1353 | <http://bit.ly/TAMUSAStudentRR>

The Office of Student Rights and Responsibilities (OSRR) promotes a campus environment of student success that balances student rights and responsibilities through a fair and objective due process, while upholding the highest academic and behavioral standards articulated in the Student Code of Conduct.

The main role of the office is to oversee the student conduct process, educate the community on the Student Code of Conduct, and be an advocate for students who may have questions regarding community standards. Staff members in the Office of Student Rights & Responsibilities strive to promote a campus climate of integrity, service, commitment and excellence by focusing on promoting a holistic approach to student rights and responsibilities.

If a report needs to be filed regarding a concern of behavioral or sexual misconduct, the formal process is to file report online at <http://bit.ly/FileAReport> or email OSRR at StudentRR@tamusa.edu.

Student Counseling & Wellness Services

Modular C, Room 166 | (210)784-1331 | stucounseling@tamusa.edu | www.tamusa.edu/studentcounseling

The Office of Student Counseling & Wellness Services (SC&WS) provides short-term individual, couples, and group therapy, crisis intervention, consultation, case management, and prevention services. These services can help facilitate students' academic and life goals as well as enhance their personal growth and well-being. Our staff of licensed mental health professionals work with students to identify treatment goals and effective strategies to cope with difficult situations. All mental health services provided by the Office of Student Counseling & Wellness Services (SC&WS) are free, confidential (as the law allows), and are not part of a student's academic or university record.

All enrolled A&M-SA students are eligible to receive an intake appointment to assess their needs. The intake is used to make treatment recommendations based on individual symptoms, severity, appropriateness of services, and availability of resources. At the conclusion of the intake appointment, the licensed provider will render a clinical recommendation based on services that are best suited to meet individual needs.

Testing Center

Central Academic Building, Suite 209 | (210)784-1366

The Testing Center is a service for all A&M-SA students as well as the surrounding community. The Testing Center offers a wide range of examinations including proctored exam services, credit by examination, placement testing, and entrance exams. TSI Counseling is offered through the Testing Center for scores, exemptions, TSI agreement, and enrollment at the University. We facilitate students' educational, personal, social, and cultural development in order to promote their success and persistence in the university. The services provided by the Testing Center are based on the guidelines developed by the National College of Testing Association's Professional Standards and Guidelines.

ACADEMIC RESOURCES

Graduate Academic Advising

Locations vary

Graduate students are advised by both the faculty within their graduate program. Faculty advisors direct students in curricular studies and research advancement, as well as enrollment, student administration and paperwork. Graduate students should maintain regular contact with their faculty advisor. For information or to schedule an appointment with an undergraduate academic advisor, please call (210)784-1307, or visit the undergraduate academic advising website at: <http://www.tamusa.edu/advising/academicadvising.html>. Appointments can also be scheduled via the EAB-Student Success Collaborative link in JagWire.

University Library

Central Academic Building, Room 202 | (210) 784-1500 | <http://www.tamusa.edu/library>

The Texas A&M University-San Antonio University Library's mission states: The University Library at Texas A&M University-San Antonio fosters collaboration among faculty, staff, and students to create an atmosphere of academic excellence and provides the university community with tools for lifelong learning. The library is actively engaged in the teaching, research, and outreach activities of A&M-SA. Library staff promote an inclusive culture through our services, resources, and support.

Research assistance and instruction

The University Library's professional librarians and staff provide one-on-one research assistance all hours that the library is open, in-person, by phone, via text, e-mail, and live, online chat. Working with faculty, the librarians also provide course-specific instruction to aid students in successfully completing course assignments involving research. Online tutorials and subject-specific online guides to resources are available on the library's website and through Blackboard in the STAR course (Student Technology and Academic Resources). All students are automatically enrolled in this course.

Information resources

The University Library provides a wide variety of information resources for students, faculty, and staff. Online resources, such as databases, electronic journals, e-books, and other information sources are available on campus and most are also available for off-campus use by university affiliated individuals. The library is e-preferred, meaning that librarians select materials in an electronic format whenever possible in order to provide access from any computer any time. The onsite print and media collection consists of materials that directly relate to A&M-SA academic programs, course reserves, and K-12 curriculum support materials. Books, journal articles, and other items may be requested from area libraries using a TexShare card, or requested online through ILLiad, the interlibrary loan service. For more information on the TexShare card, ask at the information desk.

Library facilities

The University Library offers open access to computers, printers, print and media collections, and study space for all students, faculty, staff, and the general public. Hours are posted on the University Library's website. The library has study rooms available for individual or group use by students on a first-come, first-serve basis that are equipped with display panels for laptop connection and white boards. Several of the rooms can be reserved in advance from the library's home page. One of the study rooms is a family study room for use by students with children. There is also a makerspace room where students can use tools and supplies to create posters and other creative projects for their classes. The library also offers laminating services for students, staff and faculty. The library circulates headphones, laptop computers, and video cameras to students.

Archives & Special Collections

Bexar County Archives Building | 126 E. Nueva | San Antonio, TX 78204 | (210) 784-1512 | <https://libguides.tamusa.edu/archives>

Located downtown, the University Library's Archives & Special Collections provides access to historical treasures, such as Texas history resources dating back to 1517. Materials housed here include manuscript collections, photographs, maps, artwork, books, newspapers and more. Staff provide one-on-one research guidance to students, faculty, staff, and the general public by appointment. In addition, the Presidio Gallery showcases themed history exhibits, which are free and open to the public.

OTHER SERVICES

May Center for Experiential Learning and Community Engagement

Science and Technology Building, First Floor | (210)784-1356 | mays@tamusa.edu | <http://www.tamusa.edu/mays>

The Mays Center for Experiential Learning and Community Engagement (Mays Center) provides enhanced learning opportunities and access to resources and relationships in order to develop students into career-ready and community-minded graduates. Programs and services provided by the Mays Center include:

Career Services

Career Services works directly with students, faculty, staff, and other leaders on campus to assess students' unique needs and to plan innovative and creative strategies to offer 'best practice' services and programs to current Jaguars and Alumni. This area also works with many employers from various industries and from all across the nation who are interested in recruiting college-level talent. The intention is to be a connection point for both students and for employers. Career Services provides individual and group career advisement, professional correspondence services (resume building, cover letter writing, and application troubleshooting), career-driven workshops, career fairs, on-campus interview opportunities, and the interpretation of career assessments.

Career Clothes Closet

The Career Clothes Closet is a resource for current students who are in need of a professional outfit, whether they are attending a career fair, job interview, or other professional event. As a student, one may come in the closet and pick out one outfit to keep. We do carry the following items: suits, shirts, pants, skirts, jackets, and ties. This closet is available year round, and we work to accommodate our students and their needs to make a strong professional impression.

Civic Engagement

Civic Engagement is working to make a difference in the civic life of our communities and developing the combination of knowledge, skills, values, and motivation to make that difference. The Mays Center supports students through educational programming that encourages community engagement.

Community Service

Community Service is one of the avenues where students can gain experience in their major or an area of interest. The Mays Center staff assists student organizations as well as individual students to coordinate community service opportunities. Students are encouraged to document all civic engagement, community service, and service-learning hours in GivePulse, an online system accessible via JagWire.

Experience Transcript

The A&M-SA Experience Transcript is a reflection of a student's involvement in learning experiences developing their marketable skills. Experiences recorded on the transcript will be listed under one of eight categories, including leadership experiences, internships, service, and other key areas. Students are able to request a copy of their own personal Experience Transcript via JagSync.

Externships

Similar to job shadowing, externships are short term experiences in a professional working environment that provide students with practical experiences in their field of study. The Mays Center coordinates several externship opportunities each year, across a variety of disciplines.

General's Store

General's Store is an on-campus food pantry that serves members of the university community that are experiencing food insecurity. The General's Store also provides community service and experiential learning opportunities for students. For more information, email foodpantry@tamusa.edu or visit <http://www.tamusa.edu/mays/generals-store>.

HIRED! Student Employee Professional Development Program

The HIRED! program is an engaging professional development series for current A&M-SA student employees. The ultimate goal of this program is assisting students to enhance skills and become more career-ready throughout the year. These trainings are conducted to enhance their skill sets, knowledge base, and leadership potential so they can excel in their current positions as well as within their future career! All on-campus student employees are eligible to join the HIRED! program.

Internships

Internships are a form of experiential learning that integrate knowledge and theory learned in the classroom with practical application and skills developed in a professional setting; typically internships are for a semester period or longer. Students are also encouraged to search for internship opportunities in Handshake, our online jobs portal.

Service-Learning

Service-Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities through volunteer service. Many courses at A&M-SA have a service-learning component supported by the Mays Center.

Military Affairs

Patriots' Casa, Room 202 | (210)784-1397

Courses at Texas A&M University-San Antonio are approved for military community training and benefits, and all students using these benefits (Federal and State) must be degree seeking. Please note that non-degree seeking, certificate programs, do not currently for veterans' education benefits. The Office of Military Affairs, located on the 2nd Floor of the Patriots' Casa suite 202, assists military community students with matters relating to their education benefits.

We ask all those that are serving and those who have served to visit the Office of Military Affairs and if applicable, bring a copy of your DD214. This will allow us to serve you better, by providing you information concerning priority registration, events notifications, and the Patriot Cord Ceremony to name a few.

The following programs are approved for students who wish to further their education: Chapter 33 Post 9/11 GI Bill®; Chapter 30 Montgomery G.I. Bill® Active Duty; Chapter 1606 Montgomery G.I. Bill® Selected Reserve; Chapter 35 Dependents Educational Assistance (DEA); and Chapter 31 Vocational Rehabilitation. General and detailed descriptions of each program are online at <http://www.benefits.va.gov/gibill/>.

Any student who feels he/she may be eligible for education benefits should review application guidelines on the Office of Military Affairs web page located at <http://www.tamusa.edu/militaryaffairs>. The completed application will be electronically submitted to the Veterans Affairs Regional Office (VARO) in Muskogee, OK through Vets.gov. The VARO will make the official decision to grant or deny benefits.

Students are encouraged to apply for GI-Bill®/Hazelwood benefits as early as possible; as they are processed in the order they are received. Students receiving Federal/State education benefits will be required to comply with the university's deadlines for registering and paying for their courses.

New students entering the university (who intend to request benefits) must stop by the Office of Military Affairs to complete an application and obtain needed information relative to their enrollment and certification. Students must provide all necessary documents, which include but are not limited to: copy of the DD Form 214 (Member 4 copy), Certificate of Eligibility (less than 12 months old), official copy of military transcript and a copy of the degree works in order to process the request for their benefits. Incomplete applications will not be accepted and will result in a delay of benefits.

Transfer students must provide the Office of Admissions with copies of transcripts from all colleges attended. All Military/Veterans should have their military credit evaluated during the admission process, and are encouraged to process their Joint Service Transcript through the College Credit for Heroes program. For more information please contact our office.

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

All active duty personnel receiving tuition assistance (TA) must process their paperwork through the Office of Military Affairs. Individuals must apply through their service portals for approval prior to visiting our office.

Standards of Progress for Veterans

A student receiving full or partial Hazelwood benefits must maintain a cumulative 2.0 grade point average (GPA) for undergraduate and 3.0 GPA for graduate students. Students who wish to receive military/veterans' education benefits and who transferred from another institution without the required GPA must come to the Office of

Military Affairs before registering for classes to determine whether or not they are eligible for certification (benefits). The scholastic status of a student receiving benefits can be changed by attending summer semester and meeting the same standards that apply in the fall/spring semester.

Veterans Semester Hour Classification

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

Full or part-time undergraduate status for fall/spring semesters (16 week) is determined by the following:

- 12 credit hours is full-time
- 9-11 credit hours is 3/4 time
- 6-8 credit hours is 1/2 time
- 4-5 credit hours is less than 1/2 time
- 1-3 credit hours is 1/4-time or less (constitutes tuition and fees only)

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

- 9 credit hours is full-time
- 6-8 credit hours is 1/2-time
- 5 credit hours or less is less than 1/2 time

For summer and short terms enrollment requirements please contact our office. For students using Chapter 33 the rate of pursuit is used to determine a student's payment not the above scales.

Hazlewood Waiver

In order to qualify for tuition and partial fee exemption through the Texas Education Code 54.203 (known as the Hazelwood Act), a person must meet all program requirements. Contact the Office of Military Affairs or visit the Texas Veterans Commission website at <http://www.tvc.texas.gov/Hazlewood-Act.aspx> for more information. Additionally, individuals using a percentage from Chapter 33 may also use Hazlewood. Please note that the use of Hazlewood must be reported to Financial Aid.

Military Community Academic Advisor

In order to serve you better, Academic Advisors are located in the Office of Military Affairs for our military community students who are classified as sophomores through seniors.

Office of International Affairs

Senator Frank L. Madla Building, Suite 125 | (210)784-1309

The Office of International Affairs' (OIA) mission is to enrich and foster the educational and work experience of Texas A&M University-San Antonio's (A&M-SA) international community. The OIA serves as a welcoming presence for A&M-SA's international students, and international faculty. The OIA is the institutional resource that facilitates and oversees the lawful immigration status of foreign nationals and non-U.S. citizens who seek to enter the U.S to receive an education, or to work at A&M-SA while protecting the integrity of the institution through compliance with state, local, and federal regulations. You may reach us at Internationalaffairs@tamusa.edu

Services and programs offered include:

- International Students
- International admissions and immigration advising to international students
- Study Abroad International Travel
- International Student Insurance
- Provide information, resources, and support for DREAMERS
- Coordinate educational and cultural programs that foster global awareness

International Faculty

- Process visa applications, and permanent residency applications sponsored by the institution
- Act as a liaison among institutional departments and government agencies

Office of University Compliance

Modular Building 109A | (210)784-2003

Texas A&M University-San Antonio strives for excellence. The Office of University Compliance contributes to this mission by fostering a culture of ethical conduct and integrity in all areas of operation. The Office promotes communication across the University's many divisions and departments, provides education, training, and resources to the University community, and facilitates compliance with the many laws, regulations, and policies that apply to institutions of higher education in the State of Texas. University Compliance is responsible for, among other things, developing and maintaining University-wide rules and procedures, receiving and investigating civil rights and ethics complaints, and responding to requests for public information.

To help the University adhere to the highest ethical standards, the Texas A&M University System established the [Risk, Fraud, & Misconduct Hotline](#). The hotline is a telephone and web-based reporting system that provides a way to anonymously report suspected fraud, waste and abuse.

If you believe fraudulent, wasteful or abusive activities involving any A&M System member, employee, student, or other affiliate are occurring, Texas A&M University-San Antonio wants you to report it. Examples of reportable issues include fraud, theft, or misuse of A&M System resources or information; violations of safety rules or environmental laws; conflicts of interest; and inappropriate conduct, harassment or discrimination. Reports for Texas A&M University-San Antonio can be filed online at <https://secure.ethicspoint.com/domain/media/en/gui/25201/index.html>, or by phone at 1-888-501-3850. The hotline is independently operated and available 24 hours a day, 7 days a week.

“Do The Right Thing”

The Texas A&M University System is dedicated to adhering to the highest ethical standards and principles. If you have factual information suggestive of fraudulent, wasteful or abusive activities, we want you to report it. Examples of reportable issues include fraud; misuse of resources or information; violations of safety rules; inappropriate conduct, harassment or discrimination.

We encourage you to report such issues through the Risk, Fraud & Misconduct Hotline, a telephone and web-based reporting system. 1-888-501-3850 or select “file a report” at the top of the page at www.ethicspoint.com. The hotline is independently operated and available 24 hours a day, 7 days a week. Reports can be submitted anonymously, and will be forwarded to the appropriate institution or agency official for action.

Title IX

Modular Building 109A | (210) 784-2061 (for Information & Complaints)

Senator Frank L. Madla Building Madla, Room 311B | (210) 784-1371 (for Pregnancy & Parenting Students)

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any educational programs and activities at institutions that receive federal financial assistance. Title IX ensures program equity and precludes sexual harassment, sexual violence, sexual assault, and discrimination based on pregnancy and parental status.

Texas A&M University-San Antonio is committed to providing an education and workplace free from discrimination and harassment based on sex. Any member of the campus community or public who witnesses, is subjected to, or informed about incidents of sex discrimination, including sexual harassment, and/or related retaliation involving

faculty, staff, or students should contact the University's Title IX Office. Texas A&M University-San Antonio promptly and thoroughly investigates complaints of sex discrimination and/or related retaliation in accordance with applicable federal and state laws, Texas A&M System Policy 08.01, Texas A&M System Regulation 08.01.01, and University rules and/or procedures.

For more information about Title IX, confidentiality and/or reporting options, please contact the University's Title IX Office. You may also visit www.tamusa.edu/titleix or view the Student Handbook. For information specific to pregnancy and parenting, please contact the Dean of Students.

Additional campus resources include:

- Student Counseling & Wellness Services: (210) 784-1331
- A&M-SA Police Department: (210) 784-1900
- The Rape Crisis Center 24/7 Hotline: (210) 349-7273 A&M-SA Police Department: (210)784-1900

University Police Department

Senator Frank L. Madla Building Madla, Room 120B | (210)784-1900

The University Police Department is committed to providing proactive, progressive, and professional law enforcement services to the students, staff, faculty and guests of the University 24 hours a day, 7 days a week. The University Police Department also is charged with protecting University property, preserving the peace and maintaining civil order on campus while enforcing all federal, state and local laws as well as university rules and regulations. The University Police Department also provides law enforcement and security services for all buildings on the main campus. Call the University Police Department to report crimes or request assistance. In case of emergency on campus call 911 from any campus phone or call (210)784-1911 from any outside phone. Non-emergency calls and calls for assistance should be directed to extension 1900 or (210)784-1900.

Types of assistance provided include:

- Air for flat tires
- Escorting persons to cars at any time when safety is a concern within campus boundaries
- Unlocking vehicles when keys are locked inside
- Patrol bys when working/studying late
- Afterhours access to buildings
- Managing campus Lost and Found
- Providing "boosts" for dead vehicle batteries
- Publishing crime statistics
- Providing a Daily Crime Log
- Issuing Timely Warnings and Emergency Notifications
- Provide RAD (Rape Aggression Defense System) training
- Provide CRASE (Civilian Response to Active Shooter Events)

- Provide Safety Begins with You to faculty, staff and students.
- Domestic violence, dating violence, sexual assault, and stalking awareness and prevention
- Bystander Intervention
- Investigate crimes and forward cleared cases to Bexar County District Attorney's Office for prosecution.
- Conduct threat assessments
- Respond to unusual situations such as natural and man-made disasters
- Liaison with and coordinate law enforcement response with local, state, and federal agencies
- Crime prevention presentations, tables, events and security surveys

The University Police Department is the agency responsible for law enforcement, security, and emergency response on the campus. A system of card-reader-controlled doors, emergency telephones and intercoms, exterior lighting, a closed-circuit television monitoring system, late-entry doors for access to campus buildings, and police patrols are all part of the campus security program. Security awareness and crime prevention programs are provided to inform students and staff of security measures and devices in place, as well as services available through the University Police Department. This information is being provided as part of Texas A&M University –San Antonio's commitment to security and personal safety on its campuses. This document serves as the University Police statement required for compliance with The Student Right-To-Know Act and Crime Awareness and Campus Security Act of 1990. A copy of the latest Annual Security and Fire Safety Report and can be found at <http://www.tamusa.edu/uploadFile/folders/fcestrad/Pdf/Pdf-635834334159812616-10.100.150.124.pdf>.

Personal Safety and Crime Prevention

- Don't dismiss suspicious people or situations.
- If a person is acting suspiciously in the area, call the University Police.
- Don't be in harm's way; avoid dangerous situations.
- Be aware of your surroundings.
- Jogging or bicycling should be done during daylight hours, if at all possible.
- Do not wear headsets when walking or bicycling; they prevent the wearers from hearing their surroundings.
- Always jog facing traffic; this allows easy viewing of persons or vehicles as they approach.
- Avoid out-of-the-way places.
- Check the interior of a vehicle before entering.
- Lock all doors (office, lab, and car).
- Keep valuables out of sight (in the office, lab, and car).
- Report all crimes and suspicious acts to the police.

- Use common sense – don't become a victim: be a good witness.
- ***Prevention is the best protection against crime!***

Law Enforcement Authority and Interagency Relationships

The Texas A&M University – San Antonio police officers are licensed, as are all other police officers of this state, by the Texas Commission on Law Enforcement Officers Standards and Education upon meeting the required minimum standards and completing the basic police officers training course consisting of at least 728 hours of required basic training. Additional proficiency training is provided each officer annually. Officers patrol the campuses on foot, on bicycle, and by vehicle 24 hours a day, 7 days a week, enforcing University rules and regulations and State laws. The University Police Department maintains a close working relationship with the San Antonio Police Department, Bexar County Sheriff's Office, state and federal law enforcement agencies, and all appropriate elements of the criminal justice system. Regular meetings are held both on a formal and an informal basis. Crime-related reports and statistics are routinely exchanged.

False Alarms or Reports

Pursuant to HB 1284 this serves as notice to all enrolled students of Texas Penal Code Sec. 42.06 – False Alarm or Report which states:

- a) *A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he knows is false or baseless and that would ordinarily:*
 - 1) *cause action by an official or volunteer agency organized to deal with emergencies;*
 - 2) *place a person in fear of imminent serious bodily injury; or*
 - 3) *prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.*
- b) *An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.*

JagE Alert

Campus safety is a high priority at Texas A&M University-San Antonio (A&M-SA) as we ensure the safety of all our students, faculty and staff. **JagE Alert** is the A&M-SA comprehensive Emergency Notification System. Through this single site, students and employees can update their emergency contact information, see delivery statistics of previous emergency messages and access additional A&M-SA emergency management.

SafeZone App

SafeZone is a free mobile app for all University faculty, staff and students. The app connects you directly to the University Police Department (UPD) when there is an emergency on campus, 24 hours a day, seven days a week. Once you activate the app on your phone and request help, your location will be shown on a map for police officers to provide assistance. This call for help will give officers a general location so you must keep an eye out for responding officers when you are in need.

App registration requires the use of your University email. The [SafeZone app](#) can be downloaded from the [App Store](#) or [Google Play Store](#).

ACADEMIC REGULATIONS FOR GRADUATE STUDENTS

Students should review this section of the catalog entitled "Academic Regulations" for rules that apply to all graduate programs.

REGISTRATION

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

NORMAL COURSE LOAD

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

SCHEDULE CHANGES

Dropping a Course

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

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

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

Adding a Course

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

Withdrawal from the University

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

Withdrawal of Students Ordered to Military Active Duty

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

Non-Credit Admission (Auditing)

A student may attend classes for a course without receiving credit if he or she submits a Course Audit Form at the time of registration, and has the permission of both the instructor of the course and the dean of the college in which the course is offered. No formal admission to the University is required for course audits. The Course Audit Form is available from the Office of the University Registrar. The fee for auditing a course is the same as that required for registration for credit, however no credit will be awarded, no records will be kept, and the student may be restricted from lab work and tests. A student will not be given permission to audit a course until the first day of classes.

Students may not change from credit to audit status after the 12th class day during a long semester or after the 4th class day during the summer. Senior citizens (65 or over) may audit with all fees exempted except material or field trip fees on a space available basis only. If the student is under the age of 22, Texas A&M University-San Antonio will require the students to provide certified proof from a health practitioner that he or she has received a Bacterial Meningitis vaccination or booster within the last five years. Under no circumstance may audit be converted to credit. No refunds are given on audits.

CLASS POLICIES

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

Academic Dishonesty

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

The Office of Graduate Studies and Sponsored Programs coordinates with college and departmental advisors who taken measures to ensure that the manuscripts are free of plagiarism.

Academic dishonesty is a violation of the Student Code of Conduct; therefore, the instructor may report any form of academic dishonesty to the Office of Student Rights and Responsibilities. Please review the Student Handbook for a complete description of the process.

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

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

Please review the Student Handbook for a complete description of the process:
<http://www.tamusa.edu/studentengagementsuccess/StudentRightsAndResponsibilities/>.

Class Attendance

A vital part of every student's education is regular attendance of class meetings. Every faculty member is to keep a current attendance record on all students. Any absences tend to lower the quality of a student's work in a course, and frequent or persistent absences may preclude a passing grade or cause a student to be dropped from one or more courses upon the request of a faculty member to the provost and vice president for Academic Affairs.

Absences for Religious Holidays

"Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. In accordance with Texas Education Code Section 51.911, the university will allow students who are absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if that student has notified the instructor of each class to be missed within two weeks of the start of the semester. The instructor may appropriately respond if a student fails to complete the assignment or examination within a reasonable time after the absence.

Reading Days

The academic calendar formally indicates the last day of classes. Faculty may **not** schedule classes after the last official day of classes. University sanctioned Reading Days are incorporated into the university calendar in an effort to provide students with additional preparation time before the commencement of final examination week. Final examinations, including take home finals, comprehensive examinations or projects, may **not** be assigned or due on a university-sanctioned Reading Days or the last day of classes, as published in the catalog. Reading Days apply to 16-week courses only. Reading Days do not apply to classes that meet on Saturday. Classes scheduled on Saturday may meet after the scheduled reading days to meet contact hour requirements.

Research on Human Subjects

Any research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects at A&M-San Antonio prior to any data collection. Specific forms, instructions, and additional information are provided online: <http://www.tamusa.edu/graduatestudiesandresearch/irb/irbforms.html>.

Correspondence Work

Correspondence courses are unacceptable for graduate credit.

Required Grades

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

To earn graduate credit for any undergraduate course authorized in the graduate catalog, the student must complete an extra assignment of graduate level quality that is not required of undergraduate students. Certification of this requirement shall be done by having the graduate student file a "Request to Enroll in a 3000 or 4000 Level Course for Graduate Credit".

GRADES

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

<i>A</i>	Excellent, 90-100.
<i>B</i>	Good, 80-89.
<i>C</i>	Average, 70-79.
<i>D</i>	Passing, 60-69.
<i>F</i>	Failure, below 60.
<i>FN</i>	Failure, (Non-attendance) below 60
<i>I</i>	Incomplete: given to a student who is passing but has not completed a term paper, examination or other required work. The instructor and the student are required to complete the standard University contract form for each course in which the temporary grade of <i>I</i> has been assigned. The grade of <i>I</i> will be used only to allow a student who has encountered some emergency such as illness or an accident an opportunity to complete the requirements for a course. A grade of <i>I</i> reverts to a grade of <i>F</i> one year from the close of semester/term in which the grade was originally recorded if the course requirements have not been satisfied.
<i>W</i>	Dropped: given when a student has officially dropped or withdrawn from the University before or on the mid-semester point as indicated on the official University calendar, regardless of student's standing in class. Also given after the mid-semester point to a student who is passing at the time the official drop is processed. (A student who is not passing receives the grade of <i>F</i> under such circumstances.)
* <i>IP</i>	In Progress: used for graduate theses and dissertations. (Students must register every subsequent semester until the final grade is given.) In-progress (<i>IP</i>) grades remain indefinitely on a student's transcript and cannot be changed with a change-of-grade card.
<i>NG</i>	No grade posted by instructor: used to indicate that no grade was posted by the instructor teaching the course.
<i>CR/NC</i>	Credit/Noncredit: used for courses that do not meet the normal or traditional framework of course scheduling and do not lend themselves to letter grading.

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

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

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

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

In Progress (IP)

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

Change of Grade

After being reported to the Registrar, grades other than *I* may not be changed unless an error has been made by the instructor. Students should review their end of semester final grades closely to ensure their accuracy. If an error or discrepancy should occur, the student should contact the appropriate professor and/or the Office of the Registrar immediately for resolution. It is recommended that those changes occur no later than the beginning of the next semester. Under no circumstances will grades be changed after one calendar year.

Repetition of a Course

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

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

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

Repeated Grade Notation

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

Scholastic Probation

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

Reinstatement

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

Satisfactory Rate of Progress

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

Graduation with Honors

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

Graduate Credit for 3000 or 4000 Level Courses

Graduate students may use a limited number of undergraduate courses to satisfy graduate degree requirements. Graduate students must request approval to receive graduate credit for a 3000 or 4000 level course in advance of registering for course by completing the "Request to Enroll in a 3000 or 4000 Level Course for Graduate Credit From" and submitting all required documentation. The instructor of the 3000 or 4000 level course must hold Graduate Faculty status.

The following limitations apply to all requests to receive graduate credit for 3000 or 4000 level courses:

1. Undergraduate course credits may not be used toward a graduate degree if they were taken by the student while still an undergraduate.
2. Undergraduate course credits must involve additional work to justify their use toward a graduate degree. The instructor must submit a course syllabus which includes information regarding additional course requirements and enhanced student learning outcomes for graduate credit in the 3000 or 4000 level course. No more than two (2) 3000 or 4000 level courses (six hours) may be applied to a master's/specialist degree.
3. Undergraduate course credits will only be awarded with a passing grade of "B" or better.
4. Only undergraduate courses completed at A&M-San Antonio will be considered for graduate credit.

After completing the "Request to Enroll in a 3000 or 4000 Level Course for Graduate Credit" form, the student must submit it to their graduate advisor in the college of his/her major.

STUDENT RECORDS

Transcripts

Students can request an official transcript through JagWire. A student must provide identification at the Welcome Center when picking up a copy of a transcript in person. The Family Educational Rights and Privacy Act of 1974, and amendments thereto, states that parents, spouse, legal guardian or others are not authorized to pick up transcripts of students unless written authorization by the student is provided.

Holds

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

Change of Name, Address or Social Security Number

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

Gender Changes

A student's official academic record reflects the gender the student-identified him- or herself as to the University when he or she applied for admission to the University. Students who subsequently wish to change the gender designation in their official academic record must provide the registrar with a certified copy of a court order showing their change of gender, or other legal identification, such as a revised driver's license reflecting their new gender. Once the registrar records a gender change in a student's official academic record, the official academic record will identify only the new gender information. To request that your academic record reflect a gender change, complete and submit the Request for Name/Gender Change Form along with supporting documentation, to the Registrar's Office.

Death of a Student

The death of a currently enrolled student should be reported to the Vice President of Student Affairs. After confirming the death, the Vice President of Student Affairs notifies the appropriate student success departments, faculty and college dean. The Office of the Registrar will be notified to close all student records, and codes the student information system to block mailings to the deceased.

GENERAL REQUIREMENTS FOR GRADUATION WITH A MASTER'S DEGREE

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

Final Degree Plan

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

Shortened-format Classes

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

Comprehensive Examination(s)

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

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

Comprehensive Exam deadlines, instructions and information are provided on the University website, Office of Graduate Studies and Sponsored Programs.

Required Component of all Graduate Curricula

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

Stacked Courses

There must be a substantial difference between undergraduate and graduate instruction, and that graduate study must be at a level of complexity and generalization that extends the knowledge and intellectual maturity of graduate students. A limited number of 4000-level and 5000-level courses may be approved to be taught as stacked courses. The syllabus for the graduate course must indicate a higher level of complexity and have *different student learning outcomes*. (The latter requirement holds true for graduate students taking approved 4000-level courses for graduate credit.)

Residency Requirements

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

Registration

Graduate students must be registered in the required thesis or graduate research project course the semester of graduation.

Graduate Assistantships and Fellowships

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

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

Course Longevity (Master's Degrees)

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

Graduation Under a Particular Catalog

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

Application for Degree

Graduate degrees are conferred at the close of each regular semester and second summer session. Candidates for advanced degrees who expect to complete their work must first seek approval from their graduate advisor/coordinator. To apply for graduation, students must complete a Graduation application online via JagWire. It is the student's responsibility to be informed and meet graduation deadlines which are published in

the Academic Calendar in an earlier section of this Catalog and in the Class Schedule each semester. A student cannot graduate with an “I,” “IP” or “F” notation on their academic record in the last semester prior to graduation.

Use of Official Name on Diploma

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

Graduation in Absentia

Graduation in absentia will be permitted only under special conditions stated in writing and approved by the Provost and Vice President for Academic Affairs.

Authorship and Copyright

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

Topic Courses vs. Special Problems Courses

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

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

Master's Degree Plans

A master's degree may be earned by completing one of the four plans described below. Other master's degrees include the Master of Business Administration, Master of Public Accountancy, and the Master of Education (described under Education).

Any research that involves human subjects must be approved by the Institutional Review Board for the Protection of Human Subjects at A&M-San Antonio prior to any data collection. Specific forms, instructions, and additional information are provided online: <http://www.tamusa.edu/graduatestudiesandresearch/irb/irbforms.html>.

The Master's Thesis

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

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

The final form of each research thesis must be approved by the graduate director for style, format and scholarly merit. Instructions concerning the form to be used and details to be followed in preparing the thesis may be obtained from the Office of Graduate Studies and Sponsored Programs. Five copies of the approved thesis must be filed with the graduate director at least three weeks before commencement, one copy of the approved thesis will be placed in the student's file in the major department, a second copy will be submitted to the Director of Graduate Studies, and the third copy will be cataloged in the University Library. The student may have additional copies bound at extra cost.

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

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

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

Plan I-B (with thesis and major):

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

Graduate Research Projects

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

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

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

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

Plan II (with major and supporting field):

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

Plan III (with major and resource areas):

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

Plan IV (with clinical emphasis-MA in Counseling and Guidance; MA in Marriage Couple and Family Counseling; and MA in Clinical Mental Health Counseling)

1. A minimum of 48 semester hours of approved graduate coursework is required.
2. Required coursework is limited to 5000-level courses or higher.
3. Required coursework includes a minimum of 6 clinical hours of supervised training (practicum/internship).

GRADUATE DEGREES AND MAJORS OFFERED

Degrees

Master of Arts

Master of Business Administration

Master of Professional Accounting

Master of Education

Master of Science

Majors

Clinical Mental Health Counseling; Counseling and Guidance:
School Counseling; Educational Administration; English; Marriage,
Couple and Family Counseling

Business Administration

Professional Accounting

Early Childhood, Special Education

Bilingual Education, Computer Science, Kinesiology, Reading
Specialization, Water Resources Science and Technology*

* Pending approval by the Southern Association of Colleges and Schools Commission on Colleges.

COLLEGE OF ARTS AND SCIENCES

ADMINISTRATIVE OFFICERS

Mirley Balasubramanya, *Dean of the College of Arts and Sciences*, STEM Building 311 U

Katherine Gillen, Graduate Coordinator (English), Central Academic Building 348 C

The College of Arts and Sciences offers a graduate program in English leading to the Master of Arts degree in English.

MASTER OF ARTS IN ENGLISH

The English M.A. Program fosters intellectual community and provides students with opportunities to hone their reading, writing, and analytical skills. We offer graduate seminars in American Literature, British literature, multi-ethnic literatures, composition and rhetoric, critical theory, gender studies, and visual studies. Our seminars are small and discussion-oriented, and students work closely with professors. Students also have opportunities to participate in professional conferences, student performances, and writing workshops.

The English M.A. faculty are dedicated teachers who have won multiple awards for their classroom instruction. They are also scholars who have authored and edited books, written articles, critical reviews, presented at national and international conferences, and won competitive research fellowships. Their work has been published in prestigious academic journals—such as *Aztlán: A Journal of Chicano Studies*, *College English*, *ESQ: A Journal of Nineteenth-Century American Literature and Culture*, *Journal of Modern Literature*, *Kairos*, and *Studies in English Literature*—and in critical anthologies. Because faculty are active in their fields, they are prepared to offer an assortment of innovative seminars (examples include *Literature and Photography*, *The Cosmopolitan Novel*, and *Violence in the Teaching of Writing*) and to introduce students to current developments in the fields of literary studies, critical theory, critical race studies, and composition and rhetoric.

Upon completion of the program, students will be prepared to continue their graduate studies in English or related disciplines, such as education and law. They will have acquired intellectual and professional skills that will be applicable in a variety of careers including, teaching, public relations, technical writing, editing, and nonprofit work.

Our graduates have been admitted to selective M.F.A and Ph.D. programs at institutions such The New School in New York City, the University of Arkansas, the University of New Hampshire, Texas Tech, and University of Texas at San Antonio. Others have gone on to careers in writing, marketing, student services, and teaching at the secondary and post-secondary levels.

Admission Process

Prerequisites

Students must have 18 semester hours of undergraduate courses in English or a related discipline, including a minimum of 12 advanced (junior-senior level) semester hours. The Department has the right to examine students' prerequisites and to accept equivalent hours or to require additional work if necessary.

Cover Letter

Applicants must submit a cover letter of 1-2 pages. This document should serve as a statement of purpose, articulating connections from their prior educational and professional experiences to their future goals and reasons for applying to the English MA at Texas A&M University-San Antonio.

Writing Sample

Applicants must submit a sample of their analytical writing of 6-10 pages. The sample should demonstrate your ability to think analytically, write clearly, and sustain an argument.

Letters of Recommendation

Applicants must submit two letters of recommendation. At least one of these letters should come from one of your former professors.

Curriculum Vitae

Applicants must submit a *curriculum vitae* that indicates their educational background, professional experiences, awards and honors, and other relevant information. The CV format is preferred to résumé format.

Application

Applicants must submit their application and required documents by the appropriate semester deadline to the Office of Admissions. The application is available online at Apply Texas <http://www.applytexas.org>. For questions regarding the application process, please contact The Welcome Center at 210-784-1300.

Transcripts

Applicants must mail all official graduate and undergraduate transcripts to Texas A&M University-San Antonio • ATTN: Graduate Admissions • One University Way • San Antonio TX 78224.

Program Details

The English M.A. is a 36 hour Program. Students are required to take Introduction to Graduate Studies, Theory and Practice of Teaching Writing, Theory and Methods, and, at the midpoint of their progress to degree, Professional Archives and the Public Humanities. Students must also choose between a Graduate Research Project (3 hours) or a Thesis (6 hours) for their capstone project. To be eligible to begin Thesis or GRP work, students must have completed 24 hours of graduate coursework. Students may choose the remainder of their coursework based on their interests. Since the topics courses frequently rotate, students can repeat these topics courses up to three times each.

Curricula

ENGL 5300: Introduction to Graduate Studies*	3 credit hours
ENGL 5301: Topics in Rhetoric and Composition	3 credit hours
ENGL 5302: Theory and Practice of Teaching Writing*	3 credit hours
ENGL 5304: Graduate Portfolio: Professional Archives and Public Humanities*	3 credit hours
ENGL 5305: Graduate Research Project	3 credit hours
ENGL 5306: Thesis	6 credit hours
ENGL 5315: Theory and Methods*	3 credit hours
ENGL 5310: Topics in Linguistics	3 credit hours
ENGL 5320: Topics in British Literature	3 credit hours
ENGL 5330: Gender Studies	3 credit hours
ENGL 5340: Major Authors	3 credit hours

ENGL 5350: Studies in Multi-Ethnic Literature	3 credit hours
ENGL 5360: Topics in American Literature	3 credit hours
ENGL 5365: Teaching Literature	3 credit hours
ENGL 5370: Special Topics in Literature	3 credit hours
ENGL 5375: Cultural Studies	3 credit hours
ENGL 5380: Visual Studies	3 credit hours

*Denotes required course

Students will also be required to complete a Master's Thesis (ENGL 5306) or Graduate Research Project (ENGL 5305) to satisfy degree requirements. To be eligible to begin Thesis or GRP work, students must have completed 24 hours of graduate coursework.

MASTER OF SCIENCE IN WATER RESOURCES SCIENCE AND TECHNOLOGY (*PENDING APPROVAL BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS COMMISSION ON COLLEGES*)

ADMINISTRATIVE OFFICERS

Mirley Balasubramanya, *Dean of the College of Arts and Sciences*, STEM Building 311 U

Walter Den, *Graduate Coordinator (Water Resources Science and Technology)*, STEM Building 349

The College of Arts and Sciences offers a graduate program in Water Resources Science and Technology leading to the Master of Science degree in Water Resources Science and Technology.

Admission Process

Prerequisites

Students must have 18 semester hours of undergraduate courses in Biology, Chemistry, Geology, Physics, Environmental Science, Engineering, WaterST or a combination of these disciplines, including 12 advanced semester hours in these disciplines, and an undergraduate cumulative grade point average (a) between 2.60-2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), and a minimum GRE composite (Q+V) score of 297 (score times 1000 for tests taken prior to August 2011) or (b) between 3.00-4.00 and a minimum GRE composite (Q+V) score of 285 (score times 800 for tests taken prior to August 2011). The Department has the right to examine students' prerequisites and to accept equivalent hours or to require additional work if necessary.

International applicants must demonstrate English proficiency by scoring a minimum TOEFL score of 550 (paper-based), 213 (computer-based) or 79 (Internet-based).

Curricula

WATR 5111: Water Resources Science and Technology Graduate Seminar	1 credit hours
WATR 5312: Water Laws, Rules and Policies	3 credit
hours	

WATR 5314: Pollutants in Environmental Systems	3 credit hours
WATR 5315: Advanced Municipal and Industrial Wastewater Treatment and	3 credit hours
WATR 5320: Statistical Methods in Research	3 credit hours
WATR 5330: Water Resources Science and Technology Internship	3 credit hours
Thesis Track Additional 20 SCH	
WATR 5306: Thesis	6 credit hours
Professional Track Additional 20 SCH	
WATR 5305: Research Project	3 credit hours
Electives chosen from 5000 level WATR courses	11 credit hours
Electives chosen from 5000 level courses in non-WATR disciplines	6 credit hours
Elective Courses	
WATR 5214: Nexus of Water, Energy and Food	2 credit hours
WATR 5322: Wastewater Treatment for Direct and Indirect Uses	3 credit hours
WATR 5325: Natural and Constructed Green Systems for Wastewater Management	3 credit hours
WATR 5335: Desalination Processes and Emerging Technologies	3 credit hours
WATR 5345: Environmental Impact Assessment of Water Resources	3 credit hours
WATR 5350: Groundwater Management and Field Investigations	3 credit hours
WATR 5355: Institutions and Their Role in Water Resources Management	3 credit hours
WATR 5360: Water Resource Sustainable Use and Conservation Policy and Practice	3 credit hours
WATR 5365: Water Policy Institution Internship	3 credit hours
WATR 5370: US-Mexico Borderlands and Interjurisdictional Water Issues and Policies	3 credit hours

COLLEGE OF BUSINESS

Administrative Officers

Dr. Tracy Hurley, *Dean of the College of Business*

Dr. Syed Harun, *Department Chair, Department of Accounting and Finance*

Dr. Amy Lewis, *Department Chair, Department of Management and Marketing*

Dr. Akhtar Lodgher, *Department Chair, Department of Computing and Cybersecurity*

Cynthia Kinney-Lee, *Office Manager*

Central Academic Building, Suite 439 | (210)784-2202

Admission to any of the department's graduate programs requires a baccalaureate degree from a regionally accredited institution, adequate course work in the field of interest (or a plan to complete needed prerequisites).

ACADEMIC ADVISING

Students should meet with their graduate academic advisor upon admission to their master's program. It is then recommended that students meet with their graduate academic advisor on a regular basis to discuss their academic progress, scheduling of courses, and discuss any questions or concerns they may have. For any questions or to schedule an appointment please contact the graduate advisor at gradbusiness@tamusa.edu or (210)784-2202.

MASTER OF BUSINESS ADMINISTRATION (MBA)

The Master of Business Administration program (MBA) is designed to prepare students for executive management positions in business, government, and non-profit organizations. The MBA program requires a student to successfully complete 37 semester credit hours Plan III program of graduate business courses.

A total of 6 credit hours (or two courses with grade of 'B' or better) will be allowed to transfer into any graduate program within the College of Business.

Admission Requirements

A student must be admitted to Graduate Studies and to a specific program in order to take graduate level courses. Admission to the MBA program requires a baccalaureate degree from a regionally accredited institution. The MBA Admissions Committee recommends applicants to have a minimum undergraduate cumulative/overall (all courses completed while pursuing a bachelor's degree) GPA of 2.6 or higher and submit a satisfactory GMAT score with the application in order for the application to be processed for unconditional admission. The MBA Admissions Committee uses the following formula to determine an applicant's minimum GMAT score requirement:

$$970 - (\text{GPA} \times 200) = \text{minimum required GMAT score.}$$

The GPA used in the formula is the students undergraduate cumulative/overall, which consists of all courses completed while pursuing a bachelor's degree.

If applicants meet the GPA/GMAT requirement, they will be admitted unconditionally into the MBA program. Students may be conditionally admitted without submitting a GMAT score. Applicants who do not meet the GPA or GMAT requirement may be conditionally admitted and will be allowed to only take the foundation courses.

Students who are conditionally admitted will NOT be permitted to take any additional courses before being unconditionally admitted to program. Students who are conditionally admitted into the program may only re-take the foundation courses once (for a total of 2 attempts per course) as a conditionally admitted student. Students will be unconditionally admitted after successfully completing the foundation courses with a grade point average of 3.0 or above and by maintaining a GPA of 3.0 or above on all A&M-San Antonio graduate business courses.

Please note: International applicants must submit a satisfactory GMAT and TOEFL score in order to be considered for admission.

Applicants who have earned a graduate degree from a regionally accredited institution will receive a waiver of the GMAT requirement.

MBA Degree Requirements

The program consists of six semester credit hours of foundation courses, 25 semester credit hours of required MBA core courses and six semester credit hours of graduate business electives.

1. Foundation Courses (6 semester credit hours):

- ECON 5301: Foundations of Quantitative Methods and Economics
- FINC 5302: Foundations of Accounting and Finance

2. Required MBA Core Courses (25 semester hours):

- ACCT 5311 Seminar in Managerial Accounting
- CISA 5309 Computer Technology & Its Applications
- ECON 5329 Managerial Economics
- FINC 5331 Managerial Finance
- MGMT 5322 Seminar in Management
- MGMT 5337: Managerial Business Statistics
- MKTG 5361 Seminar in Marketing
- BUAD 5135 Business Capstone Lab
- MGMT 5335*: Advanced Business Policy, OR
 - MGMT 5235*: Advanced Business Policy I, AND
 - MGMT 5135*: Advanced Business Policy II

*Must be taken during the last semester of the MBA program

3. Electives Courses (6 semester hours): any 53XX level course (excluding MBA Core Course) listed in the College of Business section of this catalog for which the student has the appropriate prerequisites.

MASTER OF PROFESSIONAL ACCOUNTING (MPA)

The Master of Professional Accounting (MPA) degree is designed to equip students with the knowledge and skills necessary for successful careers in accounting and the broader fields of business, and to prepare professional accountants to obtain high-level positions in accounting firms and other business enterprises. The degree requires the completion of 31 semester credit hours of graduate course work as a Plan III program.

Admission Requirements

A student must be admitted to Graduate Studies and to a specific program in order to take graduate level courses. The MPA Admissions Committee requires applicants to have a minimum undergraduate cumulative/overall (all courses completed while pursuing a bachelor's degree) GPA of 2.6 or higher or a GPA of 3.0 or higher in the last sixty hours of coursework completed for the bachelor's degree in order to receive a one semester waiver of submitting their GMAT scores. A satisfactory GMAT score must be submitted before continuing in the program. Applicants, who do not meet the GPA requirement, must submit a satisfactory GMAT score with the application in order for the application to be processed for admission. ***Please note: International applicants must submit a satisfactory GMAT and TOEFL score in order to be considered for admission.***

Students who have a baccalaureate degree in business (Accounting or non-Accounting majors) will be required to complete 24 semester credit hours in advanced accounting courses before admission can be granted. Students who do not have a baccalaureate degree in business will be required to take, in addition to the requirements listed above, at least 12 semester credit hours of business courses before admission to the program can be considered.

GMAT Requirement

The following formula is used to determine an applicant's minimum GMAT score for admission into the MPA program: $970 - (\text{GPA} \times 200) = \text{minimum required GMAT score}$. The GPA used in the formula is the student's undergraduate cumulative/overall GPA, which consists of all courses completed while pursuing a bachelor's degree.

Program Requirements

The MPA program requires a student to successfully complete 31 credit hours of graduate business courses, excluding any prerequisite requirements. The program consists of 18 credit hours of required graduate accounting courses, 4 credit hours of required graduate non-accounting courses, and 9 credit hours of graduate accounting electives, which must be approved by the graduate advisor prior to enrollment.

Required Graduate Accounting Courses (18 hours)

- ACCT 5307 Accounting Information Systems
- ACCT 5314 Advanced Accounting Problems
- ACCT 5316 Advanced Income Tax Problems
- ACCT 5327 Advanced Auditing
- ACCT 5341 Advanced Cost/Managerial Accounting
- ACCT 5395 Professional Accounting Application (Capstone)

Required Graduate Non-Accounting Courses (4 hours)

- CISA 5309 Computer Technology and Its Applications
- BUAD 5135 Business Capstone Lab

Accounting Elective Requirement (9 hours)

- ACCT Graduate Elective
- ACCT Graduate Elective
- ACCT Graduate Elective

Students are required to successfully complete 9 semester credit hours of graduate accounting electives. ACCT 5311 may not be taken for credit to satisfy the Accounting elective requirement.

CPA Exam Requirement

Texas State Board of Public Accountancy (TSBPA) for the CPA exam in Texas require business communication and 24 semester credit hours of business courses other than accounting. Students interested in taking the CPA exam in Texas may have to take additional business courses, if they don't have 24 hours of business courses other than accounting.

ACCT 5308 Accounting Ethics meets the Texas State Board of Public Accountancy (TSBPA) requirement for an approved course in Ethics for the CPA exam in Texas.

The TSBPA accounting/tax research requirement for the CPA exam in Texas may be met in either of two ways:

- a. Complete ACCT 5317 Accounting and Texas Research Methods; or
- b. Complete any two (2) of the following courses:
 - a. ACCT 4314 Business Combinations – 1 hour
 - b. ACCT 4315 Advanced Accounting Problems – 1 hour
 - c. ACCT 4318 Advanced Income Tax Accounting – 1 hour
 - d. ACCT 5314 Advanced Accounting Problems – 1 hour
 - e. ACCT 5316 Advanced Income Tax Problems – 1 hour

MASTER OF SCIENCE IN COMPUTER SCIENCE (MSCS)

The objective of the Master of Science in Computer Science program (MSCS) is to prepare graduate students with the necessary knowledge and skill components in current computing and information systems, as required by business, government, and academia research. Specific current technology fields include courses in cyber security, mobile computing, big-data systems, cloud based systems, and enterprise systems. The program is designed to meet the needs of current working professionals, who want to get a graduate degree to stay abreast of the changing field of computing, as well as those with a recent bachelor's degree to advance their knowledge and skills for a career in computing and cyber security.

Admission Requirements

Students with an undergraduate major in computer science with an average GPA of 3.0/4.0 or better on all prior advanced-level (junior, senior, and graduate) math and computer science related work taken from an accredited institution. Students below an average GPA of 3.0 but greater than 2.5 may be granted conditional admission.

Students with an undergraduate major in another discipline who have taken the following "leveling" course work in math/computer science: MATH 2314 (Calculus II), CSCI 1337 (Programming Fundamentals II), CSCI 2325 (Computer Organization) and CSCI 2436 (Programming Fundamentals III) with associated laboratories. The student must attain a grade of "B" or better in the above courses and the laboratories. Students who have not completed these courses and have a 3.0 GPA or better in their major can be admitted on a conditional basis and take the courses at A&M-SA.

Students on conditional status must earn a grade of "B" or better in all the leveling courses and the first 9 graduate hours courses attempted at A&M-SA. A conditional student who earns a grade of "C" or lower in the first 9 graduate hours or any of the leveling courses (and their associated laboratories) will be denied admission to the program.

A demonstrated proficiency in the use of the English language. If a student's undergraduate degree is not from an accredited university in USA then the student must pass an English proficiency test such as TOEFL.

No more than six semester credit hours of graduate credit earned prior to acceptance into the program, including transfer credit, may be applied to the MS degree.

Approval of the graduate advisor and department chair for all admissions.

Degree Requirements

The MSCS degree can be completed by doing 36 hours of course work for non-thesis students or 30 hours of course work for thesis students. Required course (CSCI 5391 – Graduate Seminar, 3 credits) will be taken in the last semester before graduation where a non-thesis student will complete a major project and presentation to demonstrate the knowledge and skills required of a Masters level education in computer science. Required course (CSCI 5395) will be taken in the last two semesters (6 credit hours, 3 credits for each semester) before graduation where a thesis student will complete thesis and defense to demonstrate the thesis required of a Masters level education in computer science.

Category	Non-thesis SCH	Thesis SCH
a. Required Core Courses (of all students)	12	12
b. Prescribed Elective Courses	12	12
c. Free Approved Elective Courses	9	
d. Thesis	0	6
e. Graduate Seminar	3	0
TOTAL SCH REQUIREMENTS	36 hours	30 hours

Curriculum

Non-thesis track students are required to take 12 hours of required core courses, 12 hours of prescribed elective courses, 9 hours of approved elective courses in computer science or information systems, and 3 hours of Graduate Seminar in the last semester for a total of 36 hours. The prescribed electives are in three different tracks: Software Applications track, Cyber Security Track, Enterprise Systems Track. A student may pick any one of the tracks and complete the courses in that track. For the free approved electives, a student can take any of the courses not in the prescribed track that they have taken, or an approved graduate course in computing or information systems.

Thesis track students are required to take 12 hours of required core courses, 12 hours of prescribed elective courses or free approved elective courses in computer science or information systems, and 6 hours of thesis for a total of 30 hours.

Prefix and Number	Required Core Courses	SCH
CSCI 5304	Database Systems	3
CSCI 5306	Computer Networks	3
CSCI 5362	Operating Systems	3
CSCI 5343	Algorithms	3
Total		12

Prefix and Number	Prescribed Elective Courses – Software Applications	SCH
CSCI 5353	Secure Software Development	3
CSCI 5325	Mobile Applications Development I	3
CSCI 5316	Software Engineering	3
CSCI 5366	Software Testing and Quality Assurance	3
Total		12

Prefix and Number	Prescribed Elective Courses – Cyber Security	SCH
CSCI 5321	Information Assurance and Risk Management	3
CSCI 5323	Cryptography and Secure Communication	3
CSCI 5326	Security in Emerging Technologies	3
CSCI 5327	Information Security	3
Total		12

Prefix and Number	Prescribed Elective Courses – Enterprise Systems	SCH
CSCI 5311	Software Project Management	3
CSCI 5320	Decision Support Systems	3
CSCI 5331	Enterprise Resource Planning	3
CSCI 5332	Business Intelligence and Data Mining	3
Total		12

Prefix and Number	Free Approved Elective Courses (in addition to the prescribed courses)	SCH
CSCI 5313	Artificial Intelligence	3
CSCI 5345	Mobile Applications Development II	3
CISA 5334	Business Process Integration	3
CISA 5340	Systems Analysis and Design	3
CISA 5335	ABAP SAP Programming	3
CSCI 5315	Big Data Analytics	3

CSCI 5372	Cloud Computing	3
CSCI 5393	Special Topics in Computer Science	3

Prefix and Number	Thesis / Seminar Courses	SCH
CSCI 5391	Graduate Seminar	3
CSCI 5395	Thesis – taken twice – once in each of last two semesters	3

COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT

ADMINISTRATIVE OFFICERS

Dr. Carl Sheperis, *Dean of the College of Education and Human Development*

Dr. Suzanne Mudge, *Interim Associate Dean of the College of Education and Human Development*

Dr. Melissa Jozwiak, *Department Chair, Department of Educator and Leadership Preparation*

Dr. Suzanne Mudge, *Department Chair, Department of Counseling, Health and Kinesiology*

Ms. Paula Garza, *Administrative Assistant*

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

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

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

ALTERNATIVE CERTIFICATION PROGRAM (ACP)

Dr. Carl Sheperis, *Dean*

Senator Frank L. Madla Building, Room 212

(210)784-2501

This program is an alternative route to teacher certification that offers instruction and field experiences to become an effective teacher through course work and onsite, supervised field work. The program includes a minimum of 300 clock hours of coursework and/or training.

For more information, contact the graduate education advising office at 210-784-1412.

GRADUATE PROGRAMS

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

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

DEPARTMENT OF EDUCATOR AND LEADERSHIP PREPARATION

Dr. Melissa Jozwiak, *Department Chair*

Ms. Ana Maria Hernandez, *Administrative Assistant*

Senator Frank L. Madla Building, Room 221

(210)784-2507

Faculty and staff are dedicated to enabling students to attain high academic, professional, and ethical standards that promote student achievement and lifelong learning. The programs prepare students to be successful in their professional careers by integrating technology, valuing diversity, and promoting authentic applications of knowledge. Faculty believe and promote the following: Equity. Empowerment. Engagement. Today. Tomorrow. Together.

Graduate Admission Categories

Unconditional Admission

For unconditional admission, applicants must have

1. an undergraduate cumulative grade point average between 2.60-2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), and a minimum GRE composite (Q+V) score of 297 (1000 for tests taken prior to August 2011), or a minimum MAT score of 388 (MAT scores are for Education majors only), OR
2. an undergraduate cumulative grade point average between 3.00-4.00 and a minimum GRE composite (Q+V) score of 285 (800 for tests taken prior to August 2011) or minimum MAT score of 388 (MAT scores are for Education majors only).

Conditional Admission

Applicants who do not meet the GPA/GRE (or GPA/MAT) requirement may be conditionally admitted and will be allowed to take program specified required coursework. Students will be unconditionally admitted after successfully completing their first semester with a grade point average of 3.0 or above and by maintaining a GPA of 3.0 or above on all A&M-San Antonio graduate courses.

Master of Science in Bilingual Education

The Master of Science in Bilingual Education is designed to provide students with a broad understanding of bilingual education. The degree provides students a comprehensive understanding of principal theories, research, policy and effective practices designed to meet the educational needs of culturally and linguistically diverse students.

The program is open to teachers, administrators, counselors, supervisors and other professionals interested in the education of language learners individuals. The program is also committed to preparing teachers to work in a wide variety of settings (Bilingual Education, English as a Second Language, foreign or international language). Students work with bilingual education/ESL faculty and with partner mentor teachers in schools within and beyond the city to develop the knowledge base and skills they need to continue their teaching careers as strong and effective teachers. Admission to the program also requires that candidates for the degree demonstrate proficiency in a second language.

The Master of Science degree is offered in two options: thesis or graduate research project. Coursework included focuses on the study of the foundations of bilingual education and second language acquisition. The demand for graduates in bilingual education is high due to the increased population of culturally and linguistically diverse students in the United States. Institutions employing graduates include PK-12 educational settings, non-profit and/or educational agencies, and higher education institutions.

Program Details

The Master of Science in Bilingual Education is a thirty six (36) hour degree. Twenty-four hours of required courses constitute the core of the degree. Twelve additional hours are taken by students as electives according to their particular professional interests. Courses are conveniently scheduled during the evenings and some courses are also offered in hybrid or online formats.

Prerequisites

Students applying for the degree should have an interest in working with culturally and linguistically diverse students. A candidate for this degree should have proficiency in a second language (Spanish)..

Application Process

Each applicant must submit their application and required documents by the appropriate semester deadline to the Office of Admissions. The application is available online at www.applytexas.org. For questions regarding the application process, please contact The Welcome Center at (210) 784-1300. Please mail official transcripts to **Texas A&M University-San Antonio, ATTN: Graduate Admissions, One University Way, San Antonio, Texas 78224.**

Additional Required Application Credentials

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

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

All students wanting to attend Texas A&M University-San Antonio must be proficient in the use of English. Students, regardless of immigration status, whose educational instruction has not been in the English language and/or whose first or native language is not English, must demonstrate proficiency in English. Please refer to the Proof of English Proficiency section for more information. Texas A&M University-San Antonio complies with H.B. 1641 which considers various factors in making a decision for admission into a graduate or professional program.

Required Coursework

EDBL 5338	Foundations of Bilingual Education	3 credit hours
EDBL 5358	The Bilingual Child in the Bicultural Environment	3 credit hours
EDBL 5387	Teaching Lang Arts & Reading in the Bilingual Class	3 credit hours
EDBL 5386	Teaching Math, Science & Social Studies-Bilingual Class	3 credit hours
EDBL 5305	Graduate Research Project	3 credit hours
EDBL 5367	Language Acquisition and Development	3 credit hours
EDBL 5377	Teaching English as a Second Language	3 credit hours
EDBL 5321	Research in English as a Second Language	3 credit hours

Additional Courses:

- EDBL 5336 Teaching Materials for Elem and Secondary Classrooms
- EDBL 5390 Special Topics in Bilingual Education (Study Abroad)
- EDBL 5331 ESL Assessment for Elem/Sec
- EDBL 5334 Introduction to Linguistics

Elective Requirement (12 hours)

The program allows students to customize their electives in the specialty/support fields listed below to achieve their academic/career endeavors.

- English as a Second Language
- Early Childhood
- Counseling
- Educational Administration
- Special Education

MASTER OF EDUCATION IN EARLY CHILDHOOD

The Early Childhood Program offers a Master degree in Early Childhood Education. The program is designed to serve the professional development needs of educators and child care professionals by preparing them to serve a diverse population of early childhood students and their families. The Early Childhood program offers students a broad understanding within the theoretical constructs which support practices for young children that are socially, culturally and individually appropriate. The program emphasizes a holistic view of the child and family while also

valuing their role as integral to the community. The goal of the program is for graduates to develop the skills to engage in issues of advocacy with children and families.

The field of Early Childhood Education encompasses a range of professions including certified teachers, child development specialists, early childhood directors, early childhood education coordinators, early childhood advocates and Head Start professionals. Therefore, this degree program focuses on developing the skills and thought processes of both certified and non-certified professionals who work with young children.

Program Details

The Master of Education in Early Childhood degree requires a total of thirty six (36) graduate coursework hours. Twenty-seven hours of this degree are linked to coursework within the Early Childhood program. The degree plan includes required and optional courses offered throughout the year. Additionally, students must identify nine hours as a support or specialty field. Students may choose from either Early Childhood, Bilingual/English as a Second Language Education, Counseling, Educational Administration, Reading or Special Education.

The capstone experience for the Master of Education includes two options. Students may elect to complete this degree by choosing the graduate research project or thesis option. Additional coursework may be required depending on the option selected. All students, regardless of the capstone experience option chosen, will develop an e-portfolio that documents content proficiency.

Prerequisites

Applicants to the Master in Early Childhood program should have a broad base in the following areas: Child Growth and Development, Curriculum and Instruction, Consumer Sciences or Human Ecology.

Required Coursework (21 semester credit hours)

EDEC 5333	Foundations in Early Childhood Curriculum	3 credit hours
EDEC 5315	Advocacy	3 credit hours
EDEC 5349	Play in the Early Years	3 credit hours
EDEC 5312	Understanding and Valuing Young Children and Families in a Diverse Society	3 credit hours
EDEC 5320	Supporting the Development of Literacy	3 credit hours
EDEC 5330	Assessment Practices in Early Childhood	3 credit hours
EDEC 5310	Infants, Toddlers, Preschoolers and Families: The First Four Years	3 credit hours

II. Research Core (6 semester credit hours)

EDEC 5314	Foundations of Research: Early Childhood	3 credit hours
EDEC 5370	Action Research in Early Childhood	3 credit hours

Elective Requirement (9 hours)

The program allows students to customize their electives in the specialty/support fields listed below to achieve their academic/career endeavors.

- Bilingual/English as a Second Language
- Counseling
- Educational Administration
- Special Education
- Reading
- Thesis Credits (when electing the Thesis Option)

MASTER OF SCIENCE IN READING

This program offers an in-depth theoretical and pedagogical understanding of literacy practices for teachers of early elementary education, secondary education and reading assessment and intervention. The degree program offers specific understanding about the nature of literacy development, paying particular attention to the acquisition of reading and its knowledge and skills through the close inspection of phonemic awareness, phonics, fluency, vocabulary, comprehension, spelling, writing, motivation, and assessment for the instruction of students with diverse learning and literacy needs. The program meets standards suggested by the International Literacy Association as well as the standards set forth by the state of Texas for Reading Specialists and Master Reading Teachers. The program prepares graduates for positions as literacy coaches, reading specialists, master reading teachers and English, Language Arts, and Reading implementation specialists.

This program is intended for both continuing students and professionals engaged in education, specifically those interested in the literacy of school-age students. Master's degree seeking students, as well as certification in Reading candidates, are encouraged to apply. A thesis or a graduate research project is available in this degree. Courses span pedagogical methodological, and theoretical instruction in literacy education. The demands for graduates with specific knowledge in reading and particularly the intervention of reading difficulty for special populations is a current need in education. As such, the demand for continuing education in reading has never been stronger.

If you are on an old degree plan that states "Masters of Science degree in Reading Specialization", please note that this means you are *specializing* in courses that are reading/literacy-based. It does **not** mean you are receiving a Reading Specialist certification, which is a certificate, issued by the Texas Education Agency (TEA). In order to sit for the Reading Specialist certification exam, you must have a teaching certificate, two years of teaching experience at a public or private accredited school, earned a Master's degree in an Education related-field with 18 hours dedicated to reading/literacy courses plus successful completion of a 160-hour supervised internship. Upon *passing* the Reading Specialist certification exam and submitting all required paperwork to TEA, TEA will add your Reading Specialist certification to your license.

PROGRAM DETAILS

The Master of Science in Reading is a thirty-six (36) hour program. The program includes three tracks depending on the students' previous education and teaching experience:

- **Track 1: Master of Science in Reading with Reading Specialist and Master Reading Teacher Certification.**

This degree plan is for educators, with a standard teaching certificate plus two years of teaching experience at a public or private accredited school, who are pursuing Reading Specialist Certification and/or Master Reading Teacher certification. This degree plan requires students to complete a Master's degree in Reading, 160 hours in

clinical practicum and internship experiences in literacy, and 135 minutes of faculty observations of the graduate student in clinical practicum and leadership experiences.

- **Track 2: Master of Science in Reading (without Reading Specialist and/or Master Reading Teaching Certification)**

The Track 2-degree plan is for students who do not hold a standard teaching certificate and/or do not have two years teaching experience at a public or accredited private school. Since students cannot take the Reading Specialist test per Texas Education Agency requirements without the criteria from Track 1, students will be on the Track 2-degree plan. The Track 2-degree plan is also for graduate students who wish not to teach but may want to work for a literacy professional development company, a literacy non-profit organization, or a local, state, or national literacy agency.

In the event that a student receives two years teaching experience AND a standard teaching certificate while enrolled in graduate school, the student may take EDRG 5360 and EDRG 5380 as electives and complete the 160 hours with the required 135 minutes of faculty observations of the graduate student, which will then allow them to take the Reading Specialist test. Doing so, thereby, gives the graduate student reciprocity to become a Master Reading Teacher (MRT) also, BUT it takes three years of teaching experience before the MRT can be valid.

In the event that a student graduates on this track and later obtains a standard teaching certification AND two years of teaching experience, he or she must reapply to graduate school to enroll in EDRG 5380 to complete the 160 hours with the required 135 minutes of faculty observations of the graduate student, which will then allow them to take the Reading Specialist test. Doing so allows the graduate student reciprocity to become a Master Reading Teacher (MRT) also, BUT it takes three years of teaching experience before the MRT can be valid.

- **Track 3: Reading Specialist and/or Master Reading Teacher Certification Only**

Track 3 is for students who hold a Master's degree from another education area, a standard teaching certificate, and two years of teaching at a public or accredited private school and are only seeking Reading Specialist and/or Master Reading Teacher Certification to add to their Master's degree from another education area (e.g., Special Education, Bilingual, Early Childhood, or School Leadership/Administration). These students do not wish to pursue a Master's of Science in Reading degree. These students will complete the following: 21 hours of Reading courses on Track 3-degree plan, 160 hours of clinical practicum and internship in literacy, and 135 minutes of faculty observations of the graduate student.

Track 1 Requirements: Master of Science in Reading with Reading Specialist and Master Reading Teacher Certification.

Background requirements: Standard teaching certificate and two or more years of teaching experience at a public or accredited private school (service records will be required)

Required Coursework (27 semester credit hours)

EDRG 5310	Early Literacy Learning and Instruction	3 credit hours
EDRG 5320	Improving Reading in Secondary Schools	3 credit hours
EDRG 5325	Teaching the Language Arts and Reading	3 credit hours
EDRG 5329	Foundations of Education Research: Literacy	3 credit hours

EDRG 5335	Models and Theories of in Literacy and Learning	3 credit hours
EDRG 5355	Literacy Assessment and Intervention	3 credit hours
EDRG 5360	School Wide Literacy Leadership	3 credit hours
EDRG 5365	Action Research in Literacy with Graduate Research Project	3 credit hours
EDRG 5380	Internship in Literacy Leadership	3 credit hours

Additional Coursework (9 semester credit hours)

EDRG 5306	Thesis (6 hours required)	3 credit hours
EDRG 5315	Children’s and Young Adult Literature	3 credit hours
EDRG 5340	Adult Literacy	3 credit hours
EDRG 5345	Community and Family Literacies	3 credit hours
EDRG 5350	Dyslexia and Reading Differences	3 credit hours
EDRG 5367	Special Topics in Literacy	3 credit hours
EDRG 5390	Literacy Study Abroad	3 credit hours

Track 2 Requirements: Master of Science in Reading (without Reading Specialist and/or Master Reading Teaching Certification)

Required Coursework (27 semester credit hours)

EDRG 5310	Early Literacy Learning and Instruction	3 credit hours
EDRG 5315	Children’s and Young Adult Literature	3 credit hours
EDRG 5320	Improving Reading in Secondary Schools	3 credit hours
EDRG 5325	Teaching the Language Arts and Reading	3 credit hours
EDRG 5329	Foundations of Education Research: Literacy	3 credit hours
EDRG 5335	Models and Theories of in Literacy and Learning	3 credit hours
EDRG 5345	Community and Family Literacies	3 credit hours
EDRG 5355	Literacy Assessment and Intervention	3 credit hours
EDRG 5365	Action Research in Literacy with Graduate Research Project	3 credit hours

Additional Coursework (9 semester credit hours)

EDRG 5306	Thesis (6 hours required)	3 credit hours
EDRG 5340	Adult Literacy	3 credit hours

EDRG 5350	Dyslexia and Reading Differences	3 credit hours
EDRG 5360	School Wide Literacy Leadership	3 credit hours
EDRG 5367	Special Topics in Literacy	3 credit hours
EDRG 5380	Internship in Literacy Leadership	3 credit hours
EDRG 5390	Literacy Study Abroad	3 credit hours

Track 3 Requirements: Reading Specialist and/or Master Reading Teacher Certification Only

Background requirements: Master’s degree in another education discipline, standard teaching certificate and, if taking the Reading Specialist Certification Exam, two or more years of teaching experience at a public or accredited private school (service records will be required)

Required Coursework (21 semester credit hours)

EDRG 5310	Early Literacy Learning and Instruction	3 credit hours
EDRG 5320	Improving Reading in Secondary Schools	3 credit hours
EDRG 5325	Teaching the Language Arts and Reading	3 credit hours
EDRG 5335	Models and Theories of in Literacy and Learning	3 credit hours
EDRG 5355	Literacy Assessment and Intervention	3 credit hours
EDRG 5360	School Wide Literacy Leadership	3 credit hours
EDRG 5380	Internship in Literacy Leadership	3 credit hours

MASTER OF EDUCATION IN SPECIAL EDUCATION

The Master of Education in Special Education is one of the most versatile graduate degrees offered at Texas A&M University-San Antonio. The Special Education program offers students a broad understanding within the theoretical and practical constructs which support practices for children with special needs. The program emphasizes practical application of knowledge gained while encouraging current research analysis. The program goal is intended for graduates to develop the skills to engage in issues of advocacy.

The Special Education professional will be afforded various opportunities to work with students, their families, other professionals and the community to enable students with special needs to become productive members of society. Therefore, this program focuses on developing the skills and thought processes of both certified and non-certified professionals who work with the spectrum of children with special needs.

Program Details

The Master of Education in Special Education requires a minimum of thirty six (36) hours of graduate coursework. The degree affords the student a choice of three specialization areas: Assessment (Educational Diagnostician Certification), Instructional Specialist, and an Autism/Emotional Behavioral Disorder focus. A “certificate only” plan is also available for professional educators who have a Master’s Degree in special education or a closely related field and wish to seek TEA certification as an Educational Diagnostician. The capstone experience for the Master of Education in Special Education is the completion of one of two options: **a Graduate Research Project in**

their EDSE 5301 course, or Thesis (which is an additional 6 hour requirement. Additional coursework may be required depending on the option selected. All students, regardless of the capstone experience option chosen, will develop an e-portfolio that documents content proficiency. Candidates seeking certification as an Educational Diagnostician must request an application from the Educator Preparation Program during their first semester of graduate studies.

Prerequisites

Students who apply to the Masters of Education in Special Education program should have a broad base in one or more of the following areas:

- Special Education
- Education
- Child Growth and Development
- Curriculum and Instruction

Course Load

Normal course loads consist of 6-9 hours per semester with a minimum grade of “B” required for all courses. Only grades of “A” or “B” will be accepted toward this degree. Candidates for the Master of Education degree in Special Education must earn a minimum of 36 semester credit hours and maintain a minimum overall GPA of 3.0. Students must submit a comprehensive portfolio that follows the given template **during the semester of the completion of** coursework, as part of the requirements for graduation with the Master of Education degree in Special Education.

Instructional Specialist Track

Required Coursework (24 hours)

EDSE 5321	Accommodating Diverse Populations in the Classroom	3 credit hours
EDSE 5326	Behavior Aspects of Classroom Organization & Mgt	3 credit hours
EDSE 5325	Development and Disability	3 credit hours
EDSE 5322	Educational Testing and Measurement	3 credit hours
EDSE 5324	Designing Instructional & Behavioral Programs for Spec Educ	3 credit hours
EDSE 5327	Special Populations: Legislation, Litigation, & Advocacy	3 credit hours
EDSE 5328	Practicum in Special Education (Instructional &/or AU-ED)	3 credit hours
EDSE 5301	Research in Special Education (Fall/Spring only)	3 credit hours

Additional Coursework (12 hours)

The program allows students to customize their electives in the specialty/support fields listed below to achieve their academic/career endeavors. Additional coursework may include Thesis hours.

- Early Childhood
- Counseling
- Educational Administration
- Literacy
- Bilingual/English as a Second Language

Assessment Focus (Educational Diagnostician)

Required Coursework (27 hours)

EDSE 5322	Educ Testing and Measurement of Exceptional Learner	3 credit hours
EDSE 5324	Designing Instructional & Behavioral Programs for Spec Educ	3 credit hours
EDSE 5325	Development and Disability	3 credit hours
EDSE 5327	Special Populations: Legislation, Litigation, & Advocacy	3 credit hours
EDSE 5351	Advanced Behavior Analysis and Interventions	3 credit hours
EDSE 5374	Educational & Psychological Measurement & Evaluation	3 credit hours
EDSE 5375	Advanced Practicum in SPED Assessment (Intern I)	3 credit hours
EDSE 5376	Individual Psychological & Educational Assessment (Intern II)	3 credit hours
EDSE 5301	Research in Special Education (Fall/Spring only)	3 credit hours

Additional Coursework (9 hours)

The program allows students to customize their electives in the specialty/support fields listed below to achieve their academic/career endeavors. Additional coursework may include Thesis hours.

- Bilingual/English as a Second Language
- Early Childhood
- Counseling
- Educational Administration

Autism/Emotional Behavior Disorder Focus

Required Coursework (36 hours)

EDSE 5309	Special Education: Special Problems (Professional Collaboration)	3 credit hours
EDSE 5322	Educ Testing and Measurement of Exceptional Learner	3 credit hours
EDSE 5324	Designing Instructional & Behavioral Programs for Spec Educ	3 credit hours
EDSE 5325	Development and Disability	3 credit hours
EDSE 5326	Behavioral Aspects of Classroom Org and Mgmt	3 credit hours
EDSE 5327	Special Populations: Legislation, Litigation, & Advocacy	3 credit hours
EDSE 5328	Practicum in Special Education (AU/ED Placement)	3 credit hours
EDSE 5353	Autism Spectrum Disorders and Related Issues	3 credit hours
EDSE 5355	Assessment & Educational Procedures for Low Incident Pops	3 credit hours
EDSE 5354	Emotional Disorders and Related Issues	3 credit hours
EDSE 5351	Advanced Behavior Analysis and Interventions	3 credit hours

EDSE 5301 Research in Special Education 3 credit hours

Educational Diagnostician Certificate

Candidates seeking only Educational Diagnostician Certification must earn a minimum of 24 semester credit hours as follows:

Required Coursework (24 hours)

EDSE 5322	Educ Testing and Measurement of Exceptional Learner	3 credit hours
EDSE 5324	Designing Instructional & Behavioral Programs for Spec Educ	3 credit hours
EDSE 5325	Development and Disability	3 credit hours
EDSE 5327	Special Populations: Legislation, Litigation, & Advocacy	3 credit hours
EDSE 5351	Advanced Behavior Analysis and Interventions	3 credit hours
EDSE 5374	Educational & Psychological Measurement & Evaluation	3 credit hours
EDSE 5375	Advanced Practicum in SPED Assessment (Intern I)	3 credit hours
EDSE 5376	Individual Psychological & Educational Assessment (Intern II)	3 credit hours

MASTER OF ARTS IN EDUCATIONAL ADMINISTRATION

The Masters of Arts in Educational Administration degree program prepares aspiring leaders with theory and practice in school administration. The program is designed for students interested in educational leadership whose career goals include a principalship or a superintendency. The Master of Arts in Educational Administration meets the principalship certification requirements in the state of Texas. It is estimated that the average length of time which is required to complete the Master's degree is 18 months to two years. Some of the coursework is offered in a combination of face-to-face and online coursework. This hybrid combination affords students the greatest amount of freedom and flexibility while also including face-to face support, resulting in highly skilled graduates. Principal certification and superintendent certification programs are also offered for professionals requiring certification only.

Program Admission Requirements

In order to receive unconditional admission to the program, students must meet University admission requirements. Recommendations from campus and/or district supervisors will be considered for conditional admission. Students who are seeking principal or superintendent certification and already possess a graduate degree will not be required to submit GRE or MAT scores for program admission. Students in this program must have a valid Texas teaching certificate for entrance into the program. Applicants without an appropriate background may be required to submit additional materials or complete additional preparatory coursework.

Graduation Requirements

Candidates for the Master of Arts degree in Educational Administration must earn a minimum of 36 semester credit hours and maintain a minimum overall GPA of 3.0. Normal course loads consist of 6-9 hours per semester.

Students must pass a comprehensive examination, administered during the final semester of coursework, as part of the requirements for graduation.

Program Policies and Standards

Admission to the program does not guarantee fitness to remain in the program. Only those students who meet program standards will be allowed to continue in the program as decided by the Educational Leadership program faculty. Fitness criteria include: The Texas Code of Ethics for Educators (TAC 247.2) and Texas A&M University-San Antonio Graduate Student Handbook Student Misconduct Standards (see student handbook).

Transferability of Courses

Transfer courses are limited to six hours in this program and are subject to approval by the Department Chair and Director of Graduate Studies. Transferred courses must have been taken within the last five years. Courses must meet requirements for program alignment. Internship courses that include the demonstration of leadership skills will not be eligible for transfer credit. Courses previously used for the completion of a graduate degree will not be approved for transfer to a subsequent graduate degree. All requests for the transfer of courses must be made within the first semester of enrollment.

Incompletes “I”

The spirit of the “Incomplete” is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will only be considered under specific circumstances:

1. 70% of the class has been completed and student is passing with a “C” or better
2. The circumstance for which the “I” is requested is supported with documentation
3. Student has been attending class on a regular basis

Incompletes are not to be used to remedy excessive missed classes. Unforeseen circumstances precipitating the request for an “I”, should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an “I”, a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All “I”s will automatically revert to an “F” after one year.

Dropping a Course

Each student is responsible for knowing the drop dates for any given semester. Professors are not responsible, under any circumstances, for “dropping” a student from a course. To formally drop a course, students must obtain a drop form at the department under the program. Failure to fulfill academic requirements, related to dropping a course may result in a recorded failing grade.

Degree Requirements

Candidates for the Master of Arts degree in Educational Administration must earn a minimum of 36 semester credit hours. Students must pass a comprehensive examination toward the end of their formal coursework.

Required Graduate Coursework (27 semester credit hours)

EDAD 5301	Behavioral and Organizational Foundation of Education	3 credit hours
EDAD 5302	Elementary and Secondary Curricula	3 credit hours

EDAD 5313	School Administration: Public School Finance	3 credit hours
EDAD 5315	Administration of the Various Special Programs in Education	3 credit hours
EDAD 5341	School Administration	3 credit hours
EDAD 5342	Principalship — Elementary and Secondary Schools	3 credit hours
EDAD 5345	Internship in School Administration	3 credit hours
EDAD 5383	Public School Law	3 credit hours
EDAD 5329	Educational Research	3 credit hours

Additional Required Courses (9 semester credit hours):

EDAD 5307	School Administration: Advanced Problems	3 credit hours
EDAD 5312	Supervision: Advanced Problems	3 credit hours
EDAD 5330	Multicultural Education for Educators	3 credit hours
EDAD 5344	Supervision	3 credit hours
EDAD 5382	School Public Relations	3 credit hours

Principal Certification Only

Candidates seeking only Principal Certification must earn a minimum of 24 semester credit hours as follows:

EDAD 5341	School Administration	3 credit hours
EDAD 5301	Behavioral and Organizational Foundation of Education	3 credit hours
EDAD 5315	Administration of the Various Special Programs in Education	3 credit hours
EDAD 5342	Principalship — Elementary and Secondary Schools	3 credit hours
EDAD 5383	Public School Law	3 credit hours
EDAD 5313	School Administration: Public School Finance	3 credit hours
EDAD 5344	Supervision	3 credit hours
EDAD 5345	Internship in School Administration	3 credit hours

Additional Policies and Standards

Successful completion of the Master of Arts in Educational Administration degree and passing the Texas Examinations of Educator Standards (TExES) promotes students to be recommended for the State of Texas principalship or superintendency certification. Following are the State requirements for principal and superintendents in the state of Texas:

Texas Principal Certificate Requirements

- Successfully complete a principalship preparation program;
- Pass the principal certification exam (TExES-268 and PASL exams);
- Hold a master’s degree from an accredited institution of higher education; and
- Document two years of classroom teaching experience in an accredited school.
- Hold a valid teaching certification in the State of Texas (TAC §241.15).

Superintendent Certification Only

Candidates seeking only Superintendency Certification must earn a minimum of 15 semester credit hours as follows:

EDAD 5317	Workshop: Advanced School Problems	3 credit hours
EDAD 5351	Staff and Pupil Personnel Administration	3 credit hours
EDAD 5352	Educational Facilities Planning	3 credit hours
EDAD 5381	Administration & Management of Special Programs	3 credit hours
EDAD 5385	Superintendency Internship	3 credit hours

Texas Superintendent Certificate Requirements (TAC 242.20)

To be eligible to receive the standard Superintendent Certificate, a candidate must:

- (1) satisfactorily complete an examination based on the standards identified in §242.15 of this title (relating to Standards Required for the Superintendent Certificate); and
- (2) successfully complete a State Board for Educator Certification-approved superintendent preparation program and be recommended for certification by that program; and
- (3) hold, at a minimum, a master's degree from an accredited institution of higher education that at the time was accredited or otherwise approved by an accrediting organization recognized by the Texas Higher Education Coordinating Board; and
- (4) hold, at a minimum, a principal certificate or the equivalent issued under this title or by another state or country; or
- (5) have at least three creditable years of managerial experience in a public school district.
 - (A) The managerial experience must include responsibility for:
 - (i) supervising or appraising faculty or staff;
 - (ii) conducting district-level planning and coordination of programs, activities, or initiatives; and
 - (iii) creating or maintaining a budget.
 - (B) The candidate must submit an application to Texas Education Agency (TEA) staff for the substitution of managerial experience as defined in this paragraph. The TEA staff will review the application and will notify the applicant, in writing, of approval or denial within 60 calendar days from date of receipt.

In order to take the state exam, a candidate must meet academic competency requirements and receive approval to test from Texas A&M-San Antonio (TAC §242.5).

DEPARTMENT OF COUNSELING, HEALTH AND KINESIOLOGY

Dr. Suzanne Mudge, *Department Chair*

Drs. Tamara Hinojosa and Sukho Lee, *Associate Chairs*

Ms. Angela Rodriguez, *Administrative Assistant*

Madla, Room 336

(210)784-2521

The Department of Counseling, Health and Kinesiology is committed to extending the knowledge base of counseling, health and kinesiology through a combination of scholarly inquiry, reflective practices and student centered learning. The faculty and staff are dedicated to preparing counselors and health/kinesiology professionals to meet the challenges of a growing and diverse community. The department offers a Master of Arts in Counseling and Guidance: School Counseling, a Master of Arts in Clinical Mental Health Counseling, a Master of Arts in Marriage, Couple, and Family Counseling, and a Master of Science in Kinesiology.

Graduate Admission

Unless otherwise specified, admission to any of the graduate programs in the Department of Counseling, Health, and Kinesiology requires a baccalaureate degree and adequate coursework in the field of interest, and passing GRE scores. An official MAT score will be accepted in lieu of the GRE for Kinesiology program admission.

Prospective students must have at least a 2.6 cumulative undergraduate GPA or at least a 3.0 on the last 60 hours.

Unconditional admission is assigned to entering students who have earned a baccalaureate degree from a regionally accredited college or university and who meet one of the following sets of minimum requirements:

1. Have an undergraduate cumulative grade point average between 2.60-2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), and a minimum GRE composite (Q+V) score of 297 (1000 for tests taken prior to August 2011) or minimum MAT score of 398 (MAT scores are for Kinesiology majors only).
2. Have an undergraduate cumulative grade point average between 3.00-4.00 and a minimum GRE composite (Q+V) score of 285 (800 for tests taken prior to August 2011) or minimum MAT score of 388 (MAT scores are for Kinesiology majors only).

Conditional Admission

Conditional Admission means that an applicant's standardized test results have not been received by the Office of Admissions by the time of registration for a given semester. A conditionally admitted student will be allowed to enroll in 3-6 semester hours as prescribed and approved by the Associate Chair or other designated program representative. The student must submit standardized test scores during the first semester of enrollment to be admitted to unconditional status. International applicants are not eligible for Conditional Admission at Texas A&M University-San Antonio.

MASTER OF ARTS IN COUNSELING AND GUIDANCE

It is the goal of the Counseling Program to serve the needs of the San Antonio community and local school districts by developing highly skilled school counselors, clinical mental health counselors, and marriage, couple, and family counselors. The Department of Counseling, Health and Kinesiology offers a Master of Arts in Counseling and Guidance: School Counseling, a Master of Arts in Clinical Mental Health Counseling, and a Master of Arts in Marriage, Couple, & Family Counseling.

Individuals with a bachelor's degree and an interest in developing the skills necessary to be effective mental health professionals should apply. Applicants interested in School Counselor Certification will need to document two years of teaching experience in an accredited school.

Program Details

Program Admission Details

Students seeking admission to any of the counseling degree programs during the 2019-2020 academic year must meet the basic requirements outlined in the Admission section of this catalog. Applicants without an appropriate background may be required to complete additional preparatory coursework. Such coursework will be determined by the Associate Chair or other designated program representative.

Effective Fall 2019, students seeking admission to any of the Counseling degree programs must meet the following criteria:

1. For applicants with an undergraduate cumulative grade point average between 2.60 and 2.99 or an undergraduate grade point average of 3.00 or higher for the last 60 semester credits (or 90 quarter credits), a minimum score of 297 on the GRE composite (Q+V) is required. For students with an undergraduate cumulative grade point average between 3.00-4.00, a minimum score of 285 on the GRE composite (Q+V) is required. MAT scores will no longer be accepted for admission into the Counseling Program.
2. A three-page written Statement of Purpose is required.
3. An in-person group interview with Counseling Program faculty is required.
4. International students must have a minimum score of 79 on the TOEFL Internet-based test, 213 on the TOEFL computer-based, 550 on the TOEFL paper-based test, or 6 on the IELTS.

Special Requirements for the Graduate Counseling Programs

Prospective counseling students who have completed a graduate or professional degree (i.e., a degree beyond a four-year baccalaureate degree) from a college or university accredited by one of the six regional accrediting agencies are not exempt from test score requirements. All prospective students must meet the test score requirements outlined above. To be considered for admission into any of the counseling degree programs, students with previous graduate coursework must be in good standing with their prior university.

To ensure a solid foundation for counseling coursework, the Associate Chair or other designated program representative has the right to examine an applicant's undergraduate transcript and require additional prerequisite coursework if necessary. Applicants without an appropriate background may be required to complete additional preparatory coursework.

Degree Requirements

Normal course loads consist of 6-9 hours per semester. Candidates for the Master of Arts degree in Counseling and Guidance: School Counseling must earn a minimum of 51 semester credit hours and maintain a minimum overall GPA of 3.0. Candidates for the Master of Arts degree in Clinical Mental Health and candidates for the Master of Arts in Marriage, Couple, & Family Counseling must earn a minimum of 60 semester hours and maintain a

minimum overall GPA of 3.0. All students must pass a comprehensive examination, **upon completion of core coursework**, as part of the requirements for graduation with the Master of Arts degree.

MASTER OF ARTS IN COUNSELING AND GUIDANCE: SCHOOL COUNSELING

The Master of Arts degree (M.A.) in Counseling & Guidance: School Counseling requires fifty-one hours of counseling coursework. The School Counseling degree is designed for students wishing to work in the school setting. This degree emphasizes the implementation and management of school counseling programs while training highly skilled mental health professionals to utilize therapeutic and developmental principles to effect change. The 51-hour School Counseling degree satisfies academic requirements for School Counselor Certification in the State of Texas. To satisfy the 60-hour Licensed Professional Counselor (LPC) academic requirements in the State of Texas, students may add 9 hours of prescribed coursework to their 51-hour plan.

Required Coursework

MA in Counseling and Guidance: School Counseling:

51 required hours

Course Number	Course Name	
EDCG 5333	Research in Counseling	3 credit hours
EDCG 5335	Human Development Across the Lifespan	3 credit hours
EDCG 5311	Theories of Counseling	3 credit hours
EDCG 5342	Counseling Diverse Populations and Military Cultures	3 credit hours
EDCG 5316	School Counseling: Leadership and Advocacy	3 credit hours
EDCG 5313	Professional Orientation and Ethics	3 credit hours
EDCG 5327	Abnormal Human Behavior	3 credit hours
EDCG 5317	Counseling Techniques	3 credit hours
EDCG 5325	Assessment	3 credit hours
EDCG 5328	Group Counseling Techniques	3 credit hours
EDCG 5353	Career Counseling	3 credit hours
EDCG 5332	Substance Abuse and Process Addiction Disorders	3 credit hours
EDCG 5352	Counseling Curriculum and Systemic Interventions	3 credit hours
EDCG 5350	School Counseling Practicum (100 hours)	3 credit hours
EDCG 5362	School Counseling Internship (200 hours)	3 credit hours
EDCG 5362	School Counseling Internship (200 hours)	3 credit hours
EDCG 5362	School Counseling Internship (200 hours)	3 credit hours

NOTE: Beginning Fall 2017, students will need a total of 60 hours of counseling coursework to satisfy LPC academic requirements. In addition to the required 51 hours listed above, the following courses will need to be included to meet LPC academic requirements:

EDCG 5336	Abnormal Conditions and Interventions	3 credit hours
EDCG 5339	Legal Issues in Counseling	3 credit hours
EDCG 5314	Theoretical Foundations of Individual, Couple, and Family Counseling	3 credit hours

MASTER OF ARTS IN CLINICAL MENTAL HEALTH COUNSELING

The Master of Arts degree (M. A.) in Clinical Mental Health Counseling requires 60 hours of counseling coursework. This degree is designed to satisfy the 60-hour Licensed Professional Counselor (LPC) academic requirements in the State of Texas.

Required Coursework

MA in CLINICAL MENTAL HEALTH COUNSELING:

60 required hours

Course Number	Course Name	
EDCG 5333	Research in Counseling	3 credit hours
EDCG 5335	Human Development Across the Lifespan	3 credit hours
EDCG 5311	Theories of Counseling	3 credit hours
EDCG 5342	Counseling Diverse Populations and Military Cultures	3 credit hours
EDCG 5313	Professional Orientation and Ethics	3 credit hours
EDCG 5314	Theoretical Foundations of Individual, Couples, and Family Counseling	3 credit hours
EDCG 5327	Abnormal Human Behavior	3 credit hours
EDCG 5317	Counseling Techniques	3 credit hours
EDCG 5325	Assessment	3 credit hours
EDCG 5328	Group Counseling Techniques	3 credit hours
EDCG 5353	Career Counseling	3 credit hours
EDCG 5332	Substance Abuse and Process Addiction Disorders	3 credit hours
EDCG 5336	Abnormal Conditions and Interventions	3 credit hours
EDCG 5339	Legal Issues in Counseling	3 credit hours
EDCG 53XX	Counseling Elective	3 credit hours

EDCG 53XX	Counseling Elective	3 credit hours
EDCG 5360	Clinical Mental Health Practicum (100 hours)	3 credit hours
EDCG 5385	Clinical Mental Health Internship (200 hours)	3 credit hours
EDCG 5385	Clinical Mental Health Internship (200 hours)	3 credit hours
EDCG 5385	Clinical Mental Health Internship (200 hours)	3 credit hours

MASTER OF ARTS IN MARRIAGE, COUPLE, AND FAMILY COUNSELING

The Master of Arts degree (M.A.) in Marriage, Couple, and Family Counseling requires 60 hours of counseling coursework. This degree is designed to satisfy the 60-hour Licensed Professional Counselor (LPC) academic requirements in the State of Texas.

Required Coursework

MA in Marriage, Couple, and Family Counseling:

60 hours of required courses

Course Number	Course Name	
EDCG 5333	Research in Counseling	3 credit hours
EDCG 5314	Theoretical Foundations of Individual, Couples, and Family Counseling	3 credit hours
EDCG 5335	Human Development Across the Lifespan	3 credit hours
EDCG 5311	Theories of Counseling	3 credit hours
EDCG 5308	Clinical Treatment: Couples, Families and Military Populations	3 credit hours
EDCG 5342	Counseling Diverse Populations and Military Cultures	3 credit hours
EDCG 5313	Professional Orientation and Ethics	3 credit hours
EDCG 5327	Abnormal Human Behavior	3 credit hours
EDCG 5317	Counseling Techniques	3 credit hours
EDCG 5325	Assessment	3 credit hours
EDCG 5328	Group Counseling Techniques	3 credit hours
EDCG 5353	Career Counseling	3 credit hours
EDCG 5309	Counseling Individuals, Couples, and Families in the Military Community	3 credit hours
EDCG 5332	Substance Abuse and Process Addiction Disorders	3 credit hours
EDCG 5336	Abnormal Conditions and Interventions	3 credit hours

EDCG 5339	Legal Issues in Counseling	3 credit hours
EDCG 5365	Marriage, Couple, and Family Practicum (100 hours)	3 credit hours
EDCG 5359	Marriage, Couple, and Family Internship (200 hours)	3 credit hours
EDCG 5359	Marriage, Couple, and Family Internship (200 hours)	3 credit hours
EDCG 5359	Marriage, Couple, and Family Internship (200 hours)	3 credit hours
Course Number	Course Name	

Program Policies and Standards

The following policies apply to current and future students regardless of entry year.

Fitness to Practice

Admission to the program does not guarantee fitness to remain in the program. Only those students who meet program standards will be allowed to continue in the program. Students pursuing a Master of Arts degree in Counseling & Guidance: School Counseling, Master of Arts degree in Clinical Mental Health Counseling, or a Master of Arts degree in Marriage, Couple, and Family Counseling must meet fitness to practice standards that are assessed by faculty throughout the program. These standards include demonstration of emotional and mental fitness in their interaction with others as well as conformance with codes of professional counseling associations and of the state of Texas. Students who fail to demonstrate fitness or conformance to appropriate codes may be asked to enter into a remediation plan in order to remain in the program. If a remediation plan is developed, students must demonstrate satisfactory remediation prior to being allowed to proceed toward graduation. In rare cases, a student's ability to practice may exceed remediation and a recommendation for removal from the program is possible.

Transferability of Courses

Transfer courses are limited to six hours and subject to approval by the Department Chair and College Dean. Courses that include the demonstration of counseling skills will not be eligible for transfer credit. Courses previously used for one graduate degree will not be approved for transfer to a subsequent graduate degree. All requests for the transfer of courses must be made within the first semester of enrollment.

Course Load

Conditionally admitted students will be limited to 6 hours during their semester of conditional admission.

Only grades of "A" or "B" will be accepted toward this degree. Candidates for the Master of Arts degree in Counseling and Guidance: School Counseling must earn a minimum of 51 semester credit hours and maintain a minimum overall GPA of 3.0. Candidates for the Master of Arts degree in Clinical Mental Health Counseling or the Master of Arts in Marriage, Couple, and Family Counseling must earn a minimum of 60 semester credit hours and maintain a minimum overall GPA of 3.0.

School Counselor Certification

Eligibility for the standard Texas school counselor certificate requires that a candidate:

1. Meet TEA program admission requirements;
2. Successfully complete a school counselor preparation program;
3. Pass the school counselor certification exam (TExES-152 School Counselor Exam);

4. Hold, at a minimum, a 48-hour master's degree in counseling from an accredited institution of higher education; and
5. Document two years of classroom teaching experience in an accredited school.

In order to sit for the state exam, a candidate must be admitted to the Educator Preparation Program, meet academic competency requirements and receive approval to test from the school counseling program coordinator. Students wishing to register for the TExES School Counselor Exam will meet with the School Counseling Program Coordinator at least four weeks prior to the TExES registration deadline. Pursuant to the Texas Education Code (TEC), §22.083, candidates must undergo a criminal history background check prior to employment as an educator. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person's potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

Incompletes

The spirit of the "Incomplete" is to give a student an opportunity to complete a course after the end of the semester. An Incomplete will only be considered under specific circumstances:

1. 70% of the class has been completed and student is passing with a "C" or better
2. The circumstance for which the "I" is requested is supported with documentation
3. Student has been attending class on a regular basis

Incompletes are not to be used to remedy excessive absences. Unforeseen circumstances precipitating the request for an "I", should occur near the end of the semester. Students who are experiencing difficulties at the beginning or midway through the course should contact their professor immediately to discuss options. When a professor agrees to grant an "I", a contract between the student and professor that outlines a specific timeline for completion of the course will be generated. Topics such as highest possible grade will also be outlined. If the contract is not fulfilled, the professor will submit a change of grade form with earned letter grade. All "I"s will automatically revert to an "F" after one year.

Dropping a Course

Each student is responsible for knowing the drop date for any given semester. Professors are not responsible, under any circumstances, for "dropping" a student from a course. Please be aware that if you do not formally drop a course and fail to fulfill the academic requirements, the professor will submit the earned grade.

Practicum and Internship Eligibility

In order for a student to participate in a Counseling Practicum and Internship at Texas A&M University-San Antonio, the student must have demonstrated proficiency in benchmark assessments spaced throughout the Counseling Program. Additionally, all skill-level courses must have been successfully completed at Texas A&M University-San Antonio.

Two semesters prior to enrollment in Practicum/Internship, the student will meet with the Graduate Advisor to discuss practicum/internship application deadlines, approved practicum/internship sites, and required paperwork for admission to Practicum/Internship. Adhering to published deadlines, students will complete and submit all required paperwork to the Graduate Advisor for practicum/internship registration approval. Students must complete core courses, be in "good standing" and have no outstanding Incompletes to be approved for admission to practicum/internship. Students must maintain the highest standards of professional behavior in order to continue enrollment in Practicum/Internship.

MASTER OF SCIENCE - KINESIOLOGY

The mission of the Master of Science in Kinesiology program is to promote the study of health/fitness/wellness, sport administration, pedagogy, and exercise science through teaching, research, and service in health and kinesiology. This program includes several plans that vary with thesis or non-thesis options for support and elective classes, is designed to help students develop conceptual and theoretical thinking skills, and to obtain knowledge and abilities that will prepare them as scholars, future leaders, practitioners, educators, or administrators in their respective areas. The kinesiology program offers a graduate degree that prepares students for health- and/or kinesiology-related careers in the public or private sectors.

Students who are interested in pursuing a doctoral degree, teaching as a lecturer in junior and senior colleges, qualifying for positions and/or advancement in public schools or corporate and clinical settings should consider applying for the program.

Program Details

The degree may be pursued under a 30-credit hour thesis program (Plans I-A or I-B) or a 36-credit hour program requiring a research project (Plan III). Plans I-A and III also afford students the opportunity to take coursework in a resource area(s) or supporting field. Students may pursue a kinesiology generalist degree or may choose to tailor their major elective, resource area(s), supporting field coursework and/or research so that their degree plan emphasizes sport administration/kinesiology pedagogy or health/exercise science

Human Performance Laboratory (STEM 162):

Houses equipment for undergraduate and graduate class laboratories, and research data collection by faculty and students. Equipment includes but is not limited to a portable and stationary metabolic system (COSMED K5 and Parv-O Medics TrueOne® 2400, respectively), Velotron RacerMate and Monark cycle ergometers, Medical Quinton Q-Stress Test System 12-lead exercise ECG, , Quantum X and commercial BIA, wheelchair treadmill, heart rate monitors, blood pressure cuffs, lipid, glucose, lactate analyzers, and O₂ saturation monitors.

Health and Fitness Assessment Laboratory (STEM 164):

This lab is designed to teach and conduct health- and fitness-related assessments. It houses equipment that includes a Power Cycle (Austin, TX), BOD POD and InBody body composition analyzers, bone densitometer (DEXA), electromyography (EMG), Cybex Orthotron KT, Lafayette Manual Muscle Test System, lipid, lactate, and cholesterol analyzers, as well as blood collection supplies including catheter, clamps, and syringes.

Muscle Physiology Laboratory (STEM 126):

This lab is designed to conduct animal research related to the muscle hypertrophy, atrophy, strength, and power analysis. It houses equipment that includes a muscle level system (305C-LR & 310C, AURORA), anesthesia system (Vetflo, Kent), isolated pulse stimulator (2100, A-M system), six channel electro acupuncture (ES-160, ITO®), inverted fluorescence microscope (IX70, Olympus), and microscope (2SM series, United scope).

Exercise and Biochemistry Laboratory (STEM 128):

This lab is designed to support further biochemical analysis for both human and animal samples from the labs. It houses equipment that includes a microplate reader (Synergy HTX, Bio-Tek), micro centrifuge (CNR-00163, VWR), micro plate washer (Cole-Parmer), blood analyzer (LDX), shaker incubator (Boekel), -80 freezer (New Brunswick Innova U725), and several other freezers.

Biomechanics and Motor Control Laboratory (STEM 130):

This lab is designed to conduct research related to the human movement, performance, and motion analysis. It houses equipment that includes Isokinetic Extremity System (Cybex NORM, CSMi), Force Measurement System (BP600600, AMTI), EMG System (PS850, Biometrics), High Speed Camera system (OptiTrack Prime 13, Naturalpoint), and Human movement Monitoring System (Opal-09, APDM).

Kinesiology Teaching Laboratory (STEM 132):

This lab is designed to teach kinesiology and educational science related course. It houses typical biological and biochemical equipment for undergraduate and graduate class laboratories and research data collection. Students are exposed to laboratory experiences, research opportunities, and use of technology commonly employed in the kinesiology field and educational sciences.

Curricula

Core Courses (9 credit hours)

EDKN 5312	Physiology of Exercise	3 credit hours
EDKN 5317	Research Methods in Kinesiology	3 credit hours
EDKN 5338	Statistical Analysis of Research Data	3 credit hours

Elective Requirement (3 to 15 credit hours, depending on plan)

EDKN 5301	Sports Coaching and Officiating	3 credit hours
EDKN 5303	Teaching College Physical Education	3 credit hours
EDKN 5308	Administration of Athletics	3 credit hours
EDKN 5309	Organization & Administration of Kinesiology Programs	3 credit hours
EDKN 5315	Current Issues in Kinesiology Programs	3 credit hours
EDKN 5316	History & Philosophy of Sport & Human Performance	3 credit hours
EDKN 5333	Seminar in Selected Topics (May be repeated for credit as topics change)	3 credit hours
EDKN 5334	Fitness, Nutrition, & Weight Management	3 credit hours
EDKN 5335	Performance in Environmental Extremes	3 credit hours
EDKN 5336	Youth Fitness & Performance	3 credit hours
EDKN 5337	Aging & Physical Activity	3 credit hours
EDKN 5338	Statistical Analysis of Research Data	3 credit hours

Research (3 to 6 credit hours, depending on plan)

EDKN 5305	Graduate Research Project	3 credit hours
EDKN 5306	Thesis (2 semesters)	6 credit hours

Support Areas (0 to 12 credit hours, depending on plan)

These courses include, but are not limited to:

- Health
- Guidance and Counseling
- Educational Administration
- Management

The Master of Science in Kinesiology also offers an option to pursue Principal Certification. The total number of hours for the MS in Kinesiology with Administrator Certification is 48. 160 clock hours are required for the Internship in School Administration (EDAD 5345). After 12 hours of EDAD coursework have been completed in the program, students may take the Principal (268) practice TExES Exam. This provides students with an option to be an Athletic Director or Principal.

In order to sit for the state exam, a candidate must be admitted to the Educator Preparation Program, meet academic competency requirements and receive approval to test. Pursuant to the Texas Education Code (TEC), §22.083, candidates must undergo a criminal history background check prior to employment as an educator. A person who is enrolled or planning to enroll in a State Board for Educator Certification-approved educator preparation program or planning to take a certification examination may request a preliminary criminal history evaluation letter regarding the person’s potential ineligibility for certification due to a conviction or deferred adjudication for a felony or misdemeanor offense.

Required Coursework (36 semester credit hours)

EDKN 5312	Physiology of Exercise	3 credit hours
EDKN 5317	Research Methods in Kinesiology	3 credit hours
EDKN 5338	Statistical Analysis of Research Data	3 credit hours
EDKN 5305	Graduate Research Project	3 credit hours
EDAD 5341	School Administration	3 credit hours
EDAD 5301	Behavioral and Organizational Foundation of Education	3 credit hours
EDAD 5344	Supervision	3 credit hours
EDAD 5315	Administration of the Various Special Programs in Education	3 credit hours
EDAD 5342	Principalship-Elementary and Secondary Schools	3 credit hours
EDAD 5383	Public School Law	3 credit hours
EDAD 5313	School Administration: Public School Finance	3 credit hours
EDAD 5345	Internship in School Administration	3 credit hours

Students pursuing this option must also complete 4 major elective courses from the course offerings below:

Major Elective Courses (12 semester credit hours)

EDKN 5301	EDKN 5315	EDHL 5311
EDKN 5308	EDKN 5316	EDHL 5321
EDKN 5309	EDKN 5333	EDHL 5322

FACULTY ROSTER

- Abdel Rahman, Mohammad, Assistant Professor, Computer Science; B.S., Yarmouk University; M.S., Yarmouk University; M.S., Dakota State University; D.Sc., Dakota State University
- Abongwa, Pride, Lecturer, Geology; B.S., University of Buea, Cameroon; M.S., IHE Delft Institute for Water Education, Netherlands; Ph.D., Oklahoma State University
- Acevedo Aquino, Maria, Assistant Professor, Education; B.A., Universidad de Puerto Rico, Puerto Rico; M.A., The University of Arizona; Ph.D., The University of Arizona
- Alley, William, Assistant Professor, Chemistry; B.S., Dickinson State University; B.S. Ed., Dickinson State University; M.S., Oklahoma State University; Indiana University-Bloomington
- Alonzo, Robert Frank, Assistant Professional Track, Criminology; B.B.A., St. Mary's University; M.S., University of Phoenix
- Alsmadi, Izzat Mahmoud, Assistant Professor, Computer Science; B.S., Mut'ah University, Jordan; M.S., North Dakota State University; M.S., University of Phoenix; Ph.D., North Dakota State University
- Alvarado, Alberto, Lecturer, Mathematics; B.S., The University of Texas at Austin; M.A., The University of Texas at Austin
- Andrews, Casey Tyler, Lecturer, Chemistry; B.S., Grand Valley State University; Ph.D., University of Iowa
- Ayres, Jackson F., Associate Professor, English; B.A., University of Kansas; M.A., Kansas State University; Ph.D., University of Arkansas
- Balasubramanya, Mirley, Professor, Physics; Dean of the College of Arts and Sciences; M.S., Indian Institute of Technology Kanpur, India; Ph.D., Iowa State University
- Barnum, Timothy, Assistant Professor, Criminology; B.A., Valparaiso University; M.A., St. Ambrose University; Ph.D., University of Nebraska at Omaha
- Barragan, Philis Maria, Assistant Professor, History; B.A., The University of Texas at Austin; M.A., The University of Texas at San Antonio; Ph.D., The University of Texas at Austin
- Barrera, Gilbert Castro, Assistant Professional Track, Accounting; B.A., St. Mary's University; B.B.A., The University of Texas at San Antonio; M.P.A., The University of Texas at San Antonio; J.D., St. Mary's University
- Barron, Christen, Lecturer, English; B.F.A., Savannah College of Art and Design; M.F.A., Savannah College of Art and Design
- Barton, Kevin Andrew, Associate Professional Track, Computer Information Systems; B.S., Nova Southeastern University; M.S., Our Lady of the Lake University; Ph.D., Nova Southeastern University
- Baruca, Arne, Associate Professor, Marketing; B.S., University of Ljubljana; Ph.D., The University of Texas Pan American
- Baruca, Petra, Lecturer, English; B.A., University of Maribor, Slovenia; M.A., The University of Texas Rio Grande Valley
- Batch, Nancy Joyce, Lecturer, Accounting; B.S., Virginia Tech; M.S., The University of Texas at Dallas; M.B.A., The University of Texas at Dallas
- Beaumont, Thomas Edward, Assistant Professor, Government; B.S., Troy University; Ph.D., University of Alabama
- Bhatt, Smriti, Assistant Professor, Computer Science; B.E., Kathmandu University, Nepal; M.S., The University of Texas at San Antonio; Ph.D., The University of Texas at San Antonio

Bhatta, Ram, Lecturer, Chemistry; B.S., Tribhuvan University, Nepal; M.S., Tribhuvan University, Nepal; Ph.D., The University of Akron

Biediger-Collins, Alana R., Assistant Professional Track, Counseling and Guidance; B.S., Southwest Texas State University; M.A., The University of Texas at San Antonio; Ph.D., Texas A&M University

Black, Stephanie Lee, Assistant Professor, Management; B.A., Southern Methodist University; M.B.A., Thunderbird School Of Global Mgt; Ph.D., The University of Texas at San Antonio

Bliss, Ann Victoria, Associate Professor, English; Department Chair of Language, Literature & the Arts; B.A., University of California-Berkeley; M.A., California State University-East Bay; Ph.D., University of California-Davis

Bohmann, Amy Kristine, Associate Professor, Psychology; B.A., Texas Lutheran University; M.A., Texas Tech University; Ph.D., Texas Tech University

Borda, Elizabeth, Assistant Professor, Biology; B.S., Stony Brook University; Ph.D., The City University of New York

Boucher, Michael L., Jr., Assistant Professor, Curriculum & Instruction; B.A., Bethel University; M.A., Hamline University; Ph.D., Indiana University

Brantley, Brian C., Associate Professor, Communications; B.A., University of Houston; M.A., University of Houston; Ph.D., University of Alabama

Brezinski, Heather Renee, Assistant Professional Track, Education; B.A., University of Northern Iowa; M.Ed., Arizona State University

Bridgman, Katherine Tansey, Assistant Professor, English; B.A., University of North Carolina-Asheville; M.A., Florida State University; Ph.D., Florida State University

Briscoe, Dolph, Lecturer, History; B.A., Baylor University; M.A., Baylor University; Ph.D., The University of Texas at Austin

Bulut, Memet Turker, Lecturer, Mathematics; B.S., Selcuk University; M.S., Texas Tech University

Bulut, Ummugul, Assistant Professor, Mathematics; B.S., Faith University; M.S., Texas Tech University; Ph.D., Texas Tech University

Burgard, Karen Louise, Assistant Professor, Curriculum & Instruction; B.S., University of Missouri; M.A., University of Missouri; M.S., Rockhurst University; Ph.D., University of Missouri

Bush, William S., Professor, History; Department Chair of Communications, History and Philosophy; B.A., University of New Orleans; M.A., University of Nevada-Las Vegas; Ph.D., The University of Texas at Austin

Calafiore, Pablo Javier, Associate Professor, Finance; B.A., River Plate University; M.B.A., The University of Texas Pan American; Ph.D., The University of Texas Pan American

Carr, Nicole, Assistant Professor, English; B.A., Florida Atlantic University; M.A., Florida Atlantic University; Ph.D., University of Miami

Carter, Douglas Harold, Assistant Professional Track, Management; B.A., Ohio State University; M.B.A., National University; D.B.A., University of South Florida

Correa, Jennifer, Associate Professor, Sociology; B.S., Texas A&M University-Kingsville; M.S., Oklahoma State University; Ph.D., University of Missouri-Columbia

Coulton, Gary F., Associate Professor, Psychology; B.A., The University of New Mexico; M.A., Trinity University; Ph.D., Auburn University

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COURSE DESCRIPTION INFORMATION

LIS OF COURSE PREFIXES

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

ACCT	Accounting
BUAD	Business Administration
CISA	Computer Information Systems
CSCI	Computer Science
ECON	Economics
EDAD	Educational Administration
EDBL	Bilingual Education
EDCG	Counseling and Guidance
EDCI	Curriculum and Instruction
EDEC	Early Childhood
EDHL	Health
EDKN	Kinesiology
EDRG	Reading
EDSE	Special Education
ENGL	English
FINC	Finance
MGMT	Management
MKTG	Marketing
WATR	Water Resources Science and Technology

COURSE NUMBERING

Each course is represented by four capital letters followed by a four-digit numeral (e.g., ACCT 3301). The letters form an abbreviation for the instructional area while the numeral is interpreted as follows:

First Digit: The first digit indicates academic level and provides information regarding restrictions as to graduate student enrollment:

- 5000 level courses: graduate courses.

Second Digit: The second digit generally indicates the amount of credit awarded. For example, a course numbered 4331 carries three semester hours of credit.

Third and Fourth Digits: The third and fourth digits are used to distinguish between courses within an instructional area.

COURSE DESCRIPTIONS

ACCOUNTING (ACCT)

ACCT 5150. Foundations of Financial Accounting. 1.5(1.5-0)

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

ACCT 5151. Foundations of Managerial Accounting. 1.5(1.5-0)

An introduction to managerial accounting principles and procedures for graduate students with limited background in accounting or business. The course will include the study of managerial accounting issues, including enterprise planning and control. Prerequisite: ACCT 5150 or equivalent.

ACCT 5307. Accounting Information Systems. 3(3-0)

Requirements, constraints, elements and considerations in design, implementation, auditing and housekeeping of accounting systems in relation to the total information systems for business decisions on a computerized data processing basis.

ACCT 5308. Accounting Ethics. 3(3-0)

Application of ethical theory, philosophy and principles including the concepts of ethical reasoning, integrity, objectivity, independence and other core values.

ACCT 5310. Responsibility and Practice Management. 3(3-0)

An in-depth study of specialized knowledge and accounting skills practiced by CPAs to collect, analyze, and evaluate evidential matter and to interpret and communicate expert opinions in a courtroom, boardroom, or other legal/administrative venue.

ACCT 5311. Managerial Accounting. 3(3-0)

Introduction to managerial accounting as it is used to plan, evaluate and control an organization. Emphasis on budgeting, standard costing and analysis of costs and profits. Prerequisite: ECON 5301 and FINC 5302. (Formerly: Seminar in Managerial Accounting)

ACCT 5312. Fundamental Forensic Accounting. 3(3-0)

Fundamentals of forensic knowledge and practice with emphasis on evidence preservation, court rules, rules of evidence and discovery, and serving as an expert witness. Prerequisites: ACCT 3314 and ACCT 4314.

ACCT 5314. Advanced Accounting Problems. 3(3-0)

Accounting principles for partnerships, estates and trusts, debt restructuring, reorganizations and liquidations, interim financial reporting and segmentation, foreign currency transactions and translation, leverage buyouts. Prerequisite: ACCT 3304.

ACCT 5316. Advanced Income Tax Problems. 3(3-0)

Particular attention given to tax regulations applicable to partnerships and corporations together with preparation of federal income tax returns for such businesses. Consideration also given to federal gift and estate tax. Prerequisite: ACCT 3305.

ACCT 5317. Accounting and Tax Research. 3(3-0)

This course examines both professional and academic research methods. Students use commonly available research databases, including (but not limited to) LEXUS/NEXUS, RIA Checkpoint, CCH, EDGAR, and the Government Publishing Office. This course is the equivalent of 3 semester hours of Accounting Research.

ACCT 5318. Financial Statement Analysis. 3(3-0)

Development of a framework for the analysis of financial statements: study of the firm's competitive environment and business strategy, critical review of accounting quality, assessment of financial condition, and evaluation of future prospects. Prerequisite: Admission to MPA program.

ACCT 5319. Special Problems in Accounting. 3(3-0)

Study, research or internship in accounting. May be repeated once for credit. Prerequisite: consent of instructor.

ACCT 5327. Advanced Auditing. 3(3-0)

Audit program planning and special reports, auditing topics. Prerequisite: ACCT 4311.

ACCT 5330. Fraud Examination. 3(3-0)

The use of specific accounting procedures for detecting and preventing fraud. Emphasis is placed on prevention, detection, and investigation methods to help minimize firms' exposure to losses. Course is structured to enhance the student's ability to understand the pervasiveness of occupational fraud, to assess its risk. Prerequisite: ACCT 5337.

ACCT 5337. Advanced Forensics. 3(3-0)

An in-depth study of specific knowledge areas of forensic accounting, including federal tax fraud, bankruptcy, mergers and acquisitions, disclosure misrepresentations, Foreign Corrupt Practices Act, misappropriations, embezzlements, securities law violations, RICO, and antitrust violations. Prerequisite: ACCT 5312.

ACCT 5341. Advanced Cost/Managerial Accounting. 3(3-0)

Planning and control of cost elements; analysis of costs and profits; and current topics in cost/managerial accounting. Prerequisite: ACCT 3314.

ACCT 5342. Developing Advocacy Skills for Accountants. 3(3-0)

Developing Advocacy Skills for Accountants is a course in applied practice in research, preparation, and presentation of evidence and testimony as an expert witness. The course comprises case studies, legal research, written and oral presentations of findings and of expert opinion, and experience in a courtroom environment. (Moot Court) This course is the "capstone" course for the Forensic Accounting Track. Prerequisite: ACCT 5337.

ACCT 5350. Internship in Accounting. 3(3-0)

An off-campus learning experience allowing the application of accounting skills in an actual work setting. This course will count towards the hours required for the CPA exam only if the internship requirements set by the State Board of Public Accountancy are met. Prerequisites: approval of a faculty coordinator, department chair, and College of Business Dean.

ACCT 5395. Professional Accounting Application. 3(3-0)

This is the capstone course for the Masters of Professional Accountancy (MPA) program. The course requires students to integrate, extend, analyze, and apply knowledge gained in the MPA program to demonstrate mastery of the accounting discipline. The course uses a thematic approach that focuses on internal and external reporting issues and choices in accounting policy at the macro and micro levels. Concepts from cost/managerial accounting, accounting information systems, auditing, and taxation will be applied. Course must be taken during in the last semester with the approval of graduate advisor. Co-requisite: BUAD 5135.

BUSINESS ADMINISTRATION (BUAD)

BUAD 5135. Business Capstone Lab. 1(1-0)

This class draws together all of the student's previous coursework in business, demonstrating how all functional areas of business are interrelated, and work together for organizational effectiveness. This class helps prepare students for the COB Exit Exams, and includes the administration of those exams and competency skills assessment. This course should be taken concurrently with MGMT 5335 (MBA students) or ACCT 5395 (MPA students), and must be taken in the final semester before graduation.

COMPUTER INFORMATION SYSTEMS (CISA)

CISA 5309. Computer Tech Applications. 3(3-0)

Study of databases, enterprise systems, decision support systems, business intelligence, and IS security from a managerial standpoint. The course provides insights on systems used for collecting data to assist with operational and strategic decision making.

CISA 5310. Organization and Management of Business Databases. 3(3-0)

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

CISA 5311. Project Management. 3(3-0)

This course examines the concepts, principles, and applications of project management in the business environment, including the study of project management procedures, project management tools, organizational structure, management of project team members, and the planning, organizing, and control activities necessary for good project. Cross-listed with MGMT 5311.

CISA 5312. Risk Management. 3(3-0)

This course is an overview of the basic components of risk as they pertain to technical projects. Topics include risk identification, risk impact analysis, risk response planning, mitigating risk, and risk management techniques. Cross-listed with MGMT 5312. Prerequisite: CISA 5311 or MGMT 5311.

CISA 5320. Decision Support Systems. 3(3-0)

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

CISA 5321. Information Security. 3(3-0)

This course is an overview of the basic components of risk as they pertain to technical projects. Topics include risk identification, risk impact analysis, risk response planning, mitigating risk, and risk management techniques. Prerequisite CISA 5330 or undergraduate equivalent in telecommunications or computer networks.

CISA 5322. Information Policy Assurance. 3(3-0)

This course explores information security policies. The course includes both sociological and psychological issues in policy implementation in general, a dialogue on information security specific policies, the structure of a policy, and the lifecycle of policy from creation to enactment. The course also exposes the student to issue specific policies in different domains of security to assist the students learn in context of real life situations. Prerequisite: CISA 5330 and CISA 5321.

CISA 5323. Computer Forensics. 3(3-0)

This course is an overview of the methods and tools utilized for collecting and preserving electronic digital evidence for the computer forensic process. Topics include the forensic examination, analysis, and report writing; and preparing for courtroom testimony about the forensic results. Prerequisite: CISA 4321 or CISA 5321.

CISA 5324. Risk Analysis. 3(3-0)

This course examines concepts of risk analysis, risks in engineered systems, environmental risks, security risks; methods of risk analysis, fault trees and event trees; quantification of probabilities, use of data, models, and expert judgements; risks and decisions, interlinking risk analysis with risk management; applications to homeland security decisions. Prerequisite: CISA 4306 or CISA 5330.

CISA 5325. Network Security. 3(3-0)

The course explores mechanisms for protecting networks against attacks with an emphasis placed on network security applications for the Internet and corporate networks. The course also investigates various networking security standards and explores methods for enforcing and enhancing those standards. Prerequisite: CISA 4306 or CISA 5330.

CISA 5326. Security and Operations Practicum. 3(3-0)

This course combines the theoretical foundation of system security with hands-on practical application on real systems. Students will practice roles of network and system administrators and system architects from both security and business operations perspectives. In addition, students will design and build a small network with DMZ and internal subnet systems. Prerequisites: CISA 5330 or undergraduate equivalent in telecommunications or computer networks, CISA 5321, and CISA 5324 or CISA 5325.

CISA 5330. Telecommunications. 3(3-0)

A study of concepts, principles and technologies allowing the integration of information and telecommunications systems to support the internal and external activities of business enterprises.

CISA 5331. Enterprise Resource Planning Systems. 3(3-0)

This course examines the concepts, principles, and applications of Enterprise Resource Planning (ERP) systems. This course helps students understand the key processes of business organizations. It also improves the student's understanding of how key business processes are managed and integrated in enterprise level software used by large organizations. Cross-listed with ACCT 5307. Prerequisite: CISA 5309.

CISA 5332. Business Intelligence/Data Mining. 3(3-0)

This course provides an integrative foundation in the field of business intelligence and data mining. It focuses business data warehousing multidimensional data modeling, online analytic processing, business reporting and

planning, data mining, along with other advanced topics relevant to the field of business intelligence. Prerequisite: CISA 5309.

CISA 5333. Supply Chain Integration. 3(3-0)

Supply chain management is the successful cross-functional integration of key business processes from the original suppliers of products, services, and information through the firm to its customers and stakeholders with an emphasis on value-added benefits. This course emphasizes the use of information technology in the supply chain management process. Cross-listed with MGMT 5333.

CISA 5334. Business Process Integration. 3(3-0)

The course provides a foundation for information system professionals who are often called upon to configure and integrate business processes. Information system professionals are often called upon to install and configure computer information systems including packages such as SAP. They must also demonstrate an understanding of how data is shared throughout the organization. This course helps students understand the key processes of business organizations. It also improves the student's understanding of how key business processes are managed and integrated in enterprise level software used by large organizations. Prerequisite: CISA 5309 and CISA 5331.

CISA 5340. Systems Analysis, Design and Implementation. 3(3-0)

A study of systems analysis, design and implementation techniques that can be used to analyze and improve or create organizational information and communications systems.

CISA 5359. Special Problems in Computer Information Systems. 3(3-0)

Study, research or internship in CISA. May be repeated once for credit.

COMPUTER SCIENCE (CSCI)

CSCI 5304. Database Systems. 3(3-0)

This course will cover issues like database design, database programming techniques, specialized database models, file and database organization techniques, query processing and optimization, and database security. It will also explore emerging database models like NoSQL databases and Big data. Prerequisite: CCS Department Approval.

CSCI 5306. Computer Networks. 3(3-0)

This course provides exposure to advanced topics in computer networks including recent research findings in this field. The topics include: internetworking, Internet concept, Client-server model for applications, Network and internet management. Also, this course covers recently emerging protocols and technologies such as: Virtualization and Software Defined Networks (SDNs), IPv6, wireless networks, Secure Socket Layer, and Transport Layer Security. More advanced topics to be determined by the instructor. Prerequisite: CCS Department Approval.

CSCI 5311. Software Project Management. 3(3-0)

This course will examine methods manage software projects, introduce the major software management processes. Major subjects will also include to learn the principles of effort estimation, human resource management, risk management and resource allocation. Students will master essential techniques to develop software project management contracts and to manage the quality of the developed software. Prerequisite: CCS Department Approval.

CSCI 5313. Artificial Intelligence. 3(3-0)

This course examines the concepts, principles, and application of artificial intelligence in various contexts of problem-solving and learning, knowledge-based representation and reasoning, and natural language processing.

This course provides fundamental knowledge on artificial intelligence and its application methodologies.
Prerequisite: CCS Department Approval.

CSCI 5315. Big Data Analytics. 3(3-0)

This course will introduce students to the concepts, principles, and application of big data and big data analytics. It will provide knowledge and practical experience on big data analytics tools and platforms including MapReduce, Hadoop, and Spark which leverage big data to solve current business problems. Prerequisite: CCS Department Approval.

CSCI 5316. Software Engineering. 3(3-0)

Processes of quality software development using an engineering approach. Software models - traditional and agile. Problem statement, requirements analysis, specification, design, development, integration, testing, risk, quality, patterns, management. Team Project. Prerequisites: CCS Department Approval.

CSCI 5320. Decision Support Systems. 3(3-0)

A study of computer-based systems that support unstructured and semi-structured decision-making by individuals or groups. These systems include: decision support systems, group decision support systems, executive information systems and expert systems. Prerequisite: CCS Department Approval.

CSCI 5321. Information Assurance and Risk Management. 3(3-0)

Examines risk management in complex information systems using formal security risk analysis and risk mitigation methods. Introduces students to the federal government certification and accreditation process and how that is integrated with private industry partners. Students will develop skills in security compliance and risk assessment. Prerequisite: CCS Department Approval.

CSCI 5323. Cryptography and Secure Communication. 3(3-0)

Design of secret codes for secure communication, including encryption and integrity verification, ciphers, cryptographic hashing, and public key cryptosystems such as RSA and ECC. Topics include private key encryption such as AES and Bluefish, mathematical principles underlying encryption, codebreaking techniques, and cryptographic protocols. Prerequisite: CCS Department Approval. 5325. Mobile App Development I. 3(3-0)

This course covers the mobile application development frameworks; architecture, design and engineering issues, techniques, methodologies for mobile application development targeted for mobile devices running such as the Android operating system. Prerequisite: CCS Department Approval.

CSCI 5326. Security in Emerging Technologies. 3(3-0)

This course investigates the state-of-art of security and associated risks, threats, and defense mechanisms in current emerging technologies including cloud computing, Internet of Things, and software-defined networks. It provides knowledge on security concepts and intelligent security techniques to apply them for solving security issues in new technological domains. Prerequisite: CCS Department Approval.

CSCI 5327. Information Security. 3(3-0)

This course provides a comprehensive view of information security and provides exposure to some advanced topics information security and assurance, including some recent research results. These topics include: advanced authentication, intrusion detection, digital forensics, collecting evidence and data retrieval techniques, cyber physical systems security, and cloud security and many other topics. Also, this course explores the growing challenges of securing sensitive data, networks, mobile devices and applications with different privacy controls to defend against malicious acts. Also, this course addresses new trends in computer science and how machine learning and anti-malware defenses can respond to threats, and protect networks, infrastructure and users. More advanced topics to be determined by the instructor. Prerequisite: CCS Department Approval.

CSCI 5331. Enterprise Resource Planning. 3(3-0)

Exposes students to complex issues with enterprise resource planning (ERP) system development and operation. Students explore ERP technology and life cycle planning, business process redesign, process mapping, and risk management and security in ERP systems. Students will develop skills in an ERP system such as SAP. Prerequisite: CCS Department Approval.

CSCI 5332. Business Intelligence and Data Analytics. 3(3-0)

This course provides students with an overview of Business Intelligence, Analytics, and Decision Support. The course will discuss topics like Descriptive Analytics, Predictive Analytics, Prescriptive Analytics, Text Mining, and Web Analytics. Prerequisite: CCS Department Approval.

CSCI 5343. Algorithms. 3(3-0)

This course examines the range of algorithms for various computational problems, recognizing their strengths and weaknesses, and their suitability in particular contexts. Algorithm design techniques with time and space efficiency are a pervasive theme throughout this course. Course will cover sorting, manipulation of data structures, graphs, matrix multiplication, and pattern matching. Prerequisite: CCS Department Approval.

CSCI 5345. Mobile App Development II. 3(3-0)

This course covers the mobile application development frameworks; architecture, design and engineering issues, techniques, methodologies for mobile application development targeted for mobile devices running iOS operating system. Prerequisite: CCS Department Approval.

CSCI 5353. Secure Software Development. 3(3-0)

This course examines the methods to design and implement the secure software. Topics include the secure software development process, threat modeling, security code reviews and formal specification, testing, and verification. Prerequisite: CCS Department Approval.

CSCI 5362. Operating Systems. 3(3-0)

This course covers advanced topics in Operating systems. Course will cover subjects from the different OS environments: Windows, Linux, MAC, mobile and web operating systems. Course will also focus on the assessment and evaluation of operating systems security. Course will be conducted on a research-based and students will work on current research trends in operating systems. Prerequisite: CCS Department Approval.

CSCI 5366. Software Quality Assurance. 3(3-0)

This course will introduce software quality assurance and software testing. The course will cover different techniques and algorithms of software testing which include unit, integration, system and interface testing techniques. Course will cover the black-box and white-box testing, software testing throughout the software process, and software quality metrics and quality assurance. Prerequisite: CCS Department Approval.

CSCI 5372. Cloud Computing. 3(3-0)

This course educates the students about building cloud infrastructure based on a cloud computing reference model. The reference model includes five fundamental layers (physical, virtual, control, orchestration, and service) and three cross-layer functions (business continuity, security, and service management) for building a cloud infrastructure. For each layer and cross-layer function, this course covers the comprising technologies, components, processes, and mechanisms. This course takes an open-approach to describe the concepts and technologies. The course follows the U.S. National Institute of Standards and Technology as a guide for all definitions of cloud computing. Prerequisite: CCS Department Approval.

CSCI 5391. Graduate Seminar. 3(3-0)

This course will provide a broad range of current research topics in computer science and related fields to non-thesis track students to complete a major project and presentation to demonstrate the knowledge and skills. Non-thesis track graduate students in the MSCS program must register this course at the last semester of their graduate studies. This course is specifically designed for non-thesis track graduate students in the MSCS program.

Prerequisite: CCS Department Approval.

CSCI 5393. Special Topics in Computer Science. 3(3-0)

This course will introduce one or more advanced topics in an area of computer science. May be repeated when topic changes. Prerequisite: CCS Department Approval.

CSCI 5395. Thesis. 3(3-0)

This course will provide an experience of undertaking and completing a piece of research, applying techniques learned throughout the program. Thesis track students in MSCS program will complete a thesis and present to demonstrate the research accomplishment. Thesis track graduate students in the MSCS program must register this course at the last two semesters of their graduate studies. Prerequisites: Successfully completed 24 hours of CS graduate courses.

ECONOMICS (ECON)

ECON 5150. Foundations of Macroeconomics. 1.5(1.5-0)

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

ECON 5151. Foundations of Microeconomics. 1.5(1.5-0)

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

ECON 5301. Foundations of Quantitative Methods and Economics. 3(3-0)

This course is an introduction to the concepts and applications of mathematics to commercial business problems. The course focuses on the quantitative and analytical methods in the context of practical business applications to enhance essential problem-solving skills of business students. The course will also provide an introduction to the principles of microeconomics for graduate students. The course will include the study of supply and demand, price theory, competition and market structure, market failure and the role of government and other economic issues. Formerly BUAD 5301.

ECON 5302. Microeconomic Analysis. 3(3-0)

An intensive study of microeconomic theory in both its partial equilibrium and general equilibrium aspects. Topics covered include concepts and techniques of economic analysis; theory of consumer choice; theory of the firm, of capital and interest; theory of markets and exchange; factor price determination and functional income distribution. Prerequisites: ECON 5150 and ECON 5151 or equivalent.

ECON 5304. Macroeconomic Analysis. 3(3-0)

Analytical tools of advanced contemporary macroeconomics. Determination of the level of aggregate income; investment, money, interest and prices; wages, prices and employment. Prerequisites: ECON 5150 and ECON 5151 or equivalent.

ECON 5329. Managerial Economics. 3(3-0)

Microeconomic theory applied to managerial decision-making, relating managerial economics to finance and other business disciplines. Prerequisites: ECON 5301 and FINC 5302.

ECON 5331. Monetary Economics. 3(3-0)

The history, nature, and scope of money and monetary policy in the economy. The principles, problems, and the structure of the US monetary system, operations of commercial banks, the regulation and control of the supply of money and credit, and the organization of the Federal Reserve System. The role of monetary theory and the conduct and effectiveness of monetary policy. Prerequisite: ECON 5301.

ECON 5334. International Economics. 3(3-0)

International trade theory and policy including barriers to trade and international monetary economics such as balance of payments and the exchange rate theory. Focusing on trade models, it will address questions such as why countries trade, what gains are from trade, and what determines trade patterns. Formation of trade unions, tariffs, quotas and other non-tariff barriers to trade. Reasons and consequences of rising trade deficits in the United States. Prerequisite: ECON 5301.

ECON 5349. Special Problems in Economics. 3(3-0)

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

EDUCATIONAL ADMINISTRATION (EDAD)

EDAD 5301. Behavioral and Organizational Foundation of Education. 3(3-0)

Foundations of sociological, psychological, historical and philosophical views of education; school organization; including program of study, personnel, levels and varied approaches.

EDAD 5302. Elementary and Secondary Curricula. 3(3-0)

Elementary and secondary school curriculum materials and methods problems. Lecture, discussion, library, research and seminar techniques will be employed in curriculum design.

EDAD 5305. Graduate Research Project. 3(3-0)

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

EDAD 5306. Thesis. 3(3-0)

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

EDAD 5307. School Administration: Advanced Problems. 3(3-0)

Major problems of the school administrator. Each student will accept one major problem for a term paper. Administration credit.

EDAD 5311. Secondary School Curriculum: Problems. 3(3-0)

Secondary school curriculum materials and methods problems. Lecture, discussion, library, research and seminar techniques are employed. Methods credit.

EDAD 5312. Supervision: Advanced Problems. 3(3-0)

Major problems of supervision. Students explore problems related to professional development and assessment. Administration credit.

EDAD 5313. School Administration: Public School Finance. 3(3-0)

Theory and practices including federal, state and local levels. Theory and practices in taxing and budgeting with emphasis on Texas system. Administration credit.

EDAD 5315. Administration of Various Special Programs in Education with Emphasis on Reading; Career Education; Vocational Technical Administration; and Special Education. 3(3-0)

Administration of the various special staff and pupil personnel services offered in the public schools, including guidance, health, attendance, reading, career education, vocational technical administration and special education.

EDAD 5317. Workshop: Advanced School Problems. 3(3-0)

Contemporary school administration problems. Administration credit.

EDAD 5320. Education: Special Problems. 3(3-0)

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

EDAD 5329. Educational Research. 3. (3-0)

Course addresses basic concepts associated with research as well as historical development of research methodologies. Students will be expected to critically evaluate existing research and understand how research impacts foundational and contemporary issues in educational leadership. Students are expected to synthesize information in an educational area of choice related to educational leadership. American Psychological Association manual style will be emphasized.

EDAD 5330. Multicultural Education for Educators. 3(3-0)

Examines multicultural relations in American society and explores solutions to critical problems confronting schools into the 21st century. Prerequisites: basic computer literacy required. Admission in graduate education required.

EDAD 5341. School Administration. 3(3-0)

School systems with emphasis upon cooperation of school boards with superintendents, principals and teachers; the relation of the school to the community as a whole. Administration credit.

EDAD 5342. Principalship in Elementary and Secondary Schools. 3(3-0)

Administration and supervision of the elementary and secondary school; function, organization, physical equipment; classroom, homeroom and extra-room activities. The teacher's functions, qualifications and selection receive major attention.

EDAD 5343. Administration: Secondary Education. 3(3-0)

Administration of the secondary school. Function, organization, physical equipment curriculum, methods of teaching, pupil personnel, guidance, school activities, faculty qualifications and selection receive major attention. Administration credit.

EDAD 5344. Supervision. 3(3-0)

The purpose and methods of effective school supervision. Focus on instructional leadership development. General administration.

EDAD 5345. Internship in School Administration. 3(3-0)

On-the-job projects for the purpose of practical application of administrative tasks.

EDAD 5351. Staff and Pupil Personnel Administration. 3(3-0)

Principles and practices of administration as it concerns selecting and retaining school personnel and administering the pupil personnel program. Placement, job analysis and evaluation, salaries, fringe benefits, maintenance of morale, collective bargaining and student performance are addressed.

EDAD 5352. Facilities Planning. 3(3-0)

Creative and systematic planning of school facilities focusing on translation of psychological and educational needs into physical form and design. Development of educational specification, survey techniques, space allocation organization and conditioning with relationship to curriculum processes.

EDAD 5381. Administration and Management of Special Problems. 3(3-0)

Problems in administering and managing special programs in public schools such as vocational and technical education, special education, career education and other special areas.

EDAD 5382. School Public Relations. 3(3-0)

Processes and effects of communications between the public schools and their communities.

EDAD 5383. Public School Law. 3(3-0)

Federal and state legal regulations as they relate to public school administration.

EDAD 5384. Advanced Problems in Superintendency. 3(3-0)

Current problems in the school superintendency are studied in depth.

EDAD 5385. Superintendency Internship. 3(3-0)

Practical application of tasks in the area of the superintendent.

BILINGUAL EDUCATION (EDBL)

EDBL 5305. Graduate Research Project. 3(3-0)

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

Prerequisite: Departmental approval and EDBL 5321.

EDBL 5306. Thesis. 3(3-0)

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

EDBL 5321. Introduction to Research in Bilingual Education and ESL. 3(3-0)

This course is designed to encourage students to become more critical consumers of educational research in English as a Second Language. This course introduces concepts, principles and methods recognized as fundamental to the design and implementation of educational research studies. In addition, this course develops familiarity with literature reviews, construction of research questions, construct development, variable selection and selection of measurement strategies.

EDBL 5331. ESL Assessment for Elementary/Secondary Levels. 3(3-0)

An overview of testing theories and procedures; review of tests available for use in ESL classrooms. Prerequisite: Admittance to Master's program in Bilingual Education.

EDBL 5334. Introduction to Linguistics. 3(3-0)

This course deals with training and analysis in linguistics as it relates to educational theory and practice, specifically the teaching and learning of K-12 English as a Second Language (ESL) students. Topics include English sounds, words, structures and analysis, identification of ESL students' learning challenges, and pedagogical strategies to promote language acquisition.

EDBL 5336. Differentiating Instructional Materials for Elementary and Secondary Classrooms. 3(3-0)

This course will offer the theoretical and historical differentiated instruction and presents strategies designed to respond to the varying needs of students. Understanding the underpinnings, parameters, and principles of differentiation will guide in designing and individualizing learning activities to meet the needs of all students, including the ELL strengths, interests and readiness.

EDBL 5338. Foundations of Bilingual Education. 3(3-0)

This course will introduce the concepts of bilingual education from a national perspective in contextualization within an international perspective to illustrate concerns related to teaching and learning of bilingual populations. Issues affecting educational policy, classroom practice, sociological and historical foundations as well as the legal ramifications of bilingual education will be addressed. Various theoretical orientations and discourses of bilingual education will be addressed. Various theoretical orientations and discourses of intolerance in US history related to political and practical applications will also be the focus of discussions.

EDBL 5358. The Bilingual Child in the Bicultural Environment. 3(3-0)

Psychological and sociological perspectives on the child's learning environment.

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

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

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

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

EDBL 5386. Teaching Mathematics, Science and Social Studies in the Bilingual Classroom. 3(3-0)

This course is designed to teach academic foundations, skills, and strategies that will aim in successful teaching for today's students in mathematics, science, and social studies understanding. Emphasis will be placed on lesson planning, inquiry teaching, verbalizing mathematics, academic vocabulary usage, problem solving techniques, assessment of student performance, and use of technology. Enveloping methods to promote success in students' globalization of thinking and the need to know and understand cultural awareness and sensitivity as well as appropriate construct activities that maximize ELL's to interact with others in English. This course will be taught in Spanish.

EDBL 5387. Teaching Language Arts and Reading in the Bilingual Classroom. 3(3-0)

This course will offer strategies and methods for engagement in intensive instruction in reading and language arts. The balanced comprehensive program of instruction and methodology will be based on sound research to include exposure to well-designed instruction programs that address the explicit and meaningful applied instruction in reading writing and related language arts for English language learners and speakers of English. This course is taught in Spanish.

EDBL 5390. Special Topics in Bilingual Education (Study Abroad). 3(3-0)

This course provides a short term study abroad experience in a host country/state or regional area. This course will provide students with an in-depth knowledge of language acquisition, biliteracy and bilingualism principles. Pre-travel background reading and discussion of target country/region; travel orientation and approval of project; host country observation of educational facilities and personnel; discussions with host country educational leaders, professors and government officials; post travel reports.

COUNSELING AND GUIDANCE (EDCG)

EDCG 5307. Military Experience of Trauma. 3(3-0)

This course will address issues related to assessment and counseling for presenting problems commonly seen in the world of military service such as: Post-Traumatic Stress Disorder (PTSD); Traumatic Brain Injury (TBI); domestic violence, suicide, and rape and sexual assault. This course will also include thorough study of grief and loss.

Prerequisite: EDCG 5327.

EDCG 5308. Clinical Treatment: Couples, Families, and Military Populations. 3(3-0)

This course provides an overview of counseling needs in the civilian and military communities. The course provides and in depth study of effective theories and techniques for working with the military and civilian communities. This course provides a framework for understanding military rank, leadership, communication, terminology, values, culture, and ethical/legal issues related to counseling active-duty military members. This course discusses counseling and mental health services typically available to military personnel on base and in military communities. The course also discusses counseling and mental health services that may be available to civilians in their communities. Prerequisite: EDCG 5314.

EDCG 5309. Counseling Individuals, Couples and Families in the Military Community. 3(3-0)

This course is designed to combine the study of theory and philosophy of individual, couples, family, and group counseling with techniques and practices in the field, as well as counseling experiences under supervised conditions. The students will experience didactic and experiential training with a focus on counseling skill development. Prerequisites: EDCG 5308 and EDCG 5328.

EDCG 5311. Theories of Counseling. 3(3-0)

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

Prerequisite: Must be enrolled in EDCG program.

EDCG 5313. Professional Orientation and Ethics. 3(3-0)

This course serves as an orientation to the professional identity and ethical standards of counseling professionals. Students will address professional and ethical issues that affect the practice of counseling and related professions. Varied points of view will be presented to stimulate discussion, exploration, and reflection. Prerequisites: EDCG 5311, EDCG 5335, and EDCG 5333.

EDCG 5314. Theoretical Foundations of Individual, Couples, and Family Counseling. 3(3-0)

The purpose of this course is to provide students with an introduction to counseling theories with an emphasis on systems theory. The course will provide knowledge of theories that may be utilized for working with clients who present as individuals, couples, or families.

EDCG 5316. School Counseling: Leadership and Advocacy. 3(3-0)

This course explores the historical development, professional identity, ethical standards and leadership roles of the school counselor. Students will learn how to plan, implement, and evaluate a comprehensive, development guidance and counseling program designed to promote personal growth and development of all students. The legitimate role of the school counselor will be emphasized. Prerequisite: EDCG 5333.

EDCG 5317. Counseling Techniques. 3(3-0)

This course is designed to combine the study of theory and philosophy of individual counseling with techniques and practices in the field. This is a “hands on” course where the student is taught through practice and observation the dynamics of providing individual counseling services. Both classroom and laboratory experiences are offered in this course. Prerequisites: EDCG 5311; EDCG 5335; and EDCG 5342. Prerequisite/Co-Requisite: EDCG 5313

EDCG 5318. Crisis Intervention. 3(3-0)

This 3-hour course is designed to assist counselors in addressing clients who present in crisis. Crises come in many forms and can vary in degree and significance depending on many factors. Content will include, but is not limited to: a thorough understanding of the various types of crises; settings in which counselors will experience clients in crisis; counselor responses such as vicarious trauma; research-based approaches to clients in crises; and the importance of support systems. Prerequisites: EDCG 5317.

EDCG 5319. Systemic Interventions with Youth. 3(3-0)

This course will provide an overview of counseling interventions with children and adolescents in agency, school, and private practice. Group, individual, and systems techniques will be covered. Emphasis will be on understanding the interactions between the developmental needs of each of these age groups and counseling techniques and procedures used to deliver mental health services to each of these groups. Techniques for communicating effectively with families and working collaboratively with other professionals and with community members to promote positive change in youth will be included. Approaches for working with children impacted by military service will be covered. Prerequisite: EDCG 5311 or EDCG 5314.

EDCG 5325. Assessment. 3(3-0)

This course will provide students with an orientation to measurement theory, statistics associated with measurement, and the practical application of formal and informal tests. Special emphasis will be devoted to interpretation and appropriate strategies to assess individuals, couples, marriages and families and assist in treatment planning. Assessments appropriate for use with individuals involved in world of military service will also be examined. Prerequisites: EDCG 5333 (formerly EDCG 5329).

EDCG 5326. Special Problems in Guidance and Counseling. 3(3-0)

Course is a study of problems in designated areas approved by the university. May be repeated when the topic changes.

EDCG 5327. Abnormal Human Behavior. 3(3-0)

This course is an in-depth look at the varieties of psychopathology, its etiology, classification and treatment. The course reviews the history and treatment of mental illness over the years with special attention to the various classification schemes and systems as they have evolved. The emphasis will be to give the student skills to recognize the nature of the abnormal behavior and to determine what services, if any, the counselor might be able to provide. Proper referral services, methods, and procedures will be explored. Students will explore the practical use of the Diagnostic Statistical Manual of Mental Disorders. Prerequisites: EDCG 5311 or EDCG 5314; EDCG 5335; EDCG 5342.

EDCG 5328. Group Counseling Techniques. 3(3-0)

This course is designed to provide the student with an understanding of group dynamics, theories, and techniques. Special emphasis on developmental stages of the group process, leadership roles, and various responsibilities associated with forming and conducting groups. Types of groups and common group settings will be examined. Prerequisites: EDCG 5313, and EDCG 5317.

EDCG 5331. Conflict Resolution. 3(3-0)

This course is an introductory course for learning effective strategies, skills and techniques to resolve conflict. It is a course that will be beneficial for human service professional which includes counselors who work in a school or community setting and whose client population includes children, adolescents and family. The course will focus on the techniques and models for conflict resolution, mediation and creative problem-solving in various conflict areas, including the family, the school, and the workplace. Techniques for effective communication, brainstorming and cooperative group decision making will be explored. Communicating across cultures and bias awareness issues will be explored within the content areas. Class format will include discussion groups, reading, writing, individual projects, and experiential classroom activities. It is expected that students will engage in critical thinking and engage in class activities, complete the reading and writing assignments and integrate and implement their learning. Prerequisite: EDCG 5328.

EDCG 5332. Substance Abuse Counseling. 3(3-0)

This 3-credit hour course is designed to provide counselor trainees with a thorough understanding of the nature of use, abuse and dependency/addiction related to alcohol and other legal and illegal substances with special emphasis on the brain, and its impact on behavior. In addition, counselor trainees will understand process addictions such as those related to eating, gambling, and sex. Furthermore, trainees will understand the dynamics of substance use in families, in schools, substance use and mental illness, as well as relapse and recovery. Finally, counselor trainees will understand how to interview and evaluate clients, as well as understand multiple treatment modalities. Prerequisite: EDCG 5327.

EDCG 5333. Research in Counseling. 3(3-0)

Course addresses basic concepts associated with research as well as historical development of research methodologies. Focus will be on counseling related research. Emphasis will be on developing an understanding of various research designs and the exploration of threats to validity and reliability. Students will be expected to critically evaluate existing research and understand how research impacts counseling practices. A research project, produced as a major assignment in a 3-hour 5000 level research titled course, must be completed. This course is writing intensive and students are expected to generate new knowledge in an educational area of choice. American Psychological Association manual style writing will be emphasized.

EDCG 5334. Theoretical Applications in Counseling. 3(3-0)

This course is designed to transition students to application of counseling theories and techniques. Students will practice applying counseling theories to mock cases and role plays. They will be able to identify and apply counseling strategies that are consistent with a variety of theoretical orientations. This is an advanced elective course. Prerequisite: EDCG 5328.

EDCG 5335. Human Development Across the Lifespan. 3(3-0)

This course provides a comprehensive overview of cognitive, physical, and psychological developmental aspects across the lifespan. Various theories associated with the developmental process will be explored and discussed. Special emphasis will be devoted to linking theory with practice across multiple settings (school, agencies, home).

EDCG 5336. Abnormal Conditions and Interventions. 3(3-0)

This 3-hour course provides an in-depth look at the varieties of psychopathology and their classifications. This course is designed to assist the counselor trainee in assessing and treating clients who present in need of clinical

attention. Students will be trained to use the Diagnostic and Statistical Manual of Mental Disorders and pertinent theories of psychopathology. Basic knowledge of psychopharmacological medications will also be reviewed.

Prerequisites: EDCG 5327 and EDCG 5328

EDCG 5339. Legal Issues in Counseling. 3(3-0)

This course provides an advanced exploration of the legal, ethical, and professional choices faced by mental health practitioners. Basic ethical issues are reviewed and extended into practical, case-oriented study of current demands and obligations for the mental health issues in ethics, professional liability, risk management, and managed care service environments. A focus will be on records management, business/family law, and the study/application of current LPC Board Rule. Prerequisites: EDCG 5328 and EDCG 5328.

EDCG 5341. Guidance: Advanced Topics. 3(3-0)

Major problems of educational and vocational guidance covering selection, orientation, personnel, training programs, placement and re-education. Prerequisite: EDCG 5328. May be repeated when the topic changes.

EDCG 5342. Counseling Diverse Populations. 3(3-0)

This course is designed to familiarize students with the cultural differences of special populations of people. Emphasis is placed on ethical use of appropriate counseling techniques for use with the major racial/ethnic groups and other special populations of people such as those who are physically or emotionally disabled of different ages, religions, genders or sexual orientations. Prerequisite: Must be enrolled in EDCG program.

EDCG 5350. School Counseling Practicum. 3(3-0)

Students will complete supervised practicum counseling experiences within the School Counseling setting. Practicum experience will total a minimum of 100 clock hours with at least 40 clock hours of direct service with actual clients. Pre-Requisites: EDCG 5317 and EDCG 5328

EDCG 5351. Practicum for School Counselors. 3(3-0)

Supervised experience in practical application and integration of principles and techniques of counseling in a selected educational setting. Students must demonstrate competence with elementary, middle school, and high school students. Students will gain experience in the provision of a comprehensive, developmental guidance and counseling program designed to promote the educational, personal, social, and career development of the learner. The course requires a minimum of 160 total hours and may be repeated once for credit. Prerequisite: EDCG 5328.

EDCG 5352. Counseling Curriculum and Systemic Interventions. 3(3-0)

Designed to give attention to the personal, social, career, and academic needs of child and adult clients, this course emphasizes the design of prevention and wellness activities. Students will create developmentally appropriate plans for psycho-educational groups, classroom guidance lessons, individualized student planning sessions, and community workshops to be used within school and agency settings. Prerequisites: EDCG 5328 and EDCG 5335. (Previous title: Developmental Counseling Curriculum)

EDCG 5353. Career Counseling. 3(3-0)

Students will demonstrate an understanding of theories, models, principles, materials and practices of career development. This course will also emphasize unique career challenges persons in the world of military service may experience as a result of deployment, retirement, enlistment, or disability. Prerequisites: EDCG 5333 and EDCG 5311

EDCG 5354. Principles and Practices in Guidance and Counseling. 3(3-0)

Philosophical, sociological and psychological principles and concepts related to guidance and counseling and the helping professions.

EDCG 5356. Field Practicum for Counselors. 3(3-0)

Course is supervised practice in the application of counseling strategies and techniques in environmental settings appropriate to the professional interests of the counselor trainee (clinical setting). Student will be expected to complete 150 hours of practicum experience. These hours are a combination of direct service/contact, supervision and administrative responsibilities. May be repeated subsequent semester to a total of 9 semester hours but cannot be substituted for another core course. Prerequisite: EDCG 5328.

EDCG 5359. Marriage, Couple & Family Internship. 3(3-0)

Students will complete a total of 200 clock hours of supervised counseling internship within Marriage, Couple, and Family Counseling setting. Students will have weekly interaction with site supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship. Students will also participate in an average of 1 1/2 hours per week of group supervision on a regular schedule throughout the internship. Pre-Requisite: EDCG 53XX.

EDCG 5360. Clinical Mental Health Practicum. 3(3-0)

Course is supervised practice in the application of counseling strategies and techniques in environmental settings appropriate to the professional interests of the counselor trainee (clinical setting). Students will be expected to complete 100 hours of practicum experience. These hours are a combination of direct service/contact, supervision, and administrative responsibilities. Prerequisites: EDCG 5317 and EDCG 5328.

EDCG 5361. Advanced Counseling Practicum. 3(3-0)

This course provides an opportunity for students to develop and refine their counseling skills while gaining in-depth experience across a broad range of client problems and treatment modalities. Theoretical conceptualizations of client concerns, treatment planning, self-exploration, and practical application of advanced skills and interventions will be emphasized. Students will be expected to complete 150 hours of practicum experience with an emphasis on individual and group counseling skill development. Prerequisite: EDCG 5351.

EDCG 5362. School Counseling Internship. 3(3-0)

Students will complete a total of 200 clock hours of supervised counseling internship within the School Counseling setting. Students will have weekly interaction with site supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship. Students will also participate in an average of 1-2 hours per week of group supervision on a regular schedule throughout the internship. Prerequisites: EDCG 5350

EDCG 5365. Marriage, Couple, & Family Counseling Practicum. 3(3-0)

Students will complete supervised practicum counseling experiences within the Marriage, Couple and Family Counseling setting. There will be a special emphasis on appropriate assessment, treatment planning, and intervention with couples and families. Practicum experience will total a minimum of 100 clock hours with at least 40 clock hours of direct service with actual clients. Prerequisites: EDCG 5308 and EDCG 5328.

EDCG 5385. Clinical Mental Health Internship. 3(3-0)

Students will complete a total of 200 clock hours of supervised counseling internship within the Clinical Mental Health Counseling setting. Students will have weekly interaction with site supervisors that averages one hour per week of individual and/or triadic supervision throughout the internship. Students will also participate in an average of 1.5 hours per week of group supervision on a regular schedule throughout the internship. Prerequisite: EDCG 5360.

EDCG 5386. Internship: Mental Health Counseling. 3(3-0)

Internship is designed to meet the CACREP accreditation standards and is a tutorial form of instruction. The program requires students to complete a clinically supervised internship of 300 clock hours. Students are required to complete two internships for a total of 600 clock hours. Students should consider selecting internship sites that

offer opportunities to engage in both individual counseling and group work. The internship provides an opportunity for the student to perform, under clinical supervision, a variety of professional counseling activities that a regularly employed staff member in the setting would be expected to perform. Prerequisite: EDCG 5360

EARLY CHILDHOOD (EDEC)

EDEC 5305. Graduate Research Project. 3(3-0)

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

Prerequisite: departmental approval.

EDEC 5306. Thesis. 3(3-0)

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

EDEC 5310. Infants, Toddlers, Preschoolers, and Families: The First Four Years. 3(3-0)

This course is about infants, toddlers, preschoolers, and families during the first four years of life. The primary goal of the course is for students to develop knowledge of infant, toddler and preschool development across individual differences and contexts. Attending to the contributions of familial and cultural contexts, as well as, the child's contributions this course considers both theoretically prescribed developmental trajectories and the profound individual differences that each human being presents. Students are expected to reconceptualize traditional theories in light of the real issues faced by children and families across contexts.

EDEC 5312. Understanding and Valuing Young Children and Families in a Diverse Society. 3(3-0)

An intensive study of the cognitive development and socialization of young children from diverse contexts with consideration of ethnicity, gender, and social-economic background, and special needs and the manner in which these issues affect their development and learning. Culturally relevant ways of supporting the child and family within an ecological system are emphasized.

EDEC 5314. Foundations of Educational Research: Early Childhood. 3(3-0)

Course addresses basic concepts associated with research as well as historical development of research methodologies. Students will be expected to critically evaluate existing research and understand how research impacts foundational and contemporary issues in early childhood education. This course is reading and writing intensive and students are expected to synthesize information in an educational area of choice related to early childhood education. American Psychological Association manual style will be emphasized.

EDEC 5315. Advocacy. 3(3-0)

This course focuses on relevant problems and contemporary challenges facing early childhood professionals. Research and theories that encompass these challenges and effective advocacy strategies to support necessary change are examined. Research on or participation with an advocacy effort is required.

EDEC 5317. Explorations: An Inquiry Approach to Teaching Social Studies. 3(3-0)

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

EDEC 5318. Investigations: An Inquiry Approach to Teaching Science. 3(3-0)

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

EDEC 5319. Constructing Developmentally Appropriate Experiences in Mathematics. 3(3-0)

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

EDEC 5320. Supporting the Development of Literacy. 3(3-0)

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

EDEC 5330. Assessment Practices in Early Childhood. 3(3-0)

The history, philosophy, and practice of observing, recording and analyzing children's behavior using current methods based upon prevailing research in the field of developmentally appropriate assessment, including investigation of issues concerning diversity in assessment. The use of assessment to improve professional practice and early learning environments. The course will facilitate development of appropriate assessment records and mechanisms across early childhood settings.

EDEC 5333. Foundations of Early Childhood. 3(3-0)

Historical, philosophical, sociological and psychological bases for early childhood education. The implications of research and theory on development, developmentally appropriate practice and contemporary issues in early childhood.

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

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

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

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

EDEC 5349. Play in the Early Years. 3(3-0)

This course will extend the students' understanding of play theory and include relevant research in order to advocate for the value of play in the early years.

EDEC 5353. STEM in Early Childhood Classroom. 3(3-0)

Focuses on the content and methods for promoting the development of knowledge and skills in Science, Technology, Engineering and Mathematics (STEM) for young children B-Grade 3. Integrated approaches to curriculum development with an emphasis on inquiry and emergent investigations that foster curiosity, creativity, critical thinking, scientific methods. Standards for Science, Mathematics and Technology as well as developmentally appropriate methods of instruction and assessment with young children are examined.

EDEC 5355. Humanities in Early Childhood. 3(3-0)

Content and methods for promoting the development of knowledge and skills in the humanities are emphasized in this graduate level course. The course integrates approaches to teaching the "what and why" of humanities which encompasses social studies, language arts, and fine arts with a multicultural perspective. The course includes information on planning relevant units of study, lessons and activities, developing effective instructional strategies, acquiring knowledge of humanities content and methods of assessing student learning.

EDEC 5360. Incorporating Play in the Early Childhood Curriculum. 3(3-0)

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

EDEC 5361. Special Problems in Early Childhood Education. 3(3-0)

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

EDEC 5367. Foundations of Early Childhood Curriculum. 3(3-0)

This introductory course focuses on a myriad of historical and philosophical foundations in Early Childhood education that continues to influence current research and practice. Attention is given to the basic components that are essential to the organization and effective implementation of developmentally appropriate curriculum and practice. Additionally, this course offers experience and training in the techniques of analysis of curriculum and environments that are integral to the accreditation process in EC programs. Details pertaining to research, writing, and analysis of curriculum and practice are included.

EDEC 5370. Research in Early Childhood. 3(3-0)

This capstone course provides students the opportunity to identify and investigate school and community-based problems and apply inquiry, writing, and research skills to a relevant issue or concern in early childhood. Students develop and implement a relevant research project. Alternatively, students may also to form the pursue a Master's Thesis. Prerequisite: EDEC 5314 and completion of at least 50% of all required core coursework.

KINESIOLOGY (EDKN)

EDKN 5301. Sports Coaching and Officiating. 3(3-0)

Coaching and coaching strategies, officiating and conducting of sports and athletic programs. Prerequisites: coaching and officiating experience or 4 semester hours of undergraduate coaching and officiating techniques; program majors must have 12 advanced hours in the field.

EDKN 5303. Teaching College Physical Education. 3(3-0)

The basic instructional and co-curricular program of physical education for colleges and universities.

EDKN 5305. Graduate Research Project. 3(3-0)

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

EDKN 5306. Thesis. 3(3-0)

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

EDKN 5308. Administration of Athletics. 3(3-0)

The problems, basic procedures and current practices involved in the administration of interscholastic, intercollegiate and professional athletics.

EDKN 5309. Organization and Administration of Kinesiology Programs. 3(3-0)

Principles, practices and applied procedures in the organization, administration and supervision of school physical education programs.

EDKN 5312. Physiology of Exercise. 3(3-0)

Investigates the effects of physical exercise on the function of the human body and physiological responses to exercise that are dependent on its intensity, duration and frequency and the physiological status of the individual and environmental circumstances.

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

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

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

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

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

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

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

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

EDKN 5334. Fitness, Nutrition, & Weight Management. 3(3-0)

Focuses on the various components of weight management and strategies for a healthier lifestyle. Topics include an examination of nutrition fundamentals, the impact of physical activity on weight management, and analysis of various weight loss programs. The physiological, sociological, and psychological aspects of weight management will be addressed.

EDKN 5335. Performance in Environmental Extremes. 3(3-0)

Explores the effects of exercise on specific physiological systems under various conditions such as thermal, pressure, microgravity, pollution, and deprived sleep states. Prerequisite: EDKN 5312.

EDKN 5336. Youth Fitness & Performance. 3(3-0)

The scientific principles of exercise training and strength/power with emphasis on applications for improving health and performance in young population including youth and adolescent.

EDKN 5337. Aging & Physical Activity. 3(3-0)

This course is concerned with the process of aging as it affects physical activity. This course is designed to familiarize the students with the effects of aging on the different physiological, sociological, and psychological functions in humans.

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

The statistical analysis and interpretation of research data in health, kinesiology and recreation. Concentration is on the concepts underlying the various statistical tests.

READING (EDRG)

EDRG 5305. Graduate Research Project. 3(3-0)

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

EDRG 5306. Thesis. 3(3-0)

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

EDRG 5310. Early Literacy Learning and Instruction. 3(3-0)

This course is designed to address the literacy needs of young children from birth to early elementary. The course examines the various emergent literacy skills needed for children to learn to read and the pedagogies that explicate such learning. This course allows graduate students to teach children to read and/or work with struggling readers who are missing the foundational early literacy skills.

EDRG 5315. Children's and Young Adult Literature. 3(3-0)

Content, readability, evaluation, and use of children's books and young adult literature in the classroom are emphasized in this course. Special attention is given to integration, inclusion, and authentic uses for meeting the diverse needs of the student population through the use of text.

EDRG 5320. Improving Reading in Secondary Schools. 3(3-0)

Unique aspects of secondary reading and the particular needs of adolescent readers are examined and appropriate strategies for meeting those needs investigated. Special attention is given to using adolescent literature and other media to engage, promote critical thinking in ways necessary for secondary students.

EDRG 5325. Teaching Language Arts and Reading. 3(3-0)

The application of methods and materials to develop the essential elements of language arts is discussed. This includes listening, speaking, reading, writing, viewing, and visually representing in the classroom and the interrelated nature of these components. Special attention is spent on the recursive nature of reading and writing.

EDRG 5327. Critical Literacies/ Critical Pedagogies. 3(3-0)

The Critical Literacies and Critical Pedagogies course embraces theories and application of deconstruction and reconstruction in the interpretation and consideration of traditional print materials, as well as non-print text. As educators prepare students to be critically conscious citizens for a global world, the interpretive aspects of critical literacy and reality of crucial pedagogy should be an integral part of elementary, secondary, and college classrooms.

EDRG 5329. Literacy Educator as Researcher. 3(3-0)

Course addresses basic concepts associated with research as well as historical development of research methodologies. Students will be expected to critically evaluate existing research and understand how research impacts foundational and contemporary issues in literacy education. This course is reading and writing intensive. American Psychological Association manual style will be emphasized.

EDRG 5335. Models and Theories in Literacy and Learning. 3(3-0)

This course addresses the varied theories, theorists, and models in literacy education. It focuses on how those theories set the stage for learning and instruction. Historical, sociological, theoretical and current research

pertaining to reading and its instruction will be discussed in the context of both curriculum and instruction and learning.

EDRG 5340. Adult Literacy. 3(3-0)

Adult Literacy addresses the varied literacy needs of adult learners. The course emphasizes reading, writing, listening, and speaking skills needed in formal settings and in social and environmental contexts particular for adults. This course is for graduate students who wish to assess, tutor, and teach adult learners to read and/or improve various literacy skills in adults.

EDRG 5345. Community and Family Literacies. 3(3-0)

Focuses on the development of literacy strategies and practices to improve the literacy needs of the adult learner within the community and/or family. Particular attention will be placed on learning about both the need and availability of community service/resources throughout the lifespan and in particular for literacy learning. The course will emphasize developing a partnership between schools, families, and community-based, non-profit organizations and local, state, and national agencies.

EDRG 5350. Dyslexia and Reading Differences. 3(3-0)

This course emphasizes the literacy demands of struggling readers. Attention will be given to the characteristics, evaluation, identification, intervention, and laws regarding dyslexia and related disabilities and differences. These diagnoses include: hyperlexia, dysgraphia, and attention deficit disorder. Appropriate instructional practices such as multi-sensory teaching strategies will be explored and best practices within reading intervention promoted.

EDRG 5355. Literacy Assessment and Intervention. 3(3-0)

Includes methods of assessment, both formal and informal, with attention given to using data to drive instruction, differentiated reading instruction and grouping practices. Students will become familiar with different methods of reading assessment, including formal and informal assessments. Intervention techniques appropriate for overcoming and working within reading difficulties will be explained. Prerequisite: EDRG 5310, EDRG 5320.

EDRG 5360. School Wide Literacy Leadership. 3(3-0)

This course will explore the role of the reading specialist and master reading teacher as a leader in the school and community. This course allows students to examine opportunities to support and guide literacy programs in schools, families, and communities by evaluating a school wide literacy program to promote school change. This course will also take students through the process of supporting educator's growth in pedagogy through a professional development model of instructional coaching to cultivate classroom change. This course requires up to 15 hours of experiential learning in literacy. Prerequisites: EDRG 5310, EDRG 5320, EDGR 5355. In addition, 2 years of teaching experience and a valid teaching certificate are required.

EDRG 5365. Action Research in Literacy. 3(3-0)

This course provides the necessary skills and processes to conduct a literacy action research study. Graduate students will be expected to complete the Institutional Review Board (IRB) process. After completion of the IRB process, this course requires graduate students to collect data, analyze data, report findings, and take informed action. Prerequisites: EDRG 5310, EDRG 5320, EDRG 5325, EDRG 5329, EDRG 5335, EDRG 5355.

EDRG 5367. Seminar in Special Problems in Reading. 3(3-0)

This seminar investigates current issues and trends in reading, language arts, and education. This course may be repeated when course topic change. Prerequisite: 9 hours of graduate reading courses.

EDRG 5377. Clinical Practicum in Reading. 3(3-0)

Experience in developing competency in diagnosis and remediation of reading deficiencies in clinical setting. Prerequisites: EDRG 5310 and EDRG 5355.

EDRG 5380. Internship in Literacy Leadership. 3(3-0)

This course provides experience in literacy leadership. Graduate students are expected to partner with a campus or district reading specialist and assist in assessing and providing support to PK-12 students. In addition, graduate students are expected to provide instructional support and professional development to teacher. The graduate student will be required to complete a minimum of 160 hours combined in pre-K, elementary, middle, and high school settings, as reading specialist certification encompasses PK-12. Prerequisite: EDRG 5310, EDRG 5320, EDRG 5325, EDRG 5329, EDRG 5335, EDRG 5355, and EDRG 5360. In addition, two years of teaching experience and a valid teaching certificate are required.

EDRG 5390. Literacy Study Abroad. 3(3-0)

This course provides a short-term study abroad experience in a host country/state or regional area. This course will provide students with an in-depth knowledge of the language arts: reading, writing, listening, speaking, viewing, and visually representing in another language, culture, and/or country. Pre-travel background reading and discussion of target country/region; travel orientation and approval of project; host country observation of educational facilities and personnel; discussions with host country educational leaders, professors and government officials; post travel reports.

SPECIAL EDUCATION (EDSE)

EDSE 5301. Research in Special Education. 3(3-0)

Presents the principles and methodology of conducting research in special education; reviews and evaluates pertinent research studies and recent trends in the field; facilitates the preparation for a proposal for a research project. This course meets the graduation requirement of a research class as a capstone course. Prerequisites: EDSE 5321 or equivalent, and department approval only.

EDSE 5305. Graduate Research Project. 3(3-0)

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

EDSE 5306. Thesis. 3(3-0)

This course is for Plan I students. The course requires 6 hours of grades, the first 3 hours consisting of completion of a thesis proposal and the last 3 hours consisting of completion of the thesis. Completion of the thesis proposal is a prerequisite for enrollment in the last 3 hours of thesis. Prerequisites: EDSE 5301 and program approval.

EDSE 5308. Research Seminar: Gifted Education. 3(3-0)

Includes a review and critique of the research literature exploring the controversies and trends surrounding the education of gifted and talented learners and individuals identified as twice exceptional.

EDSE 5309. Special Problems. 3(3-0)

Special Problems presents the principles and methodology of conducting research in special education, reviews and evaluates pertinent research studies and recent trends in the field, facilitates the preparation for a proposal for a research project. This course meets the graduation requirement of a research class as a capstone course.

EDSE 5321. Accommodating Diverse Populations. 3(3-0)

Introduction to the characteristics and education of exceptional learners. Emphasizes classroom practices and psychological, sociological and medical aspects of disabilities. Inclusionary practices in various educational contexts are investigated.

EDSE 5322. Educational Testing and Measurement for Exceptional Learners. 3(3-0)

Examination of basic testing procedures and terminology as related to the exceptional learner. Analysis of statistics used in test development and interpretation of test data. Utilization of test data in developing individual education plans for effective programming. Prerequisite: EDSE 5321.

EDSE 5324. Designing Instructional and Behavioral Programs for Special Populations. 3(3-0)

Major program designs, curricular goals, content and instructional strategies effective for students within high incidence populations with learning and behavioral disabilities including Multi-Tiered Systems of Support (MTSS) across content areas.

EDSE 5325. Development and Disability. 3(3-0)

Emphasizes human growth and development from the prenatal through early adulthood considering cognitive, physical, social-emotional and medical considerations for individuals with multiple and severe disabilities within low incidence populations.

EDSE 5326. Behavioral Aspects of Classroom Organization and Management. 3(3-0)

Approaches to individual and group behavior change and behavior management with exceptional individuals. Data analytics leading to meaning classroom interventions will be examined and incorporated.

EDSE 5327. Federal Legislation, Litigation and Advocacy. 3(3-0)

State and federal legislation and litigation ensuring the rights of individuals with disabilities for full participation in American society. Effective lifespan advocacy with and for individuals with exceptional needs and their families.

EDSE 5328. Practicum in Special Education. 3(3-0)

Individualized field experiences providing opportunity for observation, research and intervention with individuals with disabilities. Experiences in direct and indirect service in professional settings. 65 hours of field experience are required. Prerequisite: Departmental approval.

EDSE 5332. The Bilingual Child in Special Education. 3(3-0)

An overview of special education issues relevant to limited English proficient children who have disabilities. Prerequisite: EDSE 5321.

EDSE 5335. Education of Gifted Learners. 3(3-0)

Curriculum needs and program planning for culturally and linguistically different exceptional students. Prerequisites: EDSE 5321.

EDSE 5337. Methods for Teaching Gifted Students. 3(3-0)

Explores the identification of gifted students, the scope and sequence of programs, curriculum models and instructional strategies. Prerequisite: EDSE 5321.

EDSE 5350. The Education of Gifted Learners. 3(3-0)

Provides the foundation for studies in the education of students who are gifted and talented, including the nature and needs of the students and the theories, models and applications underlying educational programming. Prerequisite: EDSE 5321.

EDSE 5351. Adv Behavior Analysis & Inter. 3(3-0)

This course will provide graduate level students with an understanding of various research based behavioral strategies and interventions for students within various disability areas associated with applied behavior analysis.

EDSE 5352. Language Disorders of the Exceptional Child. 3(3-0)

In depth knowledge of language and literacy from birth through adult to prevent misidentification and to assist in the recognition of language differences over language disorders. Strong emphasis on English language learners and RTI to assist children in their learning as well as augmentative/alternative communication forms. Collaborative and consultative models for parents and professionals to create support systems for children analyzed. Practical application including technology based supports. Prerequisite: EDSE 5321.

EDSE 5353. Autism Spectrum Disorders and Related Issues. 3(3-0)

An overview of ASD analyzing etiology and neurology of varied disorders on the spectrum and their impact on student academic, physical, emotional and social development. Relating educational legislation, curricular programming considerations, related services and analysis of strategies proven effective for students with disabilities falling on the ASD spectrum emphasized. A minimum of 15 hours of experiential learning required. Prerequisite: EDSE 5321.

EDSE 5354. Emotional Behavioral Disorder and Related Issues. 3(3-0)

Focused exploration of diagnostic criteria (DSM-V), discrete etiologies, assessment, intervention models and treatment strategies proven effective with populations to include students with emotional and behavioral disorders. Specific special education laws, policies, ethical considerations and responsibilities are reviewed. Prerequisite: EDSE 5321.

EDSE 5355. Assessment and Educational Procedures for Low Incident Populations. 3(3-0)

Presents a variety of assessment techniques and tools designed specifically for individuals teaching or assessing students with severe disabilities. Prerequisite: EDSE 5322.

EDSE 5374. Educational and Psychological Measurement and Evaluation. 3(3-0)

Diagnostic and instructional assessment of individuals with disabilities for collaborative education decision-making. Selection and administration of measures for comprehensive evaluation of individuals within their environments. A minimum of 15 hours of field experience is required. Prerequisite: EDSE 5322.

EDSE 5375. Special Education Assessment Practicum. 3(3-3)

Focuses on opportunities for gaining extensive field experience in the administration of standardized individual psychological and educational batteries to children and youth, ages 3-21. A minimum of 160 hours of field experience is required. This course may be repeated for credit if unable to meet the required hours of field experiences in one semester. Prerequisites: EDSE 5321 and program approval.

EDSE 5377. Identification and Services for Young Children with Special Needs. 3(3-0)

Process of identifying young children, ages birth to six, who have disabilities. Assessment strategies and techniques will be emphasized. Fifteen hours of field work are included. Prerequisite: EDSE 5321.

ENGLISH (ENGL)

ENGL 5300. Introduction to Graduate Studies in English. 3(3-0)

Provides a foundation for the M.A. in English, serving as an introduction to methods of research in literature and to advanced-level scholarship in language and literature. Must be taken by all graduate English majors and supporting fields during the first year of enrollment in the program. Prerequisite: 12 semester hours of advanced English.

ENGL 5301. Topics in Rhetoric and Composition. 3(3-0)

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

ENGL 5302. Theory and Practice of Teaching Writing. 3(3-0)

This course will help to prepare students to teach developmental, basic and freshman composition at the university level. Students will become familiar with the critical approaches and theoretical issues central to the teaching of writing, and will gain practical skills transferable to the classroom. Prerequisite: 12 semester hours of advanced English.

ENGL 5304. Graduate Portfolio: Professional Archives and the Public Humanities. 3(3-0)

This course engages students in critical conversations about their professional goals after graduate school. In this course, students will put together a digital portfolio that conveys their intellectual and professional development both in and outside of the classroom. In addition to covering a variety of professional skills needed to succeed in this field, this course will also introduce students to reflection as a professional practice. Prerequisite: ENGL 5300.

ENGL 5305. Graduate Research Project. 3(3-0)

A faculty-led workshop course in which students produce a scholarly research project. A graduate research project must be completed and submitted to the Graduate Office for a grade to be assigned, otherwise IP notations are recorded. This course is specifically designed for Plan II and Plan III students. Prerequisite: Departmental approval.

ENGL 5306. Thesis. 3(3-0)

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

ENGL 5310. Topics in Linguistics. 3(3-0)

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

ENGL 5315. Theory and Methods. 3(3-0)

This seminar introduces students to different theoretical approaches and methodological developments within English studies. Prerequisite: ENGL 5300.

ENGL 5320. Topics in British Literature. 3(3-0)

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

ENGL 5330. Gender Studies. 3(3-0)

Study of gender in literature and theory. Can be team-taught from an interdisciplinary perspective. Prerequisite: 12 semester hours of advanced English.

ENGL 5340. Major Authors. 3(3-0)

Study of one or two major authors, their canonical and noncanonical works, as well as related literary criticism. Prerequisite: 12 semester hours of advanced English.

ENGL 5350. Studies in Multi-Ethnic Literatures. 3(3-0)

Study of multicultural literature and theory. Can be team-taught from an interdisciplinary perspective. Prerequisite: 12 semester hours of advanced English.

ENGL 5360. Topics in American Literature. 3(3-0)

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

ENGL 5365. Teaching Literature. 3(3-0)

This course prepares students to teach literature at the secondary and collegiate levels, focusing on how to teach genres including novels, short stories, poetry, drama, and film in effective ways. In addition to developing classroom activities, lesson plans, and a teaching portfolio, students will engage with scholarship on the history, ethics, and pedagogy of teaching literature. Prerequisite: ENGL 5300.

ENGL 5370. Special Topics in Literature. 3(3-0)

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

ENGL 5375. Cultural Studies. 3(3-0)

Survey of main issues, theories, and methods in cultural studies. Topics may include communications and mass culture; gender, race, and the social construction of identity; historiographic and ethnographic approaches to modern cultures and societies. Prerequisites: 12 semester hours of advanced English.

ENGL 5380. Visual Studies. 3(3-0)

Study of film, television, advertising, graphic novels, and/or photography as well as current theory. Can be team-taught. Prerequisite: 12 semester hours of advanced English.

FINANCE (FINC)**FINC 5150. Foundations of Finance. 1.5(1.5-0)**

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

FINC 5302. Foundations of Accounting and Finance. 3(3-0)

The course will include the study of the measurement and reporting issues and their effect on revenue and expense recognition, equity, and other related items. The course will also include the study of managerial accounting issues, including enterprise planning and control. The course will also focus on the basic foundations of financial management of corporations and will include the study of valuation methods for financial assets, relationship between risk and return, the methods and procedures used in capital budgeting and financing of a corporation. Formerly BUAD 5302.

FINC 5331. Managerial Finance. 3(3-0)

An advanced study of the theoretical framework of corporate financial management. Combines theory and case analysis to integrate principles with practice. Emphasis on the relevant theory and the application of theory to managerial problems. Applies concepts of corporate finance, accounting principles and quantitative analysis. Prerequisites: ECON 5301 and FINC 5302.

FINC 5336. Investment Analysis. 3(3-0)

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

FINC 5339. Special Problems in Finance. 3(3-0)

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

FINC 5341. Financial Markets and Institutions. 3(3-0)

Nature and role of financial markets and institutions in the U.S. economy. Determinants of savings, investments, interest rates, and flow of funds. Role of regulatory agencies and regulations governing financial markets and institutions. Studies of various money and capital market instruments and institutions. Prerequisite: FINC 5331.

FINC 5342. International Financial Management. 3(3-0)

Financial management of the multinational firms. The determinants of exchange rates and the management of exchange rate risk. The financial analysis and control of foreign investment decisions, management of working capital, participation in the international capital markets, financing of international trade, and management of corporate risk. Prerequisite: FINC 5331.

FINC 5360. Financial Derivatives. 3(3-0)

Structure of the options and futures markets and the trading system of derivatives. Options and futures pricing theory. Analysis of hedging strategies using options and futures. Role of options and futures trading strategies as part of portfolio management, performance evaluation, and investment planning. Prerequisite: FINC 5336.

FINC 5362. Corporate Valuation and Strategy. 3(3-0)

Corporate financial analysis of valuations and investments, capital budgeting and financing, credit and debt management, risk assessment and management. The techniques and issues involved in strategic long-term investment decisions. Analysis of the concepts of the cost of capital and financial structure, dividend policy, forecasting, cash flow analysis, short-term and long-term financial planning. Prerequisite: FINC 5331.

MANAGEMENT (MGMT)

MGMT 5135. Advanced Business Policy II. 1(1-0)

Domestic and international strategic planning using case studies and simulation. Prerequisite: MGMT 5235. Must be taken during the final semester of MBA program.

MGMT 5235. Advanced Business Policy I. 2(2-0)

Domestic and international strategic planning using case studies and simulation. Prerequisite: Final semester of graduate study. Must be taken during the last semester of MBA program.

MGMT 5311. Project Management. 3(3-0)

This course examines the concepts, principles, and applications of project management in the business environment, including the study of project management procedures, project management tools, organizational structure, management of project team members, and the planning, organizing, and control activities necessary for good project. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5312. Risk Management. 3(3-0)

This course is an overview of the basic components of risk as they pertain to technical projects. Topics include risk identification, risk impact analysis, risk response planning, mitigating risk, and risk management techniques. Prerequisite: CISA 5311 or MGMT 5311.

MGMT 5322. Seminar in Management. 3(3-0)

Philosophy and concepts underlying modern management. Prerequisites: ECON 5301 and FINC 5302

MGMT 5324. Total Quality and Lean Management. 3(3-0)

The design, evaluation, employment, and integration of total quality and lean management principles and practices within a supply chain environment. Includes customer focus, statistical process control, design for

quality, waste reduction, continuous improvement, standardized work, workplace organization, set-up time reduction, lot size reduction, preventive maintenance, management and workforce practices, and pull production systems are emphasized. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5325. Management Science. 3(3-0)

Analysis of management science approach to business decisions. Emphasis on problem formulation, solution generation and sensitivity analysis of solution. Various specific tools and techniques will be covered each semester. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5329. Special Problems in Management. 3(3-0)

Special studies or internship in management. May be repeated once for credit. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5330. Purchasing and Supply Management. 3(3-0)

Study of the procurement of goods and services resulting from internal needs assessment, and the application of principles of negotiation, purchasing processes, vendor relationship concepts, contract management, receiving, inventory and materials management, and production control, in a supply chain environment with domestic and international suppliers. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5333. Supply Chain Integration. 3(3-0)

Supply chain management is the successful cross-functional integration of key business processes from the original suppliers of products, services, and information through the firm to its customers and stakeholders with an emphasis on value-added benefits. Content areas included management of demand determination and purchasing, resources and materials, quality, lean, logistics and distribution, and systems integration processes. This course incorporates information technology exercises to integrate supply chain management processes. Cross-listed with CISA 5333. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5335. Advanced Business Policy. 3(3-0)

Domestic and international strategic planning using case studies and simulation. Prerequisite: 24 hours of graduate business courses or final semester of graduate study.

MGMT 5337. Managerial Business Statistics. 3(3-0)

Selected statistical methods involving quality control, forecasting, sampling and other business applications using computer based approaches. Prerequisite: ECON 5301 and FINC 5302.

MGMT 5340. Organizational Development. 3(3-0)

This course focuses on planning for organizational change with emphasis on workforce engagement. Students are introduced to contemporary thinking in organization development and change theory, concepts and applications. Students will learn the process of planning for change through optimizing an organization's architecture. The course emphasizes a process for organization query through collecting and analyzing data, diagnosing workflows, and changing work group behavior. Students will learn to design and implement work group interventions for leading and managing change. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5342. Negotiation and Conflict Resolution. 3(3-0)

The purpose of this course is to understand the theory and processes of dispute resolution. Negotiation is the art and science of securing agreements between two or more parties who are interdependent and who are seeking to maximize their own outcomes. The central issues of this course deal with understanding the behavior of individuals, groups and organizations in the context of competitive and cooperative situations. This course allows students to gain and develop negotiations skills through experiential learning and provides extensive feedback to improve participants' ability to discover optimal solutions to problems. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5344. Organizational Leadership. 3(3-0)

This foundational course will help students develop an understanding of leadership theory while acquiring the necessary skills and insights to become effective leaders. The course blends theory and application, and integrates contemporary ideas and practices with established scholarly research. Students will examine the roles of self-leadership, and the binding relationships between leader and followers. The course considers how power, courage, vision, and morality influence leadership. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5345. HR Analytics & Data Management. 3(3-0)

This course is focused on applying a framework for understanding and learning to work with HR analytics at an advanced level using modeling for use in diversity analysis, predicting turnover, evaluating interventions, and predicting performance.

MGMT 5347. Strategic Human Resource Management. 3(3-0)

This survey course examines the context of strategic HR and develops a framework and conceptual model for its practice. The course explores the development and implementation of HR strategies in alignment with enterprise strategy and goals, considering the influence of internal and external factors on policy and program formulation, integration with work systems, a diverse workforce, and challenges of workplace compliance, sustainability and social responsibility.

MGMT 5351. International Business Management. 3(3-0)

Strategic and management issues that arise in international management including culture, corporate strategy and structure, cross-cultural communication, behavioral, negotiation, ethical, corporate social responsibility, risk, government relations, and other management issues. Prerequisites: ECON 5301 and FINC 5302.

MGMT 5353. Business Study Abroad. 3(3-0)

Study abroad experience in a host country/world region. Activities consist of pre-travel background studies, such as reading and discussion of host country/region; pre-travel orientation and approval of research project; host country observation of business firms; discussions with host country business executives, professors and government officials; and concludes with post-travel reports (e.g., project and/or journal of experiences). Prerequisites: ECON 5301 and FINC 5302.

MGMT 5357. Global Logistics Management. 3(3-0)

Studies logistics management strategy, planning and operations from a domestic and global approach. Topics include global logistics and supply chain strategies, grid design, facility location, transportation and distribution, import-export operations, risk management, customer service, reverse logistics with reference to cultural and current management applications. Prerequisites: ECON 5301 and FINC 5302.

MARKETING (MKTG)

MKTG 5314. Strategic Logistics Management. 3(3-0)

Integration of transportation, inventory, facility location, informational flow, materials handling and protective packaging activities into a system for managing physical flow of inbound and outbound products and materials. Prerequisites: ECON 5301 and FINC 5302

MKTG 5355. Brand Management. 3(3-0)

This course examines the importance of developing, supporting, and positioning a brand in an effort to develop a sustainable competitive advantage. Students will learn how brand elements (e.g. slogans, jingles, and logos) can be used to reinforce a brand's image. Prerequisites: ECON 5301 and FINC 5302.

MKTG 5356. Integrated Marketing Communication. 3(3-0)

To familiarize students with the various methods of marketing communication in an effort to develop a comprehensive, relevant brand image. Prerequisites: ECON 5301 and FINC 5302.

MKTG 5361. Seminar in Marketing. 3(3-0)

Marketing theory and strategy emphasizing the utilization of marketing concepts in the organization. Prerequisites: ECON 5301 and FINC 5302

MKTG 5362. Applied Buyer Behavior. 3(3-0)

This course will provide an understanding of how and why consumers think the way they think and choose the way they choose in the market place. Such understanding of consumers' decision-making process and post-decision satisfaction will help business professions to effectively market their products or brands to consumers.

Prerequisite: MKTG 5361.

MKTG 5363. International Marketing Management. 3(3-0)

Study of the competitive need to globalize marketing efforts by coordinating domestic and foreign marketing programs. Covers topics from strategic formulation through implementation of marketing programs. Prerequisites: ECON 5301 and FINC 5302.

MKTG 5364. Marketing Research. 3(3-0)

This course teaches marketing research methods which are instrumental in the formulation and solution of marketing problems. The student will acquire skills in conducting and evaluating marketing research projects, especially on problem formulation, research design, various methods of data collection (such as data collection instruments, sampling, and field operations), and data analysis techniques. Applications of modern marketing research methods to a variety of marketing problems are explored. Prerequisite: MKTG 5361.

MKTG 5369. Special Problems in Marketing. 3(3-0)

Special studies or internship in marketing. May be repeated once for credit. Prerequisites: ECON 5301 and FINC 5302.

WATER RESOURCES SCIENCE AND TECHNOLOGY (WATR)

WATR 5111. Water Resources Science and Technology Graduate Seminar. 1(1-0)

This course provides students an opportunity to explore current topics in water resources science and technology, along with guest presentations by experts in the field. Students will research topics before class and participate in discussions. Students may engage in "Point-Counter Point" debates. Students will participate in a small-group cooperative research project based on a selected topic of the seminar from which a scientific report will be written. Results of the research will be orally presented by the group.

WATR 5214. Nexus of Water, Energy, and Food. 2(2-0)

This course provides an overview of the basic climatic, environmental, geologic, and economic factors affecting sustainable use of water in energy development and agriculture in an arid environment. Focusing on arid South Texas and U.S. Mexico border areas, students will examine water use and disposal in oil and gas production, use of water in energy and agricultural production, cross-border issues, and water needs in a rapidly urbanizing border environment. Discussion will emphasize sustainable use challenges and opportunities, such as advances in recycling, desalination, and environmental consequences of development.

WATR 5305. Research Project. 3(3-0)

Students will complete a research project. This course provides students working on a project an overview of the important concepts of research design, data collection, statistical and interpretative analysis, final report preparation and presentation. Students will use quantitative and qualitative methods to frame meaningful questions and conduct credible research. They will gain an overview of research intent and design, methodology and technique, format and presentation, and data management and analysis using common statistical methods. The course will develop each student's ability to use their knowledge and data collected through research to become more effective.

WATR 5306. Thesis. 3(3-0)

This course is designed to develop understandings, skills, and outlooks to conduct original, independent research and scientific publication in the field of water resources science and technology. Student will develop research plans that will state the problem and research questions, outline a research strategy and experimental approach, detail method of data collection, interpretation, and validation, and outline the method of documenting results and conclusions. Student are expected to conduct an extensive and appropriate literature search relating to the research. Students will conduct research by collecting data through an appropriate experimental protocol, and then analyze that data according to techniques appropriate for the type data collected and to answer the research questions. Students will then draw conclusions answering the research questions and make recommendations. Each student will produce a thesis document that can also be published in part or whole in a peer reviewed research journal.

WATR 5312. Water Laws, Rules, and Policy. 3(3-0)

This course provides an introduction to local, state, and federal rules and regulations relevant to water. Students will receive an introduction to the history and function of water laws, rules, and policies and how they are created, including the roles of the three branches of government and the public. Relevant U.S. and Texas laws, rules, and policies governing water resources will be reviewed and evaluated in detail, including the Clean Water Act, Endangered Species Act, and National Environmental Policy Act. Students will examine federal, state and local approaches to water allocation, pollution control and resource management on private and public lands, public waters, for groundwater, and for other beneficial uses serving society. Students will explore the challenges of law making and regulatory processes and discuss alternative strategies for water pollution control and resources management, including sustainability models, voluntary approaches, real-time information feedback and new technology applications, sanctions, and economic incentives and other market-based mechanisms. The student will become familiar with the political environment within which water laws and public policy are created, including the roles of science, opinion, and influence.

WATR 5314. Pollutants in Environmental Systems. 3(3-0)

This course provides advanced study of the fate of contaminants in natural, disturbed, and man-made water systems. Study will focus on pollutants of concern to public and environmental health, including toxic chemicals, industrial discharges and spills, endocrine disruptor chemicals, methyl mercury, pesticides, sediment-borne contaminants, and other contaminants. Impacts, emergency response, safety advisories, impact on water supplies, and natural remediation processes will be explored, including biodegradation, thermodynamics, aeration, bioaccumulation, state change reactions, acid-base equilibria, speciation, solubility, redox chemistry, dilution, and sequestration.

WATR 5315. Advanced Municipal Industrial Wastewater Treatment and Recycling Systems. 3(3-0)

This course provides students instruction on water treatment technologies that are rapidly advancing the state of the art in pollution control. Taking advantage of San Antonio's proximity to oil fields, students will be exposed to innovative technologies coming into use through research and proof of concept testing directed at finding solutions to water resource impacts and usage during energy extraction, especially resulting from hydrologic

fracturing processes. They will have an opportunity to explore compact modular treatment works now addressing unique pollution treatment requirements of specific industries and locations where a “one size fits all” approach to treatment of effluents no longer exists. With even the most difficult to address pollutants, such as boron, now subject to economically attainable treatment processes, treatment industry norms are being expanded more rapidly than ever thought possible. New strategies for advanced recycling of gray water wastes, as well as innovative uses of black water and industrial effluents will be explored. Students will have an opportunity to visit field locations where new oilfield and industrial directed technologies are being used.

WATR 5320. Statistical Methods in Research. 3(3-0)

This course provides an introduction to the basic concepts, application, meaning, use in water resources science, and practice of statistics, including graphical analysis, probability distributions, hypothesis testing, regression techniques, analysis of variance, quasi-statistical methods, and communicating statistical analysis and probabilities. Students will practice by solving basic research problems common in water science by using the various statistical methods covered in the course.

WATR 5322. Wastewater Treatment for Direct and Indirect Uses. 3(3-0)

This course examines the technologies required to produce safe drinking water and pretreated water for human uses and manufacturing from treated wastewater, surface and groundwater sources. Course content includes study of the chemical and physical basis for using treatment media, including filtration, clarification, cartridge filtration, bag filtration, membrane filtration, silt dispersants, biocides, acids, scales inhibitors, sulfite compounds, ultraviolet irradiation and softening. Course content includes examining the characteristics of feed water contaminants and the fundamental principles of ion exchange water purification using ion exchange technology. Additional topics include in-depth problems that arise in the five steps of water production: mixing, flocculation, coagulation, sedimentation, filtration, and disinfection. Students will expand their understanding of the chemistry involved in the disinfection of water and special treatment processes for taste and odor, water stabilization, and associated issues.

WATR 5325. Natural and Constructed Green Systems for Wastewater Management. 3(3-0)

This course provides Students will learn about using constructed green biological systems to manage raw and treated waste streams from runoff, combined sewer overflows, and treatment facilities across urban and rural landscapes. Students will examine best practices in restoration of wetlands, riparian zones, and other natural areas in a watershed that may function in bioremediation of wastes and augment municipal and industrial treatment. Work will include assessing the effectiveness and value of natural ecologic functions in maintenance of healthy watershed systems and water sustainability. Students will learn from practicing professionals about recent advances in urban and multiple use planning that incorporate extensive use of greenways and other green infrastructure for management of water distribution, wastes, and sustainable water systems, as well as support local agriculture and industry.

WATR 5330. Water Resources Science and Technology Internship. 3(3-0)

Students taking this course conduct specialized work on an individual basis, that includes training and actual practice working in a water resources science or water technology related for profit business, government agency, municipal agency, or nonprofit organization in the area of industrial water technology or water resource management. Students will be engaged in supervised experiential learning, under the direction of a university faculty member and employees of participating organizations. Students will have the opportunity to be involved in activities such as data collection, analysis, report writing, and plant, field or laboratory experiences.

WATR 5335. Desalination Processes and Emerging Technologies. 3(3-0)

This course takes advantage of proximity to one of the first desalination plants located inland and using saline groundwater for freshwater production. Students will learn about the full range of desalination technologies in use

and under development. Instruction will include an in-depth look at membrane systems, microfiltration, distillation, atmospheric water generation, reverse osmosis, forward osmosis, brine disposal, and electro dialysis, solar desalination, and small-scale desalination solutions. Students will participate in a field trip to a production scale desalination facility where they will discuss desalination technologies and plant operations with practicing operators and technical experts.

WATR 5345 Environmental Impact Assessment of Water Resources. 3(3-0)

This course provides for study of the theory, science, rules and requirements, and practice of environmental impact assessment on aquatic ecosystems and watershed function. Students will have the opportunity to conduct example environmental impact reviews and ecological assessments of water resources and produce sample environmental impact statements and reports. Practicing professionals in the field of environmental impact review will address the class. Students will participate in a small-group cooperative research project from which a scientific report will be written. Results of the research will be orally presented by the group to the class as a scientific report/paper.

WATR 5350. Groundwater Management and Field Investigations. 3(3-0)

This course provides an introductory course on the chemical and biological characteristics of groundwater, groundwater assessment and management, aquifer storage technologies, life underground, value to society, and the interactions of surface water and groundwater with the geologic environment. Topics include microbial processes, water quality sampling techniques, capacity, flow rates, living communities, aquifer mapping and modeling, recharge rates and projections, remote sensing techniques, impact of energy production activities, uses, role in society and economic value, and the fate of chemicals, contaminants, and dissolved components in water. Students will have an opportunity to explore groundwater through use of simple demonstration models and field visits to locations where groundwater management activities are currently underway. The course will include field activities.

WATR 5355. Institutions and Their Role in Water Resources Management. 3(3-0)

Students will learn about federal, state, and local institutions and agencies responsible for or advocating management of water resources and the development of the policies, laws and regulations governing water use, distribution, and public health and safety. Students will learn about one or more institutions, with presentations and detailed review by actual top executive leaders from the institution or agency under discussion. Student projects will involve taking turns researching the presenter's institution and the person's role, and then introducing the presenter to the class. Students will be required to work in groups investigating in detail one institution, a challenging matter currently being addressed by the institution, how the institution has or will solve the challenge, and make a presentation to the class about what they learn. Institutions that students will learn about from top leadership may include the Texas Water Development Board, San Antonio River Authority, Edwards Aquifer Authority, the U.S. Environmental Protection Agency, San Antonio Water System, Texas Parks and Wildlife Department, The Nature Conservancy, the Hill Country Alliance, the U.S. Army Corps of Engineers, Underground Water Conservation Districts, U.S. Geological Survey, Texas State Soil and Water Conservation Board, Friends of Blue Hole, and the Natural Resource Conservation Service.

WATR 5360. Water Resource Sustainable Use and Conservation Policy and Practice. 3(3-0)

This course investigates water resources science and resource management from the perspective of its value to human society and sustainability. Water has unique properties that make it essential for sustaining all life on Earth, which gives this natural resource a major historic and future role in development of society. The hydrologic cycle is explored as it exists from high above the Earth's surface to miles beneath it. The geology of water's availability to human society is explored, as well as the role of surface water and aquifers in shaping landscapes and human habitation. Students explore the influence of climate on water, distribution and availability of safe drinking water, and pollution of water in the past and current social and economic context of civilization through history.

Water issues will be discussed in the context of meeting current and future needs of society. Where possible, examples relevant to Texas will be emphasized.

WATR 5365. Water Policy Institution Internship. 3(3-0)

This course provides students opportunity to serve in a supervised capacity at an institution legally responsible for managing or regulating water resources, or at an institution that advocates on behalf of citizens or professionals on water resource matters. Students will be involved in a variety of substantive roles in actual practice of significance to the institution, while under the direction of a university faculty member and an on-site supervisor/mentor. This course allows students to take their educational experience beyond theories of policy formation and water science. They become personally and professionally involved in actual application of techniques in policy development, technical analysis and evaluation, advocacy and stakeholder processes, and regulatory challenges affecting water resources today. Upon completion of the course, students will understand the complex environment within which water resource management and public policy operates, including the roles of science, managers, and stakeholders.

WATR 5370. US-Mexico Borderlands and Interjurisdictional Water Issues and Policies

Students will study interjurisdictional policy and scientific water management issues in the U.S.-Mexico border region. Water there are shared bi-nationally, with rivers flowing from one country to the other or forming the international boundary. Students will learn about efforts protecting and restoring watersheds and water quality in these rivers. Adequate drinking water and basic sanitation services requires collaborative bi-national, multi-jurisdictional planning efforts. They will examine the significant and complex challenges in shared watersheds that are exacerbated by high population growth rates and impacts from climate change. Students will explore the full range of water-related issues along the border and compare them with interjurisdictional water and transboundary lakes issues elsewhere in the world.

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