

GRADUATE CATALOG

2007 – 2009

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The statements in this publication are for information only and do not constitute a contract between the student and Texas Wesleyan University. Degree requirements in force at the time of initial enrollment will be honored for an individual student. However, the University reserves the right to change any policy, requirement, or fee at any time during the student's enrollment.

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University Calendar (Historic Campus)

Academic Calendar

The University offers courses on a semester basis. The regularly scheduled fall semester runs from late August to mid-December and the spring semester from January to mid-May. The summer program includes a wide range of courses offered in both a traditional summer session and in workshop formats. The University also offers special interterm courses between the fall and spring semesters and between the spring semester and first summer term. Courses are offered on compressed schedules during the fall and spring semesters. Check the course syllabi for add/drop dates. The Academic Calendar is also available at the Registrar's web page on the Texas Wesleyan web site, www.txwes.edu/registrar.

SUMMER 2007

(Dates and times subject to change)

Summer I

April 2	Monday	Financial Aid Priority Awarding Date
April 2-6	Monday-Friday	Advising week
April 5-6	Thursday-Friday	Easter; University closed.
April 9-20		Freshman advising weeks
April 9-16		Priority online registration for Summer I 2007
April 17-June 15		Open online registration for Summer I 2007
May 5	Saturday	Last day to pay 100% to hold Summer I 2007 registration
May 28	Monday	Memorial Day; University closed
May 29	Tuesday	Classes begin; Official first day of classes; Late registration
May 30	Wednesday	Last day to register or to add a class for Summer I 2007
June 21	Thursday	Last day to drop a class for Summer I 2007
June 27	Wednesday	Last day to apply for Fall 2007 housing
June 28	Thursday	Final examinations

Summer II

April 2	Monday	Financial Aid Priority Awarding Date
April 2-6	Monday-Friday	Advising week

April 9-20		Freshman advising weeks
April 9-16		Priority online registration for Summer II 2007
April 17-July 6		Open online registration for Summer II 2007
May 5	Saturday	Last day to pay 100% to hold Summer II 2007 registration
June 27	Wednesday	Last day to apply for Fall 2007 housing
July 4	Wednesday	University holiday, offices closed
July 9	Monday	Classes begin; Official first day of classes; Late registration
July 10	Tuesday	Last day to register or add a class for Summer II 2007
July 26	Thursday	Last day to drop a class for Summer II
August 8	Wednesday	Final examinations Summer II 2007
Weekend May 12-13	Saturday-Sunday	Weekend Track A&C classes begin
May 19-20	Saturday-Sunday	Weekend Track B classes begin
July 26	Thursday	Last day to drop a weekend class
August 4-5	Saturday-Sunday	Weekend Track A final examinations
August 11-12	Saturday-Sunday	Weekend Track B&C final examinations

FALL 2007

(Dates and times subject to change)

April 2	Monday	Last day to apply for December 2007 graduation; Financial Aid Awarding Date
April 2-6	Monday-Friday	Advising week
April 9-16		Priority online registration for Fall 2007
April 17-June 15		Open online registration for Fall 2007
June 16-August 15		Late online registration; Late fee applies
June 27	Wednesday	Last day to apply for Fall 2007 housing

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August 5	Sunday	Last day to make 25% payment to hold Fall 2007 Registration
August 19	Sunday	Residence Halls open 2 p.m.
August 20	Monday	Faculty arrive 9:00 a.m. for fall semester; Late registration
August 20-24	Monday-Friday	Late registration in Office of Student Records; Late fee applies
August 21	Tuesday	President's Picnic 4:30 p.m.
August 22	Wednesday	Classes begin 8:00 a.m.; Official first day of classes
August 24	Friday	Last day to register or add a class for Fall 2007
August 25-26	Saturday-Sunday	Weekend Program Track A&C classes begin
August 28	Tuesday	Academic Convocation 12:05 p.m.
September 1-2	Saturday-Sunday	No Weekend classes; Labor Day holiday
September 3	Monday	Labor Day; University closed
September 8-9	Saturday-Sunday	Weekend Program Track B classes begin
September 28	Friday	Last day to remove grade of "I"
October 5	Friday	Fall break; University closed
October 11	Thursday	Mid-semester grades due noon
October 22-26	Monday-Friday	Advising week for Spring and May Term 2008
November 1	Thursday	Last day to apply for Spring or Summer 2008 graduation
November 20	Tuesday	Last day to drop a class for Fall 2007
November 21	Wednesday	Thanksgiving holiday begins; University closed beginning at 2:00 p.m.
November 22-23	Thursday-Friday	Thanksgiving holiday; University closed
November 24-25	Saturday-Sunday	No Weekend Program classes
November 26	Monday	Classes resume 8:00 a.m.

December 1-2	Saturday-Sunday	Weekend Program Track A final examinations
December 4	Tuesday	Official last day of classes
December 5	Wednesday	Final examinations for Wednesday evening classes; no day classes (Dead Day); Last day to make 25% payment to hold Spring 2008 Registration
December 6-11	Thursday-Tuesday	Final examinations
December 8-9	Saturday-Sunday	Weekend Program Track B&C final examinations
December 14	Friday	Robing Ceremony 11:00 a.m.; Law School Commencement Ceremony 2:00 p.m.; Graduation Convocation 7:00 p.m.; Fall semester ends; Office of Student Records closed for graduation preparation.
December 19-January 1		Christmas and New Year's holiday; University closed

WINTER TERM 2008

(Specially designed courses; dates and times to be announced)

SPRING 2008

(Dates and times subject to change)

October 1	Monday	Financial Aid Priority Awarding Date for Spring 2008
October 22-26	Monday-Friday	Advising week
October 29-November 5		Priority online registration for Spring 2008
November 6-December 7		Open online registration for Spring 2008
December 8 - January 13		Late online registration for Spring 2008; Late fee applies.
December 5	Wednesday	Last day to make 25% payment to hold Spring 2008 early registration
January 13	Sunday	Residence Halls open 2:00 p.m.
January 14	Monday	Faculty arrive 9:00 a.m. for spring semester; Late registration
January 14-20	Monday-Friday	Late registration in Office of Student Records; Late fee applies

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January 15	Tuesday	Faculty/Staff Information Session 10:00 a.m.
January 16	Wednesday	Classes begin 8:00 a.m.
January 18	Friday	Last day to register or add a class for Spring 2008
January 19-20	Saturday-Sunday	Weekend Program Track A&C classes begin
January 21	Monday	Martin Luther King, Jr. Day; University closed
January 26-27	Saturday-Sunday	Weekend Track B classes begin
February 18	Monday	Last day to remove grade of "I"
March 6	Thursday	Mid-semester grades due noon
March 10-14		Spring Break
March 15-16	Saturday-Sunday	No Weekend Program classes
March 17	Monday	Classes resume 8:00 a.m.
March 20-21	Thursday-Friday	Easter vacation begins 8:00 a.m.; University closed
March 22-23	Saturday-Sunday	No weekend classes; Easter holiday
March 24	Monday	Classes resume 8:00 a.m.
April 1	Tuesday	Last day to apply for December 2008 graduation
April 14	Monday	Last day to drop a class
April 26-27	Saturday-Sunday	Weekend Program Track A final examinations
April 29	Tuesday	Official last day of classes
April 30	Wednesday	Final examinations for Wednesday evening classes; no day classes (Dead Day); Awards Day 11–12:00 p.m.
May 1-6	Thursday-Tuesday	Final examinations
May 3-4	Saturday-Sunday	Weekend Program Track B&C final examinations

Academic Calendar 13

May 9	Friday	Robing Ceremony 11:00 a.m.; Law School Commencement Ceremony 2:00 p.m.; Graduation Convocation 7:00 p.m.; Spring semester ends; Office of Student Records closed for graduation preparation
May 10	Saturday	Residence Halls close

MAY TERM 2008

(Dates and times subject to change)

October 22-26	Monday-Friday	Advising week
October 29-November 5		Priority online registration for May Term 2008
November 6-January 18		Open online registration for May Term 2008
December 5	Wednesday	Last day to make 25% payment to hold May Term 2008 early registration
March 31-April 4		Advising week
April 7-14		Priority online registration for May Term 2008
April 15-May 2		Open online registration for May Term 2008
May 5	Monday	Last day to make 100% payment to hold May Term 2008 registration
May 12	Monday	Classes begin; Late registration; Last day to register or add a May Term 2008 class
May 23	Friday	Last day to drop a May Term 2008 class
May 26	Monday	Memorial Day; University closed
May 30	Friday	Final exam or Project due

SUMMER 2008

(Dates and times subject to change)

Summer I March 31-April 4	Monday-Friday	Advising week
April 1	Tuesday	Financial Aid Priority Awarding Date Summer 2008
April 7-14		Priority registration for Summer I 2008

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April 15-June 1		Open online registration for Summer I 2008
May 5	Monday	Last day to pay 100% to hold Summer I 2008 registration
May 26	Monday	Memorial Day; University closed
June 2	Monday	Classes begin; Official first day of classes; Late registration
June 3	Tuesday	Last day to register or to add a class for Summer I 2008
June 25	Wednesday	Last day to drop a class for Summer I 2008
June 26	Thursday	Last day to apply for Fall 2008 housing
July 2	Wednesday	Final examinations
Summer II March 31- April 4	Monday- Friday	Advising week
April 1	Tuesday	Financial Aid Priority Awarding Date Summer 2008
April 7-14		Priority online registration for Summer II 2008
April 15-June 15		Open online registration for Summer II 2008
May 5		Monday Last day to pay 100% to hold Summer II 2008 registration
May 26	Monday	Memorial Day; University closed
June 16 – July 6		Open online registration for Summer II 2008
June 26	Thursday	Last day to apply for Fall 2008 housing
July 4	Friday	University closed
July 7	Monday	Classes begin; Official first day of classes; Late registration
July 8	Tuesday	Last day to register or add a class for Summer II 2008
July 29	Tuesday	Last day to drop a class for Summer II and Weekend Program 2008
August 7	Thursday	Final examinations
Weekend April 7-14		Priority registration for Summer I 2008

Academic Calendar 15

April 15	Tuesday	Financial Aid Priority Application Deadline
May 10-11	Saturday-Sunday	Weekend Track A&C classes begin
May 17-18	Saturday-Sunday	Weekend Track B classes begin
July 29	Tuesday	Last day to drop a class for Weekend classes
August 2-3	Saturday-Sunday	Weekend Track A final examinations
August 9-10	Saturday-Sunday	Weekend Track B&C final examinations

FALL 2008

(Dates and times subject to change)

April 1	Tuesday	Last day to apply for December 2008 graduation; Financial Aid Priority Awarding Date Fall 2008
March 31-April 4	Monday-Friday	Advising week
April 7-14		Priority online registration for Fall 2008
April 15-June 15		Open online registration for Fall 2008
May 26	Monday	Memorial Day; University closed
June 16-August 15		Late online registration; Late fee applies
June 26	Thursday	Last day to apply for Fall 2008 housing
August 5	Tuesday	Last day to make 25% payment to hold Fall 2008 Registration
August 17	Sunday	Residence Halls open 2 p.m.
August 18	Monday	Faculty arrive 9:00 a.m. for fall semester; Late registration
August 18-22	Monday-Friday	Late registration in Office of Student Records; Late fee applies
August 19	Tuesday	President's Picnic 4:30 p.m.
August 20	Wednesday	Classes begin 8:00 a.m.; Official first day of classes
August 22	Friday	Last day to register or add a class for Fall 2008

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August 23-24	Saturday-Sunday	Weekend Program Track A&C classes begin
August 26	Tuesday	Academic Convocation 12:05 p.m.
August 30-31	Saturday-Sunday	No Weekend classes; Labor Day holiday
September 1	Monday	Labor Day; University closed
September 6-7	Saturday-Sunday	Weekend Program Track B classes begin
September 25	Thursday	Last day to remove grade of "I"
October 8	Wednesday	Mid-semester grades due noon
October 10	Friday	Fall break; University closed
October 20-24	Monday-Friday	Advising week for Spring and May Term 2009
November 3	Monday	Last day to apply for Spring or Summer 2009 graduation
November 18	Tuesday	Last day to drop a class for Fall 2008
November 22-23	Saturday	Weekend Program Track A final examinations
November 26	Wednesday	Thanksgiving holiday begins; University closed beginning at 2:00 p.m.
November 27-28	Thursday-Friday	Thanksgiving holiday; University closed
November 29-30	Saturday-Sunday	No Weekend Program classes
December 1	Monday	Classes resume 8:00 a.m.
December 2	Tuesday	Official last day of classes
December 3	Wednesday	Final examinations for Wednesday evening classes; no day classes (Dead Day)
December 5	Friday	Last day to make 25% payment to hold Spring 2009 Registration
December 4-9	Thursday-Tuesday	Final examinations
December 6-7	Saturday-Sunday	Weekend Program Track B&C final examinations

Academic Calendar 17

December 12	Friday	Robing Ceremony 11:00 a.m.; Law School Commencement Ceremony 2:00 p.m.; Graduation Convocation 7:00 p.m.; Fall semester ends; Office of Student Records closed for graduation preparation.
December 22- January 2		Christmas and New Year's holiday; University closed

WINTER TERM 2009

(Specially designed courses; dates and times to be announced)

SPRING 2009

(Dates and times subject to change)

October 1	Wednesday	Financial Aid Priority Aarding Date Spring 2009
October 20-24	Monday-Friday	Advising week
October 27- November 3		Priority registration for Spring 2009
November 4- December 5		Open online registration for Spring 2009
December 8 - January 11		Late online registration for Spring 2009; Late fee applies.
October 1	Wednesday	Financial Aid Priority Aarding Date for Spring 2009
December 5	Friday	Last day to make 25% payment to hold Spring 2009 early registration
January 11	Sunday	Residence Halls open 2:00 p.m.
January 12	Monday	Faculty arrive 9:00 a.m. for spring semester; Late registration
January 12-16	Monday-Friday	Late registration in Office of Student Records; Late fee applies
January 13	Tuesday	Faculty/Staff Information Session 10:00 a.m.
January 14	Wednesday	Classes begin 8:00 a.m.; Official first day of classes for Spring 2009
January 16	Friday	Last day to register or add a class for Spring 2009
January 17-18	Saturday-Sunday	Weekend Program Track A&C classes begin
January 19	Monday	Martin Luther King, Jr. Day; University closed

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January 24-25	Saturday-Sunday	Weekend Track B classes begin
February 13	Friday	Last day to remove grade of "I"
March 5	Wednesday	Mid-semester grades due noon
March 16-20		Spring Break
March 21-22	Saturday-Sunday	No Weekend Program classes
March 23	Monday	Classes resume 8:00 a.m.
April 1	Wednesday	Last day to apply for December 2009 graduation
April 9-10	Thursday-Friday	Easter vacation begins 8:00 a.m.; University closed
April 11-12	Saturday-Sunday	No weekend classes; Easter holiday
April 13	Monday	Classes resume 8:00 a.m.
April 14	Tuesday	Last day to drop a class
April 25-26	Saturday-Sunday	Weekend Program Track A final examinations
April 28	Tuesday	Official last day of classes
April 29	Wednesday	Final examinations for Wednesday evening classes; no day classes (Dead Day); Awards Day 11–12:00 p.m.
April 30-May 5	Thursday-Tuesday	Final examinations
May 2-3	Saturday-Sunday	Weekend Program Track B&C final examinations
May 8	Friday	Robing Ceremony 11:00 a.m.; Law School Commencement Ceremony 2:00 p.m.; Graduation Convocation 7:00 p.m.; Spring semester ends; Office of Student Records closed for graduation preparation
May 9	Saturday	Residence Halls close

MAY TERM 2009

(Dates and times subject to change)

October 20-24	Monday-Friday	Advising week
October 27-November 3		Priority registration for May Term 2009

November 4- January 16		Open online registration for May Term 2009
December 5	Friday	Last day to make 25% payment to hold May Term 2009 early registration
March 23-27	Monday- Friday	Advising week
March 30-April 7		Priority registration for May Term 2009
April 8-May 1		Open online registration for May Term 2009
May 5	Tuesday	Last day to make 100% payment to hold May Term 2009 registration
May 11	Monday	Classes begin; Late registration; Last day to register or add a May Term 2009 class
May 22	Friday	Last day to drop a May Term 2009 class
May 25	Monday	Memorial Day; University closed
May 29	Friday	Final exam or Project due

THE UNIVERSITY

Mission

Texas Wesleyan University, founded in 1890 in Fort Worth, Texas, is a United Methodist institution with a tradition in the liberal arts and sciences with professional and career preparation. Our mission at Texas Wesleyan University is to develop students to their full potential as individuals and as members of the world community. The University is committed to the principles that each student deserves personal attention and that all members of the academic community must have freedom to pursue independent thought and to exercise intellectual curiosity. The University actively seeks and employs faculty and staff with commitment and dedication to teaching, inspiring, and serving students. Texas Wesleyan University recognizes its responsibility to the community by providing leadership and talent through programs that enable and enrich society.

The University endeavors to create a learning environment where each student is provided an opportunity to pursue individual excellence, to think clearly and creatively, to communicate effectively, and to develop spiritual sensitivity, with a commitment to moral discrimination and action, and with a sense of civic responsibility. Texas Wesleyan strives to develop informed, responsible, and articulate citizens.

President's Vision Statement

Texas Wesleyan University: The Private University Serving the Public Interest

Texas Wesleyan University aspires to become the preeminent Comprehensive-Liberal Arts College of choice in North Texas. We shall focus our teaching resources on delivering a solid undergraduate curriculum and select graduate programs to a diverse student body of more than an optimal enrollment of 3000. We shall advance professional education in academic areas that best prepare our students for access to meaningful careers while at the same time incorporating into each plan of study a core liberal arts general education. We shall emphasize participation in student life for resident and non-resident students and expand opportunities for part-time and evening study for working adults at multiple locations throughout the metroplex.

We envision Texas Wesleyan University as unequivocally committed to student success. This means we shall attract and retain faculties gifted as teachers and scholars. We shall continually improve campus academic facilities, student housing and recreational programs, academic counseling, and career placement services. Above all, we shall strive to contain cost and increase access to students capable of persisting toward a degree.

Our aspiration to become the preeminent Comprehensive-Liberal Arts College of choice is within reach. It will require serious planning and refocusing on strengthening our core academic disciplines, introducing new programs of study, enriching student life on campus, and long-term capital investment. Achieving this goal will require the best that we all possess, dogged persistence, mutual support, loyalty, and trust.

Accreditation

Texas Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, master's level degrees, and the juris doctor degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Wesleyan University. The School of Law is accredited by the American Bar Association. Program accreditation includes:

State Board for Educator Certification
 National Association of Schools of Music
 Council on Accreditation of Nurse Anesthesia Educational Programs
 University Senate of the United Methodist Church

Memberships

American Association of Colleges and Universities
 American Association of Small Colleges and Schools of Business
 American Library Association
 American Association of Colleges for Teacher Education
 Association of American Collegiate Registrars and Admissions Officers
 Association to Advance Collegiate Schools of Business
 Council for Advancement and Support of Education
 Council of the Colleges of Arts and Sciences
 Council of Independent Colleges
 Independent Colleges and Universities of Texas
 International Association of Universities
 Metroplex Area Consortium of Career Centers
 Music Educators National Conference
 NAFA: Association of International Educators
 National Association Intercollegiate Athletics
 National Association of College Admission Counselors
 National Association of College and University Business Officers
 National Association of Schools and Colleges of the United Methodist Church
 National Association of Student Financial Aid Administrators
 North Texas Commission
 Southern Association of Colleges and Schools
 Texas Association of Collegiate Registrars and Admissions Officers
 Texas Association of Student Financial Aid Administrators
 Texas Career Development Association
 Texas Council of Arts in Education
 Texas Counseling Association
 Texas Music Educators Association
 Texas United Methodist College Association
 Texas Independent College Fund
 Texas Association of College Admission Counselors

Organization

The governance of the University is vested in a Board of Trustees, as provided in its 1890 charter. The board delegates to an executive committee the authority to conduct the business of the University.

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The board meets in regular session semi-annually and at other times as needed. The board elects the President, manages the property of the corporation, and determines general policy. The organizational structure of the University fosters a student-centered approach to learning. Reporting to the President are the Provost and Senior Vice President with responsibility for all academic matters; the Senior Vice President for Finance and Administration with responsibility for finance and budget as well as computing and institutional research; the Vice President for University Advancement with responsibility for development and alumni affairs; the Secretary of the University with responsibility for trustee relations and special ceremonies; the University resident chaplain; and the Vice President for Enrollment and Student Services with responsibility for specific student service areas and athletics.

The academic schools and programs include the Schools of Arts and Sciences, Business Administration and Professional Programs, Education, and Law as led by the dean of each respective school and the Graduate Program of Nurse Anesthesia is led by a director.

Members of the Board of Trustees, principal administrative officers, administrative staff, and faculty are listed in the back of this catalog.

History

Texas Wesleyan University was founded by the Methodist Episcopal Church, South, in 1890 on a site east of Fort Worth donated by area pioneers, A. S. Hall, W. D. Hall, and George Tandy. Originally named Polytechnic College, the school held its first classes in September 1891, with a handful of faculty members and 111 students.

In the early 20th century, H.A. Boaz conceived the idea of a new university for Southern Methodism and planned to develop Polytechnic College into that university. When Southern Methodist University was established in Dallas, the Polytechnic campus was designated the Woman's College for Southern Methodism. Texas Woman's College, as it became in 1914, developed into a major force in North Texas. However, faced with dwindling resources during the Depression, trustees voted to close the school in 1931. A merger with the financially secure Texas Wesleyan Academy in Austin kept the doors open and created the new, co-educational institution of Texas Wesleyan College in 1934. Since then, Texas Wesleyan has remained a co-educational, liberal arts-based institution with an increasingly comprehensive academic and student life program.

In addition to strong undergraduate programs, the University added graduate programs in education in the 1970s, nurse anesthesia and graduate business programs in the 1980s. The University assumed control of the Nurse Anesthesia Program at Harris Methodist Hospital and the program, now known as the Graduate Program in Nurse Anesthesia and accredited by the Council of Accreditation of Nurse Anesthesia, is the largest in the country.

After contemplating a relocation of the campus to a west Fort Worth site, Texas Wesleyan renewed its commitment to its historic Polytechnic Heights location by building the Eunice and James L. West Library. Recognizing the growth in programs, trustees changed the name of the institution to Texas Wesleyan University, effective in January 1989.

Texas Wesleyan has historically combined service to a residential population along with its strong commitment to a commuting and adult population. To

add flexibility in the scheduling of courses and to recognize the special needs of adult learners, the University added the C.E. Hyde Weekend/Evening Program in 1994. The University established a campus in downtown Fort Worth in 1997 with the relocation of the Texas Wesleyan University School of Law, which was established in 1992 and is fully accredited by the American Bar Association.

Texas Wesleyan continues to grow in the 21st century. The psychology department moved into its new home, the Nenetta Burton Carter Building in 2001, and a new building for the Graduate Program in Nurse Anesthesia opened in 2003. A graduate program in counseling was added in 2004. In 2005, Texas Wesleyan opened its first apartment-style dormitory for students and completed renovations of the Polytechnic United Methodist Church.

The Campus

Texas Wesleyan University maintains a historic campus in east Fort Worth and a downtown campus that is adjacent to the Fort Worth Convention Center and immediately across from the Water Gardens in Fort Worth. The historic campus includes more than 75 acres just four miles southeast of downtown and is on one of the highest points in the city. The heritage of Texas Wesleyan is reflected in some of the historic buildings with Georgian-style columns, while progress is seen in the contemporary design of the newer buildings.

The downtown campus of the University is located at 1515 Commerce Street. The downtown campus houses the School of Law through which the University offers its juris doctor program.

This mixture of old and new is reflected in all aspects of Texas Wesleyan's life where new and innovative ideas complement more than a century of traditions.

Elizabeth Means Armstrong Hall (1957) is a residence hall for 75 students and includes a guest room, a large living room, a recreational area, kitchen, and laundry facilities. It was a gift of the late Elizabeth Means Armstrong (1898-1993), an alumna, a trustee, and principal philanthropist of the University.

Armstrong-Mabee Business Building (1957) houses the offices, classrooms, and computer laboratories for the School of Business Administration and Professional Programs, Graduate Studies in Business, and the C.E. Hyde Weekend/Evening Program. This building was originally named for Judge George W. Armstrong and was renamed in 1989 to acknowledge the contribution of the J.E. and L.E. Mabee Foundation, which provided matching funds for remodeling.

The Art Complex contains classrooms, workrooms, and studios. The complex includes the Boyd House (c. 1893) identified as the oldest structure in Polytechnic Heights and designated as a City of Fort Worth Historic Landmark in 1996.

Baker Building (c. 1927) is used as a scenery construction and storage area for the Theatre Arts Department. This building formerly housed the First State Bank of Polytechnic and the Polytechnic Herald newspaper.

Baker-Martin House (1928, 1996) houses the Office of Advancement. Originally located in the Riverside area of Fort Worth, it was moved to the

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campus in 1996. The Georgian-style home was built by James B. Baker across the street from his business, Baker Brothers Nursery, one of the first nursery and landscaping operations in North Texas. The Baker family has a long history of involvement with Texas Wesleyan University. J.B. Baker served on the Board of Trustees of Polytechnic College from 1895-1913. His son, Edward L. Baker, Sr., served on the Texas Wesleyan College Board of Trustees as a member, Chairman of the Executive Committee, and Chairman of the Board from 1945 until his death November 29, 1969. Edward Baker's daughter, Louella Baker Martin, is now a trustee of the University. Because of her great affection and memories of the Baker-Martin home and the long-standing relationship of the family with Texas Wesleyan, Mrs. Martin donated the home to the University.

Louella Baker-Martin Pavilion (2007) is a 3,500 square-foot banquet facility located adjacent to the Baker-Martin House.

Brown-Lupton Campus Center (1981) contains Follett's Bookstore, lounge areas, a vending area, a snack bar, and the Carter Conference meeting room. Officed in this building are the dean of students, the athletic director, New Student Programs, Residential Living, and the Student Government Association. The Athletic Department and coaches' offices are located on the second floor. The Campus Center offers a variety of activities and is open at hours designed to serve a diverse student population. It was built through gifts from the T.J. Brown and C.A. Lupton Foundation, Inc., the Amon G. Carter Foundation, and the L.E. and J.E. Mabee Foundation, Inc.

Netetta Burton Carter Building (2001) houses the Department of Psychology. The building was made possible by the Amon G. Carter Foundation.

Glick House (1925) was the home of Dr. and Mrs. Walter R. Glick. Their home was a gift to the University from Mrs. Walter R. Glick. From 1936 until 1960, the late Dr. Walter R. Glick was vice president and professor of history at Texas Wesleyan College. It now houses a community counseling center.

Graduate Program of Nurse Anesthesia Building (2003) houses the Graduate Program of Nurse Anesthesia. In addition to GPNA faculty and staff offices, it contains a lecture hall that seats 180 students and two smaller classrooms.

Ella C. McFadden Science Center (1967) houses the Science Lecture Theatre, offices, classrooms, and laboratories for the sciences. It was named for the late Ella C. McFadden of Fort Worth, a benefactress of the University.

Oneal-Sells Administration Building (1902, renovated in 1963 and again in 1980) is a three-story stone building located in the center of the campus which houses administrative offices, the University Club, the University Board Room and the Annie Norton Room. Originally named for Murray Case Sells, it was renamed to include the benefactress who provided for the remodeling in 1980, the late Cora Maud Oneal, a former trustee of the University. The building was designated as a Recorded Texas Historic Landmark in 1966.

Poly United Methodist Church (2003) contains a sanctuary, chapel, the Betty and Bobby Bragan Fellowship Hall, classrooms, and offices. Offices include the Dean of Arts and Sciences, University Chaplain, and faculty. The building was originally constructed in 1950.

Sid W. Richardson Center (1970) is a two-story building housing a gymnasium that seats 1,800 for indoor athletic events. It houses a 25-meter indoor swimming pool and provides facilities for an extensive program in health and physical education. In the summer of 2000, a portion of the facility was remodeled to house the new allied health center. The building was named in honor of the late Sid W. Richardson of Fort Worth.

Dora Roberts Dining Hall (1957, renovated in 1981) is the campus dining center with facilities for banquets and meetings. It was a gift of Dora Roberts of Big Spring, Texas.

Stella Russell Hall (1967) is a co-ed residence hall for 150 students and includes a large living room, a guest room, study facilities, recreational and laundry rooms, and a sun deck. It was named for Stella Russell of Houston.

Ed and Rae Schollmaier Science and Technology Center (2007) is a 7,000 square-foot building housing technology intensive classrooms and faculty offices. Technology includes bioinformatics.

Law Sone Fine Arts Center (1989) is housed in the former Polytechnic Baptist Church (1947). The building has been remodeled to include performance and rehearsal facilities. The center houses the Thad Smotherman Theatre. The center is named in honor of the late Dr. Law Sone, president of the University from 1935-1968.

Ann Waggoner Fine Arts Building (1908, enlarged in 1923, remodeled in 2002) includes teaching studios, rehearsal rooms, offices, an electronic piano laboratory, and Martin Hall.

Dan Waggoner Hall (1917, remodeled in 1999 and 2003) houses the School of Education. A gift of Ann Waggoner in honor of her husband, it was restored through a gift from the Amon G. Carter Foundation.

Dan Waggoner Hall Annex (formerly part of the Polytechnic Baptist Church) was purchased by the University in 1989 and houses classrooms, faculty offices, the University counselor, Office of International Programs, and the Office of the Graduate Programs in Counseling.

Wade Hall (1920, remodeled in 1981) is an apartment building providing housing for students, faculty, and staff.

Eunice and James L. West Library (1988) is an 84,400 square-foot building housing the University library and special collections, classrooms, Media Services, computer classrooms, Faculty Resource Center, Central Texas United Methodist Archives Depository, and the Academic Resource Center, which houses academic advising, career services, and developmental programs. The library is named for its donors, Eunice and James L. West of Fort Worth.

School of Law Building (1996), formerly the Southwestern Bell building and located at 1515 Commerce, is the downtown campus of the University. The University owns the 100,000-square-foot facility and three adjacent parking lots. Acquired in 1996 and retrofitted, the building houses the School of Law including classrooms, faculty offices, administrative offices, and the law library. It was renovated and rededicated in 2005.

Wesleyan Village (2005) is a 250-bed apartment style housing facility located at the corner of Wesleyan St. and Vickery Blvd. The three-story

building has a combination of two-bedroom efficiencies and four-bedroom apartments.

Special University Programs

THE WILLSON LECTURES

The annual Willson Lectures at Texas Wesleyan University are made possible by a gift from the late Mavis Terry Willson and the late J.M. Willson of Floydada, Texas. In 1946 the Willsons provided an endowment to bring outstanding speakers to the campus. Through the years, these speakers have delivered messages that have challenged and inspired thousands of Texas Wesleyan students and faculty members.

ENDOWED PROFESSORSHIPS

The Judge George W. Armstrong Chair of Constitutional Government was established at Texas Wesleyan University in 1958 by the Texas Educational Association. The chair is dedicated to the preservation of the enduring values of the American Constitution and to the better understanding by succeeding generations of young Americans of the principles of limited representative, democratic government.

The Oneal Chair of Texas History was established by the late Cora Maud Oneal of Fort Worth in honor of her husband, Senator Ben G. Oneal. The purpose of the chair is to foster and encourage the study of Texas history. Dr. Oneal's gift also makes it possible for Texas Wesleyan to help preserve, catalog, and assemble historical material relating to the frontier forts of Texas and particularly Fort Belknap in Young County and to assist in the preservation of Fort Belknap.

The Bebensee University Scholar Professorship was created in 1996 through a bequest from the Leo Robert Bebensee Estate to honor Mr. Bebensee as a life-long educator. The Bebensee University Scholar is an individual with the potential to set a model for good University teaching and research and to foster those attributes in his/her colleagues.

The McCann University Professorship was established in 1996 through a bequest from the Ralph and Sue McCann Trust. The McCann University Professorship is designed to celebrate faculty strength by allowing for enhanced professional development.

ROBING CEREMONY

From the time this institution was founded in 1890, a strong bond has united members of the faculty with members of the student body. This close relationship has developed because of the desire of the faculty to teach more than the subject matter and because Texas Wesleyan University students have wanted to learn and understand the beliefs, philosophies, and attitudes of the instructors and professors. Throughout the more than 100 years of the University's history, it has been recognized that if the student is to receive an education and if the faculty is to maintain an appropriate perspective on that process, this relationship must exist.

The Robing Ceremony, an academic convocation that had its beginning in 1927, expresses this warm and interdependent relationship between faculty and student. By asking a faculty member to vest her or him, the senior acknowledges the importance of this crucial interpersonal process.

The ceremony has made significant contribution to the rich heritage of the University; it is a vital part of the concluding activities of the student's undergraduate career. Senior students eligible for graduation and thereby participation in the Robing Ceremony may select a person who has been meaningful to them for vesting of the Robe at the Robing Ceremony preceding the graduation program. Persons to vest the student must be eligible to wear academic regalia. Persons eligible include all faculty, full or part-time, and staff who hold faculty rank.

COMMENCEMENT CEREMONY—SCHOOL OF LAW

Each academic year, the law school acknowledges its candidates for the juris doctor degree at commencement ceremonies in December and May. During these ceremonies, the law school's dean presents each candidate with an academic hood, the colors of which are representative of the University and the academic discipline: purple for law.

GRADUATION CEREMONY—HISTORIC CAMPUS

A graduation or "commencement" ceremony is held at the end of spring and fall semesters to honor those students who have completed the graduation requirements for their degree. During the graduation ceremony, the President and Provost present each degree candidate with the diploma, and specific mention is made of special honors. There is no graduation ceremony at the end of the summer.

ALUMNI ASSOCIATION

Membership in the Alumni Association is extended to all graduates and former students of the University. The Association promotes the welfare of the University and the alumni and encourages continued alumni involvement through reunion programming and a variety of social, philanthropic, travel, library, athletic, and cultural opportunities. No dues are required. The Alumni Office is located in the Baker-Martin Building.

Alumni Tuition Discount

Persons with a degree from Texas Wesleyan University are eligible to enroll in one undergraduate or graduate course (exclusive of Health Science and Law) each semester for one-half tuition for that course. Additional courses are billed at full tuition. Contact the Office Financial Aid by the Priority Awarding Date (see Academic Calendar) to be considered for the Alumni Tuition Discount. Funds are available on a first-come first-served basis and are limited to available funding.

SCHOLARSHIP FUNDS

Texas Wesleyan awards scholarships to students for academic excellence, talent, and special skills or needs. Recognizing outstanding performance is one of the highlights of our educational community.

Students interested in receiving information on scholarship awards should refer to the "Financial Aid" section in this catalog.

The University graciously accepts contributions toward scholarship resources. Donors may make gifts to underwrite the University's annual scholarship budget. In addition, donors may make gifts to establish named endowed scholarship funds. These funds are invested by the University so the resources may grow and provide ongoing income for scholarship awards.

There are many ways to make gifts for scholarship purposes. Often gifts of property and stock may be used to establish endowed funds and can have tax advantages for the donor. To discuss opportunities for giving or ask questions about the scholarship funds at Texas Wesleyan, please call the Office of Advancement (817/ 531-4404).

ARTS EVENTS

The Music, and Theatre Arts departments and Art faculty provide a variety of visual and performing arts events for the campus and community. Highlights of each season include theatre and musical theatre productions, musical concerts and recitals, and art exhibitions. A professional faculty of performing and visual artists and experienced educators supports student growth in a context of collaboration and an atmosphere of energy and creativity. The result is an artistic season of integrity celebrating the cultural life of our University and community-all within the context of a liberal arts program.

GRADUATE ADMISSION

Texas Wesleyan University welcomes students from a variety of educational, ethnic, and religious backgrounds and experiences and seeks to provide an opportunity for those who will benefit from a Texas Wesleyan education. Students, who hold a bachelor's degree or equivalent from an accredited university or college, and beyond, are invited to apply for graduate admission. All applicants are reviewed on an individual basis based on the admission requirements of the program to which they are applying.

Admission Application

Individuals interested in applying for admission should consult the section of the catalog applicable to the program in which they are interested. There may be more specific requirements listed.

The following documents are required for admission consideration:

1. Application for admission.
2. Application fee.
3. Official transcripts from **all** institutions of higher education attended.
4. Other documents as required by the graduate program to which the student is applying, such as official graduate test score results, letters of recommendation, and other documents specified by the program.

Information pertaining to the admission of a student shall become the property of the University.

Admission Status

Each application for admission is individually reviewed by the appropriate graduate program under the guidelines for that program.

Regular Academic Acceptance—Granted to applicants who meet the regular criteria as outlined by each admission standard.

Probationary Academic Acceptance—Granted in certain cases to students who do not meet all regular criteria but who show potential for success. This category is *not* available in all programs.

Denied— Students who do not meet minimum requirements for regular or conditional admission will be denied. Any student may be denied admission at the sole discretion of the University.

Admission of International Students

Texas Wesleyan University welcomes applications from international students. International students seeking regular admission to Texas Wesleyan University must hold the equivalent of a U.S. baccalaureate degree, and be

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proficient in English. For complete application instructions, international applicants should refer to the International Student Application Packet or go to the Texas Wesleyan international program's web site at www.international.txwes.edu. Applicants may also contact the Office of International Programs at 817/531-5868.

For admission consideration, international applicants must submit the following:

1. Complete and signed International Student Application;
2. Application Fee;
3. Summary of Educational Experience Form;
4. Official transcripts, marks-sheets, and other official evidence of the applicant's educational experience, including complete records from each college or university attended. Records should include courses taken and grades received and must indicate degrees and diplomas awarded. The official records must be original copies certified by the institution attended. English translations must be submitted as appropriate. Texas Wesleyan University evaluates all records and, in certain cases, may require evaluation by a university-approved foreign credentials evaluator;
5. Official evidence of English proficiency through one of the following*:
 - a. TOEFL (Test of English as a Foreign Language) score of 79/213/550 (internet, computer, paper-based) minimum (must be less than two years old);
 - b. IELTS score of 6.5;
 - c. Other appropriate documents supporting English proficiency (approved as proof of English proficiency by Texas Wesleyan University only in rare circumstances).

*Some programs may have higher or different requirements. Please refer to the appropriate program section of this catalog for further information.

Note: The University is the sole judge of a student's English proficiency.

6. Declaration of Finances;
7. Evidence of sufficient funding for the period of study in the U.S.

Provisional Enrollment

A student whose admission file is incomplete at the time of registration may be permitted to enroll by signing a Provisional Admission form. Early submission of application materials is recommended to preclude last-minute problems in registration. A hold will be placed on all incomplete files which will prevent grades from being released and will prevent permission to register.

Non-Degree Seeking Student

Graduate students may take no more than 12 graduate credit hours before acceptance into one of the graduate programs of the University. Students may

take courses on a non-degree seeking basis only with the permission of the program in which the courses are offered and after submission of the general admission application (see Admission Application section in this catalog).

Admission of Former Students

Any former Texas Wesleyan student who has not been enrolled at Texas Wesleyan University for two or more consecutive semesters and who wishes to return should contact the graduate program director for information on readmission.

EXPENSES

All tuition, fees, and room and board charges quoted in this catalog are subject to change without notice.

Expenses 2007-2008

GRADUATE TUITION AND COURSE FEES

Business

Admission application fee	\$ 50
M.B.A. tuition, per semester hour	500
M.S.H.A. tuition, per semester hour	500
General fee, per semester hour	40
Technology fee, per semester hour	16
Auditing courses, per course	150

Counseling

Admission application fee	\$ 50
Tuition, per semester hour	500
General fee, per semester hour	40
Technology fee, per semester hour	16
Auditing courses, per course	150

Education

Admission application fee	\$ 40
Tuition, per semester hour	
On-campus program	345
General fee, per semester hour	
On-campus program	40
Distance Learning program	0
Technology fee, per semester hour	
On-campus program	16
Distance Learning program	0
Graduation Scholars in Education fee, per semester hour	10
Auditing courses, per course	150

Nurse Anesthesia

Admission application fee	\$ 30
Tuition, per semester hour	642
General fee, per semester hour	40
Technology fee, per semester hour	16
Clinical Fee, per clinical semester	325
Long Distance fee, per semester hour	70
(Applies to Phase I courses only)	
Phase I graduation fee	50
Auditing courses, per course	150

MISCELLANEOUS FEES

Admission Application Fee for International Applicants (all programs)	\$ 50
Catalog (printed copy)	5
Checks returned by bank for insufficient funds	25
Conference course, in addition to tuition	
One-Hour course	200
Two-Hour course	350
Three-Hour course	500

Graduation fee	*50
Identification card replacement	15
International student insurance (annually)	1386
Late Registration Fee.....	100
Online course fee	80
Official Transcript fee	3
Web assisted course fee.....	50

Students may expect to incur small incidental fees or expenses not listed here. Students are responsible for all books, supplies, and equipment as required by instructors.

Additional fees applicable to the individual programs are listed in the program sections of this catalog.

*The graduation fee must be paid even if the graduate does not participate in the commencement ceremony. The fee covers the cost of the printed diploma and the academic regalia, including hood.

RESIDENTIAL LIVING FEES

General information, contracts, and pricing for room and board can be obtained from the Office of Residential Life (817/531-4873) or from the Office of Admission. International students should contact the Office of International Programs (817/531-5868).

Payment of Accounts

Tuition, fees, room, and board charges for each academic period are due and payable upon registration. All checks should be made payable to Texas Wesleyan University. Payment may also be made using American Express, VISA, MasterCard, and Discover.

Students who have not made arrangements to pay the balance due on their student account may be withdrawn from classes due to non-payment. Students that have been withdrawn from classes due to non-payment will be required to pay all past due balances and a late registration fee. A payment plan fee will also be assessed if the total balance owed is not paid in full.

DEFERRED PAYMENT PLAN

A student who is in good financial standing with the University may arrange to pay tuition, fees, and room and board charges through a payment plan for the fall and spring semesters. For students to be in good financial standing, all prior balances must be paid in full. Payment plans are available through Sallie Mae's Tuition Payment Plan for the fall and spring semester only. A non-refundable enrollment fee will be collected each semester at the time of enrollment along with the first payment. The remaining payments will be collected on the 5th of each month until the payment plan is completed. Late fees and/or non-sufficient funds (NSF) charges will be assessed for late or missed payments. For information about setting up a payment plan, visit the Cashier's Office web page on the Texas Wesleyan University website (www.txwes.edu/cashier) or call 817-531-4456.

DELINQUENT ACCOUNTS

A student who has a past due account will have a financial hold placed on

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her/his student record. Any student with an account more than 30 days past due may be withdrawn from classes. The student will remain responsible for all the semester charges. In the event an account is sent to an outside agency for collection, any collection or legal fees will be the responsibility of the student.

CHANGE OF SCHEDULE (ADD/DROP)

After registration has been completed, a student may change her/his schedule only during the drop/add period. No course may be added after the first week of classes. Tuition and fee charges for any course dropped before the first day of the course will be refunded at 100%. Tuition and fees dropped after classes have begun will be credited as follows: 1) Courses dropped within 5% of the class calendar days will be credited at 80%; 2) Courses dropped within 10% of the class calendar days will be credited at 60%; 3) No refund will be credited for any course after 10% of the class calendar days has elapsed. Fees will not be refunded if a student completely withdraws from the University on or after the official first day of class (see below).

Financial Aid Recipients - For all students receiving financial assistance, the amount of refund to be released to the student may be adjusted because of revision of aid awarded based on number of hours enrolled.

WITHDRAWALS

A student wishing to drop from all classes must formally withdraw from the University (see Student Initiated Withdrawal from a Course section).

Fee—General fees, course fees, and technology fees are not refundable. A student withdrawing from the University after the official first day of classes is not eligible for a refund of fees.

Tuition—A student formally withdrawing from the University before the end of 20% of class time usage will be eligible for refund of tuition and room and board charges only, except for first-time students and Title IV aid recipients as noted on the next page. **Students not adhering to the University's formal withdrawal process forfeit their refund.** To withdraw, a student should contact the Office of Student Records.

Withdrawal tuition refunds are calculated on a class-by-class basis. The official first day of classes for refund purpose for all programs of study is established as the first regularly scheduled day of each class as set forth in the University's class schedule.

The withdrawal refund formula is as follows:

- 100% credit will be applied before the first day of class.
- 80% credit if 5% or less of the class calendar days has elapsed.
- 60% credit if 5.09% to 10% of the class calendar days has elapsed.
- 40% credit if 10.01% to 15% of the class calendar days has elapsed.
- 20% credit if 15.01% to 20% of class calendar days has elapsed.
- No credit will be given if 20% of the class calendar days has elapsed.

Financial Aid Recipients - For all students receiving financial assistance, the amount of refund to be released to the student may be adjusted based on the **Federal Refund Calculation and/or State Refund Calculation** listed on the next page.

Housing—A student who withdraws from residential housing will be eligible for a refund based on the day she/he officially checked out of the room. The refund policy is as follows:

Deposit Refund Policy

- 100% refund before August 1
- 50% refund before between August 1 and first day to move in
- 0% refund after first day to move in

Contract Refund Policy

- 100% refund before first day to move in
- 0% refund after first day to move in

This policy does not apply to University Housing off-campus.

Any damages will be deducted from the housing deposit, and the balance will be refunded. The student must complete a refund form indicating an address to where a check can be mailed. **The request for a deposit refund must be submitted to the housing office within 30 days of checkout or the deposit will be forfeited.** If a student fails to check out officially, she/he will be assessed a charge for changing the lock core and replacing the key.

Federal Refund Calculation—For students receiving Title IV (federal) financial aid, the Federal Return of Title IV Funds calculation will be performed for all students who withdraw from the University during the first 60 percent of the enrollment period. Any funds that have not been “earned” during the enrollment period must be returned to the program(s) from which they were awarded. Students may obtain a copy of the full Federal Return of Title IV Funds policy in the Office of Financial Aid. The student will owe the University any funds which are considered to be “unearned” by the formula.

State Refund Calculation—Students receiving state funds who withdraw from the University will be subject to the state refund policy. This policy is also available from the Office of Financial Aid.

Refund Availability—Refunds are calculated from the day the Office of Student Records receives written notice of withdrawal. The Business Office will establish a time schedule for issuance of refund checks. The refunds will be available to students in accordance with the established schedule after financial aid revisions have been issued and processed against the student's accounts.

FINANCIAL AID

Texas Wesleyan University offers student financial aid through many sources including academic- or merit-based scholarships, grants, loans, and campus employment. Additional assistance options are available through a deferred payment plan.

Applicants for financial assistance programs must be admitted to the University before aid is awarded. Applicants must file the Free Application for Federal Student Aid (FAFSA) as soon after January 1 of each year as possible and complete the Texas Wesleyan University Financial Aid Application. The FAFSA may be obtained from Texas Wesleyan University, a high school guidance counselor, other college financial aid offices, or by accessing FAFSA on the web at www.fafsa.ed.gov. The priority awarding date for receipt of all financial aid forms by the Office of Financial Aid is April 1. Applications received after the priority awarding date will be awarded on a funds available basis.

Students may receive financial aid from a variety of sources. Scholarships, federal and state grants, institutional grants, work programs, and/or loan programs are combined to create the financial aid award. Questions regarding financial aid should be directed to the Director of the Office of Financial Aid (817/531-4420). International students should contact the Office of International Programs (817/531-5868).

General Policies for All Programs

1. Institutional funds awarded to students are restricted to the cost of tuition.
2. All students receiving financial aid from outside the University must notify the Office of Financial Aid of the source(s) and the amount(s) of such aid.
3. Financial aid awards are granted for one year and beginning in the summer may be renewed if the renewal requirements are met by the recipient. All required documents for financial aid renewal must be received by the Office of Financial Aid prior to the appropriate priority awarding date each year to ensure renewal.
4. Students receiving financial aid based on financial eligibility as documented through the FAFSA may not receive funds that would exceed their eligibility. Any student who has been “over-awarded” will have the awards reduced by the Office of Financial Aid so that the aid received will comply with all federal and state guidelines. When possible, the reduction will take place in either the employment or loan programs.
5. Students must enroll full time in order to receive full-time financial aid. Full-time enrollment status for graduate students is defined as being enrolled in at least 9 credit hours at Texas Wesleyan University each semester. Financial aid awards will be prorated for students who enroll in a less than full-time status.
6. Scholarship, grant, and loan funds will be credited to the student's University account at the earliest date allowed by federal regulations.

General Eligibility Requirements

To be eligible for funding through the federal and state financial aid programs, a student must meet the following general eligibility requirements:

1. Be a United States citizen or an eligible non-citizen as defined on **the Free Application for Federal Student Aid (FAFSA)**.
2. Be a regular student working toward a degree or certification at Texas Wesleyan University.
3. Have received a high school diploma or its equivalent.
4. Be making satisfactory academic progress toward a degree or certification as outlined in the University catalog.
5. Not be in default on a prior educational student loan, or have made satisfactory arrangements to repay a defaulted student loan.
6. Not owe any money back on a federal grant previously received, or have made satisfactory arrangements to repay a federal grant.
7. Be enrolled at least half-time (4 hours for graduate students) at Texas Wesleyan University for the semesters for which you are applying for aid.

Financial Aid Programs

All aid amounts referenced below are based on full-time enrollment at Texas Wesleyan University.

GRANT PROGRAMS

Grants are financial aid that you are not required to pay back.

Tuition Equalization Grant (TEG)—This is a state funded grant program for residents of Texas based on established financial need.

WORK STUDY PROGRAM

Federal Work Study Program (FWS)—This is a federal program that provides funding for jobs to students who have established financial need and wish to earn a portion of their educational expenses.

LOAN PROGRAMS

Loans are borrowed money that you must repay with interest. Federal and state loans are low interest, deferred repayment loans to assist students with all educational costs. Some loans are limited to specific amounts. The Office of financial Aid will assist you in applying for all loans through private lenders who participate in the Federal Family Education Loan Program (FFELP). All student borrowers are required to complete Loan Entrance Counseling prior to receipts of loan proceeds and Loan Exit Counseling when the student is no longer enrolled.

Federal Grade Plus Program – Funding for this student loan is provided through a private lender. This loan program is not based on financial need but the loan is based on credit-worthiness of the student. Some lenders may require an endorser for the loan.

Federal Subsidized Stafford Loan—Funding for this student loan is provided through a private lender. This loan program is based on established financial need.

Federal Unsubsidized Stafford Loan—Funding for this student loan is provided through a private lender. This loan program is not based on financial need.

Hinzon-Hazlewood College Access Loan (CAL)—Funding for this loan is provided through the Texas Higher Education Coordinating Board. This loan program is not based on financial need but each loan does require a co-signer on the loan for every student borrower.

Alternative loan programs are also available to eligible students. Contact the Office of Financial Aid or go to the financial aid web page at www.txwes.edu/financialaid for more information.

Veterans' Assistance

Veterans' assistance is approved for Texas Wesleyan University. Inquiries should be made in the Office of Financial Aid.

Program-Specific Aid

MASTER OF BUSINESS ADMINISTRATION

Students enrolled in the M.B.A. program may be considered for an M.B.A. Scholarship. Please contact the Graduate Programs in Business for application information.

MASTER OF EDUCATION

Scholarships may be available through Graduate Admissions at 817-531-4422.

MASTER OF SCIENCE IN NURSE ANESTHESIA

Students enrolled in the Master of Science in Nurse Anesthesia program are considered for federal and state grant programs specific to nursing programs of study. All grants are awarded on a funds available basis. Contact the Office of Financial Aid at 817-531-4420 for specific grant information.

ACADEMIC AND STUDENT SERVICES

Academic Advisement and Registration

Graduate students are advised by the director of their program or her/his designee to facilitate course selection and academic program planning. To enroll in classes, students should consult with the director of their program and obtain a signed registration card. Online registration is available to all graduate students. Returning students are encouraged to register in the semester preceding enrollment to avoid a late fee but can register at the beginning of the semester of enrollment. Students waiting to register at the beginning of the semester will not be able to register online but must go to the Office of Student Records. A late fee will be added to their registration fees. Information on registration times is available each semester on the Registrar's web page at www.txwes.edu/registrar.

Academic Computer Labs

All students, faculty, and staff have access to computers in one general-use computer lab, and the Academic Resource Center in the West Library. Alumni can also use the main floor computers for internet access. Wireless access is available to registered students in the West Library, Health Science Building, and all student-housing buildings. Departmental teaching labs are located throughout campus in all buildings for instructional purposes. Most departmental teaching labs are available for general use outside classroom sessions. Students have access to the university core software applications (Microsoft Office Suite) and internet browser in all computer labs/classrooms. Curriculum-based software such as programming languages, tax preparation software, multimedia software, etc. is available in respective locations. Registered students have a pre-determined paper allotment per semester with a per sheet purchase option for printing over that allotment.

Academic Resource Center

The ARC provides students with opportunities to strengthen the reading, writing, math, and general study skills necessary to succeed at the college level. It offers individual help in the writing process and assistance in the General Studies mathematics courses. Many faculty members volunteer their time to assist students—reflecting the philosophy of a teaching university. The learning experiences offered are designed for one-on-one interaction between student and instructor. The ARC has an open computer lab available to any student.

Current employment and internship opportunities (categorized according to career fields) are posted in the center, and current information about hiring trends, as well as company information, is available. Online resources for résumé construction and job locations are available in the ARC. Texas Wesleyan is a member of the Metroplex Area Consortium of Career Centers.

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The ARC is located in the West Library, first floor, where the time schedule and available resource personnel are posted at the ARC door.

Athletics

Intercollegiate athletic programs are a vital component of the educational experience at Texas Wesleyan University. Texas Wesleyan is a member of the National Association of Intercollegiate Athletics (NAIA), which allows for a variety of experiences for both participants and fans. The University has a rich tradition of successful intercollegiate competition including six national titles, numerous conference championships, and numerous scholar-athletes in each sport.

Texas Wesleyan is a member of the NAIA Red River Conference that includes member institutions in both Texas and Oklahoma. Conference membership allows Wesleyan's intercollegiate sports to compete for titles in men's and women's soccer, volleyball for women, men's and women's basketball, baseball for men, golf for men, and softball for women. Texas Wesleyan is also a dual member of the United States Collegiate Athletic Association (USCAA), which allows for additional postseason opportunities and awards for our student athletes. Sid Richardson Gymnasium is the home for men's and women's basketball and volleyball; Sycamore Park is home for baseball and softball; Martin Field, the newest athletic facility, is home for men's and women's soccer.

Texas Wesleyan athletics are supported by a certified (NATA) head trainer and student trainers from an athletic training curriculum program. In addition, Texas Wesleyan sponsors a cheerleading squad, which supports indoor sports, pep rally, and promotional activities of the department.

Texas Wesleyan has a Student Advisory Athletic Committee (SAAC) that has two representatives from each of the sports. The committee advises the athletic department on the needs of student-athletes and works to promote the welfare of student-athletes.

The goal of Texas Wesleyan Athletics is to support the student-athlete concept where the student comes first. The long-term goals of educational growth, building self-esteem, and developing leadership qualities within a winning environment are essential aspects of the program. Through fair competition, team building concepts, physical and mental conditioning, community involvement, and goal attainment, intercollegiate athletics at Texas Wesleyan help graduates to become successful in life.

Bookstore

Follett Higher Education Group manages the Texas Wesleyan University Bookstore. Follett (817/531-4272) handles all campus bookstore needs, including books, school supplies, graduation regalia, school rings, gifts, snacks, personal items, and special orders. The bookstore is located on the first floor of the Brown-Lupton Campus Center. Regular bookstore hours are Monday, Wednesday, and Friday from 7:45 a.m. to 5:00 p.m., Tuesday and Thursday from 7:45 a.m. to 6:00 p.m., and the first Saturday of each month from 10:00 a.m. to 2:00 p.m. Extended hours at the beginning and end of each semester are posted.

Follett will buy back books at any time throughout the year. Students should check with the bookstore regarding buy-back policies.

Career Development

CAREER SERVICES

Faculty advisors provide assistance and guidance to students and alumni during their preparation for entry into their chosen career fields. Career Services offers individual career counseling to determine interests and aptitudes for specific occupations. Career Services, located in the Academic Resource Center offers assistance on resume preparation, interviewing skills, job placement and conducting career research. Career Services also provides a website for career information at <http://www.txwes.edu/careerservices/>.

Current employment and internship opportunities (categorized according to career fields) are posted in the center, and current information about hiring trends, as well as company information, are available. Online resources for résumé construction and job locations are available in the ARC. Texas Wesleyan is a member of the Metroplex Area Consortium of Career Centers.

INTERNSHIPS

Internships are graded academic experiences in a chosen career field and are coordinated through academic departments. Information and notices of available internships, as well as necessary registration forms, are available in academic departments. Career Services provides additional services for internships such as networking and company contact information.

Counseling Center

The Counseling Center offers personal counseling without fee and is located in the Dan Waggoner Annex (DWA), Room 109 (817/ 531-4859). A licensed counselor is available to help students, as well as faculty and staff, with personal and interpersonal problems. Students have an opportunity to explore their concerns in a private, confidential meeting. When feasible, group meetings may be formed to help students cope with specific problem areas. Substance abuse intervention and treatment are available through the Counseling Center. For those students who may benefit from resources in the community, referrals will be made to appropriate agencies and/or professionals.

Dining Facilities

Dora Roberts Dining Hall is conveniently located near the residence halls and provides food service seven days per week. Various food service plans are available to resident students (refer to the “Residential Living” section for details). Guests are welcome on a cash basis. Meal/debit cards are available for commuter students.

The University also operates a fast food grill, located on the first floor of the Brown-Lupton Campus Center. These additional food venues have flexible hours of operation and a wide variety of breakfast, lunch, and snack items.

Disability Services

Students who have a physical or mental impairment that substantially limits a major life activity can apply for accommodation according to the policies and procedures for students with disabilities. See “University Policies” in this catalog or contact the Director of Counseling for specific information.

Eunice and James L. West Library and Law Library

Texas Wesleyan University maintains both the West Library on the historic campus and a Law Library on its downtown campus. Each library is available for use to all students of the University. Information on the collections of each library and the services available is provided at the circulation desks of both the West Library and the Law Library.

In supporting the mission of Texas Wesleyan University, the West Library serves as the foundation of intellectual life for the campus community. The mission of the West Library is to promote the ability to find information and effectively use information resources and foster an awareness of these. For this mission, the library develops collections that fulfill the learning and teaching objectives of the University, and it organizes and provides both intellectual and physical access to that material. As a focus for this information, the library provides the University community a place for interaction, consultation, study, instruction, and reflection. For information call 817/531-4800 or access the West Library web page at <http://ezproxy.txwes.edu> or go to the University homepage <http://www.txwes.edu> and click on Library.

The primary mission of the Texas Wesleyan University Law Library is to provide access to the legal information sources needed for student course work and research. The Law Library, located in downtown Fort Worth, is the largest in Tarrant County with holdings of over 104,442 volumes and 186,129 volume equivalents. In addition to its law book collection, the Law Library subscribes to sources of law published in CD-ROM format and on the web. The Law Library collection may be accessed through the online catalog via the Internet. The Law Library's regular operating schedule, in effect when classes are in session, provides more than 110 hours per week of access. During 85 of these hours, a law librarian is available to provide reference services. It is the role of the law librarians to help educate students in using the resources efficiently. Several law librarians have juris doctor degrees, and all full-time librarians have earned a master's degree in library science. All Texas Wesleyan University students, with valid campus IDs, have circulation privileges for an initial two-week period and renewal.

Health Center

The Health Center is located on the first floor of the Sid W. Richardson Center and provides for most of the routine health needs of the University community. The Health Center is operated by the Coordinator of Health Services and is staffed 30 hours per week. The Health Center can administer first aid and injections and provides treatment of minor illnesses, counseling regarding personal needs, and educational programming. Referrals can be made to a variety of medical providers based on need. All residential

students must have an immunization form on file with the Health Center. The Health Center phone number is 817/ 531-4948.

Identification Card

A student identification card is required for participation in University activities and for use at the library. The card also serves as a meal/debit card in the University cafeteria and snack bar. Once registered, students may obtain an ID card in the Eunice and James L. West Library. There is a \$15 replacement fee. The card is to be shown or returned when asked for by a University official.

International Programs

The Office of International Programs (817/531-5868) facilitates the internationalization of the Wesleyan campus by providing support and services to international students, American students, faculty and staff. The Office provides essential services for international students from their admission to the university to their graduation and beyond. International Programs is the clearinghouse for Study Abroad programs. American students are served by the Office's programs and counseled about study abroad opportunities and help in planning and preparing their study abroad experience. International Programs support faculty by providing them information and assisting them in setting up study abroad programs. The Office offers the campus a variety of activities, such as International Week, that will assist students in developing an international understanding and sensitivity of the world even as they remain on campus.

The Office of International Programs serves as international admissions and provides information and counseling to international students on admission to the University, immigration regulations and procedures, medical insurance, housing, and financial assistance. It also provides international students who have been accepted into the University with information concerning pre-arrival planning, adjustment to life in the U.S., and academic concerns. In addition, ESL tutoring is offered for students who are non-native speakers (see "Admission of International Students" earlier in this catalog for additional information).

The Office of International Programs maintains close ties with various University offices, the community, and the region to ensure that international students have the opportunity to experience the unique blend of Texas culture. Support services for travel within the U.S. and continuation into graduate programs are also provided. The office works with various areas of the campus, including the International Club and Student Life, to organize intercultural activities and promote international awareness for the campus community in events such as the annual International Week.

Media Services

Media Services provides audio/visual support services for Texas Wesleyan students, faculty, and staff. Various types of A/V equipment are available, such as VCRs, video cameras, film and video projectors, and sound systems for use on campus. Two television studios with video editing systems and one audio studio are available for students when producing class-related projects.

Orientation

To facilitate students' adjustment to graduate studies, the Wesleyan graduate programs offer an orientation program at the beginning of each semester. The University will strive to provide for continuing services and assistance that will aid new students in their transition to the University, introduce new students to the broad educational opportunities of the University, and integrate new students into the life of the University.

International students also participate in an international student orientation addressing their specific needs, including an orientation to SEVIS regulations and adjustment to living and studying in the U.S.

Parking

Parking facilities are provided on the campus as a convenience for students, faculty, staff, and visitors. A number of spaces are designated for handicapped parking. Parking regulations are set forth in the *Student Handbook*. All vehicles **must** be registered and display a valid parking permit. Permits are available in the Eunice and James L. West Library.

Residential Living

The University has three residence halls on its historic campus. These halls are conveniently located just north of the Eunice and James L. West Library. Reserved parking for residents is also available. All rooms and lobbies are equipped with cable. The resident rooms in all three residence halls provide a vanity with sink and mirror, desks, beds, bookshelves, closets, and drawers. Residence hall policies and procedures are found in the Residence Halls section of the *Student Handbook*.

Stella Russell Hall is a three-story hall that will house up to 150 students. It is co-ed by floor, with an elevator and large basement that contains coin laundry for the residents to use. Each floor has a large community bathroom in each wing that includes private stalls, showers, and changing areas. The lobby is on this floor and includes a full-sized kitchen with refrigerator, stove, and microwave oven. The lobby is a large, well-lighted area for residents to cook, eat, watch television on a big screen, and play games.

Elizabeth Armstrong Hall is a two-story facility that houses up to 75 upperclassmen students. This facility also has a first-floor lobby with a full-sized kitchen with refrigerator, stove, and microwave oven. There is a laundry room on each floor. Up to 8 first-floor rooms are reserved as single rooms. Priority is given to graduate students, then to non-traditional students and seniors. Bathrooms are shared by the room on each side.

Wesleyan Village is a 250-bed apartment style housing facility. The three-story structure has a combination of two-bedroom efficiencies and four-bedroom apartments.

Closing and opening dates and other housing information can be found in the *Student Handbook*.

RESIDENCY

Students, with the exception of students in the Graduate Program of Nurse Anesthesia, must be enrolled in the University for a minimum of 6 credit hours during the fall or spring semesters to be eligible to live on campus. Current students may reside in the residence halls during summer and interim periods without attending classes. All students choosing to live on campus are required to be on a meal plan except graduate students accepted into one of our established graduate programs. Specific meal plans, requirements, and other details, including rates are located in the Residence Halls section of the *Student Handbook* and in the Expenses section of this catalog.

ROOM RESERVATION PROCESS

1. Obtain and complete a Housing Application form;
2. Return the completed application with a \$150 housing deposit to the Office of Student Life;
3. Once the application and deposit are received, the Director of Residential Life will send the student a letter confirming receipt of the application
4. Approximately six weeks before classes begin the Resident Director will send the student a room assignment letter informing the new resident of her/his room number, roommate name and contact information, immunization form with instructions, move-in dates and times, and a suggested checklist of things to bring.

All residential facilities at Texas Wesleyan University provide comfortable and attractive living environments. The Office of Student Life supervises the housing of all students on campus. Student resident assistants are selected and trained to assist the Resident Director.

The University prefers the guidelines of mutual respect and consideration. Program and discipline guidelines for the halls are coordinated under the supervision of the Office of Student Life, and regulations are kept to a minimum. Please see the Residence Halls section of the *Student Handbook* for more information about living on campus.

Student Employment

On-campus student employment is coordinated through the Office of Human Resources in conjunction with the Office of Financial Aid, through which students who qualify for the federal work-study program are identified. All students desiring on-campus employment should contact the Office of Human Resources, where available positions are listed, and all necessary forms are processed.

Student Government Association

The Student Government Association (S.G.A.) is the representative governing organization of the student body. Through the Student Government Association, students participate in the decision-making processes of the University and make their views, needs, petitions, and recommendations known to the appropriate University officials. The elected

officers and representatives plan and implement the various services and activities of the association and nominate, for appointment by the president, the student members of most University committees and boards. The S.G.A. grants students and student organizations honoraria. Requests for honoraria will be reviewed and voted upon at the weekly meetings of the S.G.A.

Student Life and Activities

It is the primary function of the Office of Student Life to encourage the development of a loyal student community by providing opportunities that promote student growth, development, involvement, and achievement. The Office of Student Life also supervises the housing of all students on campus.

The Office of Student Activities is located on the first floor of the Brown-Lupton Campus Center and is supervised by the Dean of Students. This office is responsible for special events, diversity programs, recreation, intramurals, and many other services. Students participate in selecting, planning, and producing activities. Additionally, the Student Government Association and the many other campus organizations provide a variety of activities and programs. Admission to most activities is free with the presentation of the student identification card. The Student Organization Advisory Committee (SOAC) helps develop programs and determines how student activity fees are spent. To contact the Office of Student Life, call 817/531-4872.

Student Organizations

There are numerous recognized student organizations at Texas Wesleyan University. These organizations serve the voluntary interests of the students. Student organizations may be established for any legal purpose whether the aims are religious, cultural, political, professional, academic, social, service, or common interest. All recognized student organizations must be registered and organized through the Office of Student Life. Membership in all University-related student organizations shall be open to any student who is willing to subscribe to the stated aims of the organization and to meet its obligations. Membership will not be denied solely on the basis of age, gender, race, national origin, religion, disability, citizenship, or veteran's status.

The Texas Wesleyan University *Student Handbook* and the campus website, www.txwes.edu, contain a complete listing and brief description of all recognized student organizations as well as procedures for establishing new organizations. Specific guidelines have also been established for maintaining an active status for organizations. This list can also be found on the Texas Wesleyan University web site, www.txwes.edu/studentlife, under "Student Life."

Student Publications

Texas Wesleyan University sponsors two publications in which students are involved: *The Rambler*, a weekly newspaper; and *Aries*, a national journal of creative expression publishing poetry, fiction, drama, essays, photography, and art; and the *Wesleyan Graduate Review* which is published by the Graduate Studies in Education.

All students are eligible to work on *The Rambler*. *Aries* is partially staffed by student editorial interns who receive academic credit. Each publication has a faculty/staff advisor and is recognized by such organizations as the Texas Intercollegiate Press Association and the American Collegiate Press Association.

UNIVERSITY POLICIES

Academic Integrity

It is the goal of the faculty of Texas Wesleyan University to foster honesty and integrity among students in all academic and non-academic matters. Dishonesty of any kind or misrepresentation of the truth in any way is regarded by the faculty and administration as a most serious offense and renders the offender liable to severe consequences.

ACTS OF ACADEMIC MISCONDUCT AND DISHONESTY

Examples of academic misconduct include, but are not limited to, the following:

1. Cheating on examination;
2. Collaborating with others on work to be presented, contrary to the stated rules of the course, department, and school;
3. Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another;
4. Submitting a paper or assignment that contains ideas or research of others without properly identifying the source of these ideas;
5. Stealing examinations or course materials;
6. Submitting, contrary to the rules of the course, department, and school, work previously presented in another course;
7. Tampering with the laboratory experiment or computer program of another student;
8. Taking an examination for another student;
9. Forging or falsifying academic/University documents;
10. Intentionally impeding or damaging the academic work of others;
11. Tampering with an examination after it has been corrected, then returning it for more credit than deserved;
12. Falsifying data collected in the conduct of research;
13. Altering or changing an examination or comparable document so as to mislead other users or the reader;
14. Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources, including tampering with or damaging any library materials or comparable academic resources;
15. Attempting to prevent access by other users to the University's computer system and its resources, to degrade its system performance, or to copy or destroy files or programs without consent;
16. Intentionally disrupting the educational process in any manner;
17. Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose;
18. Changing or altering grades or other official educational records;
19. Obtaining or providing to another an unadministered test or answers to an unadministered test;
20. Intentionally misrepresenting an instructor on course evaluations;

21. Or in communications with an instructor's supervisor;
22. Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, class performance, examination or other activity is submitted or performed by person other than the student under whose name and work is submitted or performed.

PRELIMINARY MEETING AND WRITTEN REPORT

Any student alleged to have violated the academic conduct code should meet with the faculty member to review the University's Student Code of Conduct, the University's disciplinary system, and the behavior leading to the alleged infraction. The student should also be informed of any witnesses and receive copies of alleged work or other evidence that is available at that time. This preliminary meeting should occur within one week of the alleged misconduct.

If after this preliminary meeting the faculty member determines that there was no violation, the case will be closed and no further action will be taken. If the faculty member determines that there was a violation of the Student Code of Conduct, the faculty member can issue an appropriate sanction (see sanction section below). The instructor may also choose a combination of these sanctions.

If the instructor imposes a sanction for the alleged misconduct, the instructor must complete a Report Form for Allegations of Academic Dishonesty, a form available in the dean's office. A copy of the completed report and any relative paperwork should be submitted within one week of the preliminary meeting to the student, the dean of the school, and Dean of Students. If no sanctions are imposed, the instructor will not submit a written report. When the written report is received by the Dean of Students, she/he will review the academic misconduct files to determine if the student in question has had any previous related violations. If there has been previous reported academic misconduct, the Dean of Students will refer the case to the Academic Judicial Board.

The student may appeal the instructor's decision by submitting a written explanation of her/his appeal. The student's written explanation must be submitted to the instructor, the dean of the school, and the Dean of Students within one week of the day the student receives a copy of the instructor's written report.

Failure of the student to respond by the established date(s) or failure to attend the preliminary meeting is an additional violation that will be added to the current allegations.

OFFICIAL HEARINGS

There are no official hearings by the University Judicial Board or Academic Judicial Board for a first-time offense unless requested by the instructor or student or any third party University member. For a repeat offense of academic misconduct, however, there must be an Academic Judicial Board hearing. If the student accepts the Academic Judicial Board's decision, there is no appeal and the case ends at this point. However, if the student contests the Academic Judicial Board's decision, the appeal will go to the University Judicial Board. Hearings will be conducted in the same manner as a non-academic misconduct case review as specified in the University's *Student Handbook*. The University Judicial Board will hear repeat, multiple, or severe allegations or appealed cases from the Academic Judicial Board. Previous violations and resulting sanctions will have an increased impact on current violations.

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All proceedings will be concluded as expeditiously as possible. The judicial boards will strive to have proceedings concluded within ten days of receipt of the report of the violation. However, failure to do so shall not constitute improper procedure under the Code. Specified time limits within this document should be followed as closely as is practicable, but exceeding the time frames for reasonable purposes shall not constitute improper procedures.

POSSIBLE SANCTIONS FOR ACADEMIC MISCONDUCT

Sanctions for academic misconduct are usually different from sanctions for non-academic misconduct. In either case the goal is to educate the student, change inappropriate behaviors, and assure that the severity of sanctions fit the misconduct. Sanctions for academic misconduct may include one or a combination of the following actions:

1. An oral reprimand;
2. A written reprimand;
3. An assignment to repeat the work, to be graded on its merits;
4. No credit given for the question or part of the assignment;
5. Lower or failing grade on the particular assignment or test;
6. Lower grade for the course;
7. Failing grade for course;
8. Removal of the student from the course in progress.

Instructors may impose any sanction or combination of sanctions of items 1- 8 listed above. However, an instructor may not impose sanctions 1- 3 listed below. These sanctions may be given only by the Academic Judicial Board, the University Judicial Board, or Provost.

1. Removal of the student from the program, major, school, or University;
2. Withdrawal of the degree or academic credit bestowed;
3. Disciplinary probation.

APPEALS PROCESS

The University's current appeal process will be utilized for academic misconduct. Student must submit a written explanation for appeal within 7 days from the time the student receives from the instructor a copy of the completed Report Form for Allegations of Academic Misconduct. This form is completed by the instructor after the preliminary meeting with the student, and the form is submitted to the dean of the school, the Dean of Students, and the student. The Dean of Students will then notify appropriate persons, including the University Judicial Board Chair, that an appeal has been submitted. The appropriate administrator or University Judicial Board Chair will notify the student and involved instructor of the hearing time and location. The University Judicial Board will submit to the student, the instructor, the dean of the school, and the Dean of Students a written report of its decision. This written report should be finished within 5 days of the actual hearing (or as quickly as is practicable).

If the student requests a second appeal, she/he must submit another written explanation of why she/he is appealing the decision of the University Judicial Board, and the written explanation must be submitted to the instructor, the dean of the school, and the Dean of Students. This written explanation should be submitted within 7 days of the time the student receives the written report from the University Judicial Board hearing the first appeal. The Dean of Students will notify the University Judicial Board Chair of this second appeal, and the Chair will notify the student and instructor of the hearing time and location. The University Judicial Board will, after its deliberations,

submit a written report of its decision to the student, the instructor, the dean of the schools, and the Dean of Students.

The student's third and final appeal is to the Provost, whose decision is final. The third appeal must also be accompanied by a written explanation of why the student is requesting this appeal, and the written explanation should be presented to the appropriate individuals within 7 days of the time the student received the written report from the University Judicial Board hearing the second appeal.

No grade penalty should be assigned by the instructor until the case is finally resolved, including the processes of hearing the student's appeal, if any. If the charges cannot be resolved prior to the end of semester, the instructor should assign a grade of "I" until such time the case is resolved.

RECORD KEEPING

All records regarding alleged violations and academic judicial procedures are confidential. The Dean of Students will keep the academic discipline records, and such records will be kept in a locked file separate from other student records and will not be maintained on networked servers.

All sanctions shall be notated and shall remain on the record of the student for a minimum of two years. In the case of the severest sanctions (suspension or expulsion), the notation shall remain on the student's record (transcript) for a minimum of three years. After the minimum time has elapsed, the student may petition the Dean of Students for removal of the sanction notation from the permanent record maintained with the Dean of Students. This provision shall not, however, prohibit any program, department, or School within the University from retaining records of violations and reporting violations as required by their professional standards.

Access to Student Records

Texas Wesleyan University, following the requirements of the Family Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their records.

RECORDS MAINTAINED

1. The University maintains records for each student that include name; address; student identification number; information on parents, guardian, and spouse; general information on academic status at the University; previous school data; results of standardized admissions, examinations, and courses previously taken or being taken; credits; and grades. The University Registrar is responsible for maintaining all of these records, except for those involving financial aid. These records are available to the University Registrar, the Dean of Students, the President, the Provost and Senior Vice President, the Vice President for Enrollment and Student Services, the Director of Financial Aid, and to the faculty of the University. Staff members affiliated with the University may be designated as having access to the records on a need-to-know basis. The University Registrar, in consultation with the Provost and Senior Vice President, will be the individual charged with responsibility for determining the need to know. Prior consent is not required for the release of educational information under certain circumstances (such as the need to know by other school officials when a student transfers to another school, when requested by federal/state officials functioning in their

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official capacity, for financial aid purposes, to certain educational organizations, and in certain emergency situations).

2. Applicants for financial aid have an additional file that contains information submitted as part of the process of applying for financial assistance. Records involving financial aid are maintained by the Director of Financial Aid and are available to the Director and staff, the President, the Associate Vice President for Student Services, the Provost and Senior Vice President, and to the Committee on Scholarships for the purpose of granting and administering the University's financial aid programs. All of these records also are available to such other organizations and persons as are entitled to them under Part 99 of the Code of Federal Regulations.
3. The University is required to maintain records for each F-1 student (immigration classification) to whom it has issued Form I-20 A-B. The required information includes name; date and place of birth; country of citizenship; address; status (full-time or part-time); date of commencement of studies; degree program and field of study; whether the student has been certified for practical training and the beginning and ending dates of certification; termination date and reason; documents and information related to the student's qualifications for admission to the school as an F-1 student; number of credits completed each semester; and a photocopy of the student's I-20 I.D. copy. In addition, the University is required to maintain records on F-1 and J-1 students and their dependents: their identity and current (local) address; their nonimmigrant classification; the current academic status (including whether full- or part-time); disciplinary actions regarding these students as a result of a criminal conviction; and (for the J program) records of any change in the program participation resulting from the conviction of a crime. These records are maintained by the Office of International Programs.
4. The University considers the following to be directory information: student's name; hometown address; student's local address; telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent previous educational agency or institution attended by the student; and the student's thesis title.
5. The University maintains a development database that is intended for the use of University employees and volunteers acting on behalf of the University. The database may include information on students as drawn from the registrar file and may include directory information. The information is not for sale to outside agencies and is released outside the internal campus community when necessary for University business. Research and gift information contained in the database is strictly confidential and will only be released outside the Office of Advancement when necessary for University business.
6. The University also maintains for each student a medical record showing history, treatment, etc. These records are maintained at the Student Health Center and, while specifically excluded from Public Law 90-247, are still available for inspection by the individual student on request.

The University also maintains for each student seen by the Office of Guidance and Career Development or the Section 504 Coordinator, records of those visits and other relevant records in those offices.

8. The University also maintains advising information on each student. Advising information is kept by the enrollment and student development staff who undertake initial advisement and new student orientation and by the academic unit in which the student is advised. Unofficial and informal advising materials may be maintained by individual faculty advisors.

SPECIAL RECORDS

1. Student discipline records are maintained by the Dean of Students in that office and are available to the student life staff and disciplinary committee as needed.
2. These records are also available to senior administrative officers or their designees as appropriate. The University will keep a record, available to the student and kept with the personal file, of all persons and organizations, other than those authorized within the University, requesting or obtaining access to the files. This record will indicate specifically the legitimate interest that each person or organization obtaining access to the records has in such records.

ACCESS DEFINED

1. Access to student records by University officials is a by-product of the need to know. Such access is delineated in item 1 of this policy; the need for an individual to know information in order to fulfill her/his responsibilities does not allow that individual to share the information with other staff or with individuals external to the campus without the permission of the student.
2. Neither student records nor those housed in the Office of Financial Aid nor any personally identifiable information, other than directory information (see #4 above), will be made available to anyone else, other than the student, without written consent. Where consent is required and given, the student upon request, will receive a copy of the records to be released.
3. No student can be required, nor will be asked, to waive rights under Part 99 of the Code of Federal Regulations. However, a student may voluntarily waive right of access to confidential statements made by third parties respecting admission to education agencies or institutions, applications for employment, or the receipt of an honor or honorary recognition. In case of waiver, the confidential statements will be used solely for the purposes for which they were specifically intended, and the student will, upon request, be notified of the names of all persons making such confidential statements.
4. Any student who desires to review her/his record may do so by making a written request to the appropriate office immediately responsible for the record. Students may inspect their academic transcripts during normal working hours. The process for specific record access and/or copying of the record is summarized here: To see other records, students must provide a written request to the Office of Student Records, the Director of Financial Aid, or the Dean of Students, as appropriate. A mutually convenient time will be arranged within 10 working days after receipt of the request for the student to examine the records in the file. At that time the

student may examine all records in the file with the exception of those specifically exempted by Part 99 of the Code of Federal Regulations. The student may obtain copies of any of the records available; the cost will be \$.50 for the first page copied and \$.10 for each additional page. All reasonable requests for explanations or interpretations of the records will be honored, and if inaccurate, misleading, or otherwise inappropriate data are found in the records, they will be promptly corrected or deleted. The student also has the right to insert into the records a written explanation respecting the contents of such records.

APPEALING THE ACCURACY OF THE RECORD

1. If the student and the University Registrar, the Director of Financial Aid, the Dean of Students, or their deputies do not agree on items contained in the records, the student may submit a written request to the Provost and Senior Vice President for a hearing to challenge the content of the records. The Provost and Senior Vice President will schedule such a hearing within 30 days after receipt of the request and will notify the student reasonably in advance of the hearing of its date, time, and place. The hearing will be before a board composed of the Provost and Senior Vice President or her/his designee, the Vice President for Enrollment and Student Services or her/his designee, and at least one disinterested member of the faculty who shall be appointed by the Provost and Senior Vice President. None of those hearing the challenge may have a direct interest in the outcome. Students will be afforded a full and fair opportunity to present evidence relevant to the issues raised and may be assisted or represented by individuals of their choice at their own expense, including an attorney. The decision of the board on the correctness of the record, as determined by the majority vote, will be in writing and will be final. This decision will be based solely upon the evidence presented at the hearing and will include a summary of the evidence and the reasons for the decision.
2. If, as a result of the hearing, the University decides that the information in the files is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the University shall amend the records accordingly and so inform the student in writing. However, if, as a result of the hearing, the University decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of the right to place in the records a statement commenting on the information in the records and/or setting forth any reasons for disagreeing with the decision of the University.

MAINTENANCE OF THE RECORD

1. The University reserves the right, after a three-year period, to destroy any and all records that it maintains on a student except to the extent that law requires their maintenance for a longer period of time.

2. The Office of Advancement will assist former students of the University in acquiring information related to their own individual record. No inquiries from outside organizations or agencies will be accepted. The Office of Advancement will also assist, where possible, former students in getting information about other students. This assistance will occur only after the student inquired about is notified.

Administrative Suspension

If, in the judgment of the Provost and/or Dean of Students, a student's behavior is disruptive to the educational process and/or a potential danger to a student and/or faculty/staff member, an administrative suspension may result.

University officials and/or employees will not release any information regarding the reasons for the administrative suspension other than verifying the status (Right to Privacy Act).

An exception will be made if the student gives written permission to disclose information regarding the suspension.

All disciplinary files and permission letters will be kept in the Office of the Dean of Students. The Dean of Students or her/his designee is the only person authorized to discuss the case with anyone outside of the University. Administrative suspensions may be made by the Dean of Students and/or the Provost.

Change of Name or Address

A student who changes name, residence, or mailing address is expected to notify the Office of Student Records of this change immediately. Any communication from the University that is mailed to the name and address of record is considered to have been properly delivered.

Hold

A "hold" is an action on a student record that prevents students from registering, receiving official transcripts, receiving transfer credit, and/or graduating from the University. A hold is placed on a student's record in the event an obligation or requirement to the University has not been met. These obligations/requirements can include:

- Failure to make required financial payments as outlined on student invoice;
- Failure to pay University fines including parking;
- Failure to pay medical charges;
- Failure to return University equipment;
- Failure to return library materials;
- Failure to meet required disciplinary sanctions;
- Failure to provide required student record documents for enrollment;
- Failure to meet academic or administrative requirements resulting in Suspension as outlined in the University catalog;
- Failure to maintain a deliverable mailing address with the University.

To determine the reason for a hold, the Office of Student Records should be contacted. To release a financial hold (except for the library), the Business Office should be contacted. To release a document on hold, the Office of Student Records should be contacted. To release a disciplinary hold, the Director of Student Life should be contacted.

Inclement Weather University Closing

Decisions regarding the closing of the University for inclement weather are made for the entire University and are not made for or by each unit of the University. Faculty, staff, and students may check the Texas Wesleyan website, www.txwes.edu, and the following radio or television stations to receive University closure information due to inclement weather:

FOX 4 Channel 4
KXAS Channel 5
WFAA Channel 8

KTVT Channel 11
WBAP 820 AM

Announcements will be made on the above stations after 5 a.m. weekdays for closures during the week. Weekend closures and class cancellations may be announced on the preceding 10 p.m. newscast and/or the morning of the closure. A recorded announcement will be available through the switchboard (817/ 531-4444).

University offices may open with limited services to assist students who are living on campus. The opening of these offices will be on an individual case basis and may include food service, the library, and the Brown-Lupton Campus Center.

Insurance

All students should carry some type of health and accident insurance. Resident students are advised to carry personal property insurance. (Please also refer to the Safety of Person and Property section on the following page.) Information packets for all-campus carriers can be picked up in the Office of Student Activities. International students are required to carry medical insurance and submit proof of such insurance meeting Texas Wesleyan University requirements.

Minor Children on Campus

Periodically the University will offer and/or sponsor programs designed for minor children. On these special occasions, minor children are invited to participate with appropriate adult supervision. Parents are cautioned that minor children are neither permitted to remain unattended on campus nor to attend classes with their parents without prior approval of the instructor teaching the class.

Ram Mail/Official University Communication

A student's Ram Mail address is the official e-mail address for Texas Wesleyan University. All official university e-mails will be sent to this e-mail address. Students may elect to forward Ram Mail to an alternate e-mail address. However, the University will not be responsible for the handling of

e-mail to an alternate e-mail address. Students will be responsible for any information sent to their official e-mail address.

Room Reservations by Campus Organizations

Campus organizations may reserve meeting space through the Office of Student Life (817/531-4872). Facilities are available on a first-come first-served basis with certain priority restrictions. Sid W. Richardson and Brown-Lupton Campus centers are limited to groups that are integral parts of Texas Wesleyan University or are integrally connected with the Texas Wesleyan program or are approved by the Facility Coordinator. All reservations must be made at least 48 hours ahead of the event and completed during regular working hours. Reservations can be made via the Internet at www.txwes.edu/facilities/. Reservation forms and more specific information regarding reservation priorities, fees, restrictions, and other information may be obtained through the Office of Student Life.

Safety of Person and Property

Students must ensure and take responsibility for their own safety and the safety of their property by practicing fundamental crime prevention techniques. **The University is not responsible for loss or theft of personal property.** It is recommended that students carry applicable insurance to cover potential losses.

School Manuals/Handbooks

Schools and/or departments may publish manuals or handbooks outlining specific program requirements to supplement the University catalog. Students are expected to follow these policies, as related to their chosen major. Manuals may be obtained from a student's major department or school.

Student Handbook

The Texas Wesleyan University *Student Handbook* is published biannually by the University and is distributed during registration for the fall and spring semesters. It contains policies, procedures, and regulations developed by students, faculty, and administrative personnel of the University. The purpose of the handbook is to set forth the standards of conduct Texas Wesleyan expects of its students, to inform the student body of individual and group rights and responsibilities, and to describe the due-process procedures to be followed when citizenship violations occur. The handbook contains extensive information that is intended to acquaint the student with various aspects of University life and to serve as a guide to University services and activities.

It is important that the student become acquainted with the contents of the *Student Handbook* since enrollment at Texas Wesleyan is considered by the University as an implicit declaration of the acceptance of the rules and regulations contained therein.

Copies of the *Student Handbook* may be obtained from the Office of Student Life.

***Students with Disabilities and
Non-Discrimination on the Basis of Gender
(Policy and Procedures)***

Texas Wesleyan University complies with the Americans with Disabilities Act (ADA) and with Section 504 of the Rehabilitation Act of 1973 regarding its students with disabilities. Texas Wesleyan University also complies with Title IX of the Education Amendments of 1972 and does not discriminate against students on the basis of gender. It is the policy of Texas Wesleyan University that no student shall be denied access to or participation in the services, programs, and activities of the University solely on the basis of her/his disability or gender.

PROCEDURE FOR OBTAINING ACADEMIC ADJUSTMENTS

The University shall provide, upon request, academic adjustments for students who have a physical or mental impairment that substantially limits a major life activity. An academic adjustment is defined by this policy as any reasonable accommodation for a student's disability as required by federal regulations.

If a student with a disability requires an adjustment, the student must present relevant, verifiable, professional documentation or assessment reports, confirming the existence of the disability, to the Director of the University's Counseling Center for review by its professional staff. Further documentation may be required to confirm the disability claim or to assist the University in determining the appropriate academic adjustment. Following its review, the Director will reach a determination regarding the existence of the disability for purposes of providing an academic adjustment. Information concerning a student's disability will be treated in a confidential manner in accordance with University policy as well as applicable federal and state law.

The student will be informed of the Director's determination within 15 calendar days. If the determination confirms the existence of a disability requiring an academic adjustment, the student may meet with the Director to explore possible adjustments.

A letter describing the adjustment the University will provide the student will be issued to the student within 15 calendar days after the formal request and all documentation is received. The student will have the responsibility of delivering the letter to, and conferring with, her or his professor concerning the implementation of the adjustment. If the academic adjustment is not provided or followed as outlined, the student shall report the matter to the Director within 15 calendar days.

Application Deadlines

To allow adequate time to evaluate the data properly and notify the parties involved, the following cut-off dates for application shall apply:

Fall: November 15
Spring: April 1

If the Director does not confirm the disability or the need for an academic adjustment, the student may challenge the determination by following the procedures outlined below.

This policy applies to students with disabilities as defined by Section 504 and the ADA. A person is disabled if she or he:

- Has a mental or physical impairment which substantially limits one or more of such person's major life activities;
- Has a record of such impairment; or
- Is regarded as having such an impairment.

Physical or mental impairments that fall within discrimination prohibitions include:

- Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Physical or mental impairments includes (but are not limited to) such diseases and conditions as orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, AIDS, cancer, heart disease, diabetes, mental retardation, emotional illness, and drug addiction and alcoholism. It does **not** include current or illegal substance abuse.

Major life activities include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, sitting, standing, lifting, reaching, thinking, concentrating, reading, interacting with others, learning, and working.

A student who has followed the procedures identified in this policy and does not agree with the determination of academic adjustment, and who has a mental or physical impairment as defined above, may file a grievance by using the policy listed below.

STUDENT GRIEVANCE PROCEDURES

Definition and Scope:

Note: The following grievance procedure applies to Title IX (athletic) and disability complaints. All other complaints regarding discrimination or harassment must be referred to the Harassment/Discrimination Policy. Requests for an informal review will be directed to and conducted by the athletic director. Title IX requirements shall serve as the basis for review.

Scope: Any student or group who believes that a violation of Section 504 or the ADA has occurred may file a grievance alleging any action that constitutes a violation of these laws.

Informal Review:

- The student shall first make a written request for an informal review by the dean of the school in which the student is majoring, within 60 calendar days after the event alleged to be discriminatory.

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- The dean of the school will review the student's grievance and accompanying documentation or information and consider that information with respect to the requirements and discrimination prohibitions as defined by Section 504, the ADA, and Title IX.
- The dean shall render a written decision within 15 calendar days.
- The dean is granted authority to take appropriate action if necessary.

Formal Review:

- If the informal review does not resolve the issue to the student's satisfaction, the student may make a written request for formal review to the Provost of the University within 15 calendar days following receipt of the dean's decision.
- The student shall provide a written explanation detailing the student's cause for appeal. Any associated documentation or information supporting the student's appeal must be included.
- No specific format is required. However, the student should provide pertinent information or documentation to substantiate a disability as defined by Section 504 and the ADA, and the requested academic adjustment, if this is the subject of the grievance.
- The Provost shall appoint a five-person committee within 15 calendar days consisting of at least two faculty members and two students to review the student's grievance.
- As part of the written appeal, the student will be granted, upon request, an opportunity to meet with the committee for the purpose of presenting relevant information.
- A hearing shall be scheduled within 30 calendar days of the formal appeal and a decision rendered within 45 calendar days.
- One representative or advisor as selected by the student may accompany the student at the hearing. The student shall advise the committee that a representative will be present and her/his identity prior to the hearing.
- To ensure impartiality, no committee member shall be directly affected by or previously involved in the student's academic adjustment request or grievance. In addition, student representation is provided on the committee.
- The Provost shall appoint a committee chairperson.
- Evidence shall be presented in a fair and orderly manner under the direction of the committee chairperson.
- The committee shall review discrimination prohibitions as defined by Section 504, the ADA, or Title IX, as well as relevant information as provided by the student, and provide a recommendation on the matter to the Provost.

- The recommendation sent to the Provost shall be based on the majority opinion of the committee.
- The student shall be informed of the decision in writing by the Provost Office within 15 calendar days following receipt of the committee's recommendation.
- The student shall have no review rights beyond the five-person committee.

**COORDINATORS FOR CIVIL RIGHTS COMPLIANCE EFFORTS
(Section 504 and Title IX Coordinators)**

In compliance with the Office of Civil Rights, the names and office locations, including phone numbers, of Texas Wesleyan University's coordinators of civil rights compliance efforts are listed below:

Historic Campus:
Dr. Michael Ellison, Director
The Counseling Center
Dan Waggoner Annex, #109

Law School Campus:
Ms. Patti Gearhart Turner,
Assistant Dean for Student
Affairs

Mailing address:
1201 Wesleyan Street
Fort Worth 76105
817/ 531-7565

Location and mailing address:
1515 Commerce Street
Fort Worth 76102
817/ 212-4020

Unified Harassment and Discrimination Policy

STATEMENT

Harassment and discrimination, including sexual harassment and discrimination, are illegal under federal and state statutes, including but not limited to Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Texas Commission on Human Rights Act, and is prohibited at Texas Wesleyan University (the "University"). The University is committed to providing an environment of academic study and employment free from harassment or discrimination to all segments of its community; that is, its faculty, staff, students, guests and vendors. It is the responsibility of members of the University community to conduct themselves so that their words or actions cannot be reasonably perceived as harassing, discriminatory, sexually coercive, abusive or exploitive, or as interfering with any other individual's ability to study or work productively at the University. Furthermore, the University strictly forbids retaliation by any member of the University community against anyone who brings a charge of discrimination, sexual harassment or any other form of harassment.

Once the University has knowledge of conduct or behavior that could be reasonably construed as harassment or discrimination, action under this policy must be initiated and followed to its conclusion.

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when: 1) Submission to, or rejection of, such conduct is used as the basis for

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employment or academic decisions or is made a term or condition of employment or academic success; or 2) Such conduct has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile or offensive work or academic environment.

OTHER FORMS OF HARASSMENT

1. Any verbal, physical or visual act or conduct which denigrates, threatens or shows hostility toward any individual or group because of a protected status, and which has the purpose or effect of unreasonably interfering with one's work or academic performance by creating an intimidating, hostile, or offensive work or academic environment;
2. Any threat or act of violence;
3. Such harassment may be based on, but is not limited to, race, color, national origin, ethnicity, gender, age, religion, disability or other legally protected status.

DEFINITION OF DISCRIMINATION

Any act or conduct that is prejudicial toward another person's race, color, national origin, ethnicity, gender, age, religion, disability or other legally-protected status.

SANCTIONS

Any violation of any aspect of this policy toward any faculty member, staff member, student, guest or vendor will subject the violating faculty member, staff member, student, guest or vendor to appropriate disciplinary action or sanction, which may include: dismissal from employment for faculty and staff; cancellation of student status for students; and loss of business or other campus privileges for vendors and guests.

TIMING OF COMPLAINT

Any complaint, either oral or written, must be communicated to the appropriate University representative immediately as indicated by this policy, but no later than 180 calendar days from the most recent occurrence of the alleged behavior.

CONFIDENTIALITY OF PROCEEDINGS AND RECORDS

All persons involved in the investigation, adjudication or resolution of complaints shall preserve the confidentiality of information relating to such investigation, adjudication or resolution, to the extent possible. Such confidential information shall only be disclosed on a need-to-know basis to those in the University or their designees and legal representatives (including outside counsel) authorized to participate in the investigation, adjudication or resolution, or to those outside the University, as required by court order or otherwise required by law.

The University cannot guarantee confidentiality.

PROCEEDINGS

Once the complaint has been received, the appropriate authority, as defined by this policy, shall promptly initiate the specific complaint and investigation procedure applicable for the accused individual, according to the appropriate policy. The unified policy and procedures are cross-referenced to appropriate University policy manuals.

COMPLAINT PROCEDURES IN GENERAL

The University recognizes the need for each of the three segments of the University community (faculty, staff and students), with their unique missions and roles, to have their own respective complaint procedures. Although this is a unified policy for the University community, specific complaint procedures are listed for each segment, depending upon which member of the University community is being charged with harassment or discrimination. Complaints against vendors and guests should follow the complaint procedures for charges against staff employees.

Complaints should be delivered in writing to the appropriate person as specified in this policy. However, verbal complaints may be accepted. Complaints must provide the name of the person alleged to have harassed or discriminated against the complainant, specific details of the alleged conduct or act, a list of witnesses (if any), a desired remedy, and any other pertinent details.

WHO MAY USE THE PROCEDURE

The complaint procedure described herein shall be available to any faculty member, staff member, student, vendor or guest who believes that he or she has been harassed or discriminated against by a faculty member, staff member, student, vendor or guest in the context of the accused individual's performance of University-related functions.

LODGING OF COMPLAINT AGAINST A FACULTY MEMBER

Investigation

Any complaint of harassment or discrimination against a faculty member shall be reported immediately to the Provost. The Provost shall promptly assign the complaint to two (2) appropriate administrators of at least the senior staff level or someone who directly reports to the senior staff. These administrators shall investigate the complaint, interview the parties and others in possession of pertinent information, review relevant documentation and evidence, reach an initial determination of whether harassment or discrimination has occurred and, depending upon its severity, seek to resolve the matter informally.

If the administrators believe that immediate harm to either party or the integrity of the investigation is threatened by the continued performance of the accused faculty member's customary duties or responsibilities, the administrators may recommend to the Provost that the accused faculty member be suspended with pay, or reassigned pending the completion of the investigation.

The investigation shall be completed within thirty (30) calendar days of the receipt of the complaint by the Provost, unless notice of delay is given. Within this time frame, the administrators shall prepare a written report of the investigation, which shall include their initial determination.

Informal Resolution

Upon completion of the investigation and depending upon its severity, the administrators are authorized to resolve the matter to the satisfaction of the University, the complaining party and the accused faculty member. If a resolution satisfactory to the University and both parties is reached through the efforts of the administrators, a written statement, a copy of which shall be

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attached to the administrators' report, shall indicate the agreement reached by the parties and shall be signed and dated by each party and by the administrators. At that time, all action contemplated under the agreement shall be taken and the investigation shall be closed.

Determination of Merits of Complaint

In arriving at a determination of the existence of harassment or discrimination, the administrators shall consider the evidence as a whole, the totality of the circumstances, and the context in which the alleged events occurred. The determination of the existence of harassment or discrimination shall be made from the facts on a case-by-case basis.

Determination of No Harassment or Discrimination

If the administrators determine that no harassment or discrimination has occurred, they shall dismiss the complaint, giving prompt written notice of said dismissal to each party involved. The complaining party or the University has the right to appeal said dismissal in writing, within fifteen (15) calendar days of the date of the notice of dismissal, to the Provost. If no appeal is filed within the fifteen (15) calendar day period, the matter is automatically closed. If a determination of no harassment or discrimination is appealed, the Provost shall make a written recommendation to the President within seven (7) calendar days. The President shall notify all parties of his or her decision in writing within seven (7) calendar days after receipt of the Provost's recommendation. The President's decision is final.

Determination of Harassment or Discrimination

If the administrators determine that harassment or discrimination has occurred and that a particular sanction is appropriate, they shall promptly notify the parties without providing details of the sanctions to the complainant. The accused faculty member, the complaining party or the University may appeal said determination, in writing, to the Provost within fifteen (15) calendar days of the date of notice of determination. If no appeal is filed within the fifteen (15) calendar day period, the matter is automatically closed. If a determination of harassment or discrimination is appealed, the Provost shall make a written recommendation to the President within seven (7) calendar days. The President shall notify all parties of his or her decision in writing within seven (7) calendar days after receipt of the Provost's recommendation. The President's decision is final.

Revocation of Tenure and Termination as Possible Sanction for Harassment or Discrimination

If the administrators determine at any stage in the investigation that the evidence of harassment or discrimination is sufficiently clear and severe, and the Provost concurs in writing, so as to warrant the immediate commencement of proceedings to revoke tenure and/or terminate the faculty member, the case shall be removed from the complaint procedures contained herein and resolved in accordance with the revocation of tenure and termination policies and procedures for faculty members. The faculty member shall be suspended, with pay, pending formal resolution of the matter.

LODGING OF COMPLAINT AGAINST A STAFF EMPLOYEE, GUEST, OR VENDOR

Persons who have complaints alleging harassment or discrimination against a staff employee, guest or vendor are encouraged to raise them either orally or in writing to the Associate Vice President for Administration and Human Resources, a supervisor, the department head, Dean, Divisional Vice President or the Provost. It is recommended, although not required, that the complainant follows the “chain of command.” For example, staff employees are encouraged to lodge complaints within their respective work area. The person receiving the complaint shall communicate it promptly to the Associate Vice President for Administration and Human Resources or the Director of Human Resources. The Office of Human Resources shall be responsible for investigating complaints. In the event of a conflict of interest involving the Office of Human Resources, the complaint shall be assigned by the Associate Vice President for Administration and Human Resources to a Divisional Vice President for investigation. Nothing in this policy shall require a complainant to file a complaint with the individual who is accused of harassment or discrimination.

Investigation

Upon receipt of a complaint of harassment or discrimination against a staff employee, guest or vendor, the Office of Human Resources shall investigate the complaint itself or assign it to two (2) administrators, each of whom must be either a Vice President, Associate Vice President or someone who directly reports to a Vice President, Associate Vice President and who is employed at least at the director level.

The Office of Human Resources or the assigned administrators shall investigate the complaint, interview the parties and witnesses involved and gather all pertinent information. The investigation shall be completed within thirty (30) calendar days of receipt of the complaint, unless notice of delay is given. A written report shall be prepared, unless advised otherwise by University legal counsel.

At any stage in the investigation, an accused employee may be suspended with pay or reassigned. If the complaint is against a guest or vendor, the guest may have his or her privileges as a guest suspended, or the vendor may have its business dealings with the University suspended, or the guest or vendor may be prohibited from having contact with faculty, staff, students, guests or vendors of the University until the complaint is resolved. The Office of Human Resources or the administrators shall promptly inform the accused employee, guest or vendor of the complaint and shall, during the investigation, obtain the employee's, guest's or vendor's version of the facts. The Office of Human Resources or the administrators, in arriving at a determination of whether harassment or discrimination has occurred, shall review the information as a whole in the totality of the circumstances and in the context in which the alleged incident or incidents occurred. The determination shall be made from the facts on a case-by-case basis.

Determination

Upon completion of the investigation, the Office of Human Resources or the administrators are authorized to take the following actions:

1. Determine that the claim of harassment or discrimination was not substantiated and provide written notice of such determination to the employee, guest or vendor, and the complainant; or

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2. Determine that the claim of harassment or discrimination was substantiated and issue appropriate disciplinary action against the employee, guest or vendor with notification to the complainant that appropriate action is being taken against the employee, guest or vendor, without providing details of the nature of such action.

Appeals

Either party may appeal the determination by the Office of Human Resources or the administrators to the President in writing within fifteen (15) calendar days of receipt of notification of the determination. If the President does not act to change the determination within seven (7) calendar days of receiving the appeal, the determination shall become final under the executive authority of the President. The President's decision is final.

Employment-at-Will

The utilization of these procedures shall not affect the employment-at-will nature of the employment relationship.

LODGING OF COMPLAINT AGAINST A STUDENT

Persons who have complaints alleging harassment or discrimination against students are encouraged to raise them either orally or in writing to the Vice President of Enrollment and Student Services, the Dean of Students, the Provost, a Dean, or the Office of Human Resources. The person receiving the complaint shall communicate it promptly to the Vice President of Enrollment and Student Services or the Dean of Students in his or her absence.

Investigation

Upon receipt of a complaint of harassment or discrimination against a student, the Vice President of Enrollment and Student Services or the Dean of Students, if designated by the Vice President, shall investigate or assign the complaint to two (2) administrators, each of whom must be either a Vice President, Associate Vice President or someone who directly reports to a Vice President or Associate Vice President and who is employed at least at the director level. The Office of Human Resources shall serve in an advisory capacity for complaints involving students.

The above-mentioned staff or the assigned administrators shall investigate the complaint, interview the parties and witnesses involved and gather all pertinent information. The investigation shall be completed within thirty (30) calendar days of receipt of the complaint, unless notice of delay is given. A written report shall be prepared, unless advised otherwise by University legal counsel.

At any stage in the investigation, the accused student may be suspended until the matter is resolved. In the event a student is suspended and subsequently exonerated, the student shall be allowed to make-up missed assignments or tests, if possible. If that is not possible, the student shall be refunded any tuition or fees lost. The accused student shall be promptly notified of the complaint and shall, during the investigation, provide his or her version of the facts. In arriving at a determination of whether harassment or discrimination has occurred, the information as a whole in the totality of the circumstances and in the context in which the alleged incident or incidents occurred shall be reviewed. The determination will be made from the facts on a case-by-case basis.

Determination

Upon completion of the investigation, the Vice President of Enrollment and Student Services, the Dean of Students or the administrators are authorized to take the following actions:

1. Determine that the claim of harassment or discrimination was not substantiated and provide prompt written notice of such determination to the student and the complainant; or
2. Determine that the claim of harassment or discrimination was substantiated and issue appropriate disciplinary action against the student with notification to the complainant that appropriate action is being taken against the student, without providing details of the nature of such action. If the disciplinary action against the student is expulsion, the President must first be notified and approve the expulsion.

Appeals

Either party may appeal the determination by the Vice President of Enrollment and Student Services, the Dean of Students or the administrators to the President in writing within fifteen (15) calendar days of receipt of notification of the determination. If the President does not act to change the determination within seven (7) calendar days of receiving the appeal, the determination shall become final under the executive authority of the President. The President's decision is final.

NOTICE

This policy does not create contractual rights of any kind for students, faculty, staff, guests or vendors. This policy may be amended, amplified or withdrawn by the University, in its sole discretion, at any time.

Written Student Complaint Policy

Texas Wesleyan University recognizes the value of information provided by students about the performance of the University in providing the services and meeting the goals which our mission describes. It is University policy to invite feedback, and, whenever possible, to use that feedback to continue to improve the services and functions of the University.

Ideally, students will be able to resolve any problems by dealing directly with the individual (such as a faculty or staff member) or office (such as a student service or administrative office) involved. However, if a student is unable to reach a satisfactory resolution and wishes to pursue the matter further, or if a student wishes to register a formal complaint, a written complaint may be addressed to the Office of the Provost.

Written complaints should contain the following information:

- The complainant's name and contact information;
- A clear description of the problem or complaint;
- Appropriate supporting documentation that is directly related to the complaint;

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- A description of any subsequent actions taken by the complainant or the University;
- A description of the desired outcome.

All written complaints received and copies of any responses will be kept on file in the Office of the Provost. Complaints that are unsigned or are not received in written format (e.g., complaints received by phone or electronically) will not be considered.

The Provost will respond to each complaint within 15 business days of receipt. If no other action was requested, the response will acknowledge receipt of the complaint. If further action is requested, the response will describe the actions to be initiated by Office of the Provost and any further information from the complainant that may be required.

ACADEMIC MATTERS

Written complaints about grades will not be addressed by the Office of the Provost unless the student has already discussed the grade with the course instructor, the department or division head (if any), and the appropriate Dean, respectively. Appropriate documentation would include copies of the student's coursework, the course syllabus, and any other materials related to specific assignments (such as handouts or correspondence with the instructor).

NON-ACADEMIC MATTERS

Written complaints about administrative or other student services should be directed initially to the appropriate office, but may be submitted to the Provost if satisfactory resolution is not achieved. Appropriate documentation would include copies of any relevant contracts, notices, or other official or informal correspondence with the office or other University personnel.

ACADEMICS: PROGRAMS, OFFICES, POLICIES

Graduate and Professional Programs

Programs of study are offered that lead to the following degrees:

M.B.A.	Master of Business Administration
M.Ed.	Master of Education
M.H.S.	Master of Health Science
M.i.M	Master in Management
M.S.H.A.	Master of Science in Healthcare Administration
M.S.N.A.	Master of Science in Nurse Anesthesia
M.A.Prof.Couns.	Master of Arts in Professional Counseling
M.S.Sch.Couns.	Master of Science in School Counseling
J.D.	Juris Doctor

The information in this catalog pertains to the programs in Business, Counseling, Education, and Nurse Anesthesia. For information about the J.D. program, students should contact the Texas Wesleyan University School of Law.

Roles of Academic Offices

OFFICE OF THE PROVOST AND SENIOR VICE PRESIDENT

The Provost and Senior Vice President serves as the chief academic officer at the University. As such, the Provost acts on recommendations from the deans and directors regarding matters of academic policy, student petitions, and other matters affecting the academic lives of the students of the University. Questions concerning issues of academic policy should be directed to the Office of the Provost. Students seeking counsel on specific academic programs or seeking to address issues affecting their program should consult with the program director of their graduate program and the dean of the school in which she/he is enrolled. All petitions for course substitutions, readmission to the University, or other exceptions to the policies stated in this catalog must be considered by the dean of the school before being submitted to the Office of the Provost for final determination.

ACADEMIC DEANS

Texas Wesleyan University is organized into four academic schools: Arts and Sciences, Business and Professional Programs, Education, and Law. Each school is headed by the dean of the school who has primary responsibility for implementing academic policies affecting those schools. Students with questions about programs that are not addressed in this catalog should consult with their program director and/or with the dean of the school. Students seeking alternatives to the stated requirements should consult with the dean of the school or her/his designee. All petitions concerning matters of academic policy should be addressed to the graduate program director of the student's program and the dean of the school in which the student is enrolled. Concerns regarding the faculty or staff assigned to the respective schools should be addressed to the dean of the school.

GRADUATE PROGRAM DIRECTORS

Each graduate program is headed by a graduate program director who has primary responsibility for program implementation for the school. The director coordinates program offerings in conjunction with the dean, admits students in cooperation with the Admission Office, plans the new student orientation, and serves as initial advisor to the student. Students with questions concerning academic policy should initially consult with the program director and then the dean of the school.

UNIVERSITY COMMITTEE ON GRADUATE PROGRAMS

The University Committee on Graduate Programs provides a forum for graduate program issues and academic affairs. The Committee reviews nominations for graduate faculty and the process for the hiring of contributing graduate faculty. It also assesses and evaluates all graduate programs. Membership includes the director of each graduate program, two faculty members from each graduate program, one dean from the three schools (term limit one year, non-voting), Provost (ex-officio), Director of West Library (ex-officio), and Director of Admissions (ex-officio).

OFFICE OF STUDENT RECORDS

The purpose of the Office of Student Records is to provide secure, efficient storage of permanent student records and to maintain the integrity of the University Undergraduate and Graduate catalogs. Students rely on the office for a variety of services including registration, schedule changes, verification of enrollment, maintenance of current address information, graduation audit, grades, official transcripts, and degree plans.

Academic Policies

ACADEMIC STANDARDS

Academic standards are designed to provide close supervision of the program of study and academic progress of a student. Students should refer to the catalog section of their program of study for expected standards.

CATALOG

A student will normally complete requirements for a degree within the maximum 10 calendar years from the date of initial enrollment at Texas Wesleyan University. A student who has not been in continuous enrollment at Texas Wesleyan University and who re-enrolls after the 10-year maximum time period has elapsed will complete requirements for a degree under the catalog that is current on the date of re-enrollment. A student who re-enrolls within the 10-year period should continue with their original catalog. Exceptions must be approved by the dean of the school.

Students may elect to move to a more recent catalog to complete their degree. However, this election to change catalog years will be allowed only once. All degree requirements in the most recent catalog must be completed. A Catalog Year Change Request Form must be completed and retained in the student's academic file.

COMMUNICATION PROFICIENCY

Basic to success in any academic program is skill in written and oral communication. The student must exhibit a capability in communication as a requirement of any course. Any instructor in any course may require a student who lacks skill in communication to seek assistance through the Academic Resource Center in the West Library.

COURSES

Auditing

Any course may be audited with approval of the instructor. On the first day of class, permission should be obtained from the instructor and the completed audit form submitted to the Office of Student Records. The student will be registered as an audit student and pays an audit fee. The term "AU" will appear on the student's transcript. A grade will not be awarded. A student may not change from audit to credit nor credit status to audit after the conclusion of the drop/add period.

Change of Schedule (Add/Drop)

After registration has been completed, a student may change her/his schedule only during the drop/add period. Courses may be dropped or added only with the permission of the instructor and graduate program director using the "Change of Course" form. No course may be added after the first week of classes.

Class Attendance

Regular and punctual attendance at all scheduled classes is expected of all students. University regulations authorize absences of students when representing the University (e.g. at athletic, student government, student development, or fine arts events). Other authorized absences are those that may be necessary to fulfill course requirements. Unless otherwise specified by the instructor in the course syllabus, **the maximum number of authorized absences during one semester (not withstanding online courses) is five for a Monday-Wednesday-Friday class, three for a Tuesday-Thursday class, two for a class or laboratory meeting once a week, and one for a compressed course.** Unauthorized absences may be excused when caused by illness or other emergencies and should be reported promptly to the instructor. A student is held responsible for all class assignments.

When a student has a number of unauthorized absences equal to the number of hours the class meets per week, the student should be dropped from the class roll by the instructor of the class. (See "Faculty Initiated Student Withdrawal from a Course" below.)

Inclement Weather Make-Up Classes. Classes cancelled because of inclement weather (see "Inclement Weather University Closing" section listed previously in this catalog) may necessitate scheduling additional class days. These make-up days will be announced through appropriate campus publications and to the faculty and staff within two weeks after the classes have been cancelled.

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Class Load

The normal graduate class load is 9 hours and is the minimum class load for classification as a full-time student during the fall or spring semester.

In the summer session, 6 hours per term is the maximum class load for which a student may register. During the fall or spring semester, 12 hours is the maximum for which a student may register. Any exception to this must be made with the written permission of the dean of the student's school.

The number of hours in which a student enrolls should be carefully considered in consultation with her/his advisor. As a general rule, a full-time class load of 9 hours is a commitment to a 40-hour week of attendance and out-of-class preparation/assignments.

Concurrent Enrollment

Texas Wesleyan University students desiring concurrent enrollment must have the written approval of the dean of their school before enrolling at another institution. When a student requests concurrent enrollment, consideration must be given to the residence requirement.

Conference Course

A conference course is a course taught by an instructor to an individual student. A student may enroll for a conference course only by approval of the instructor of the course, the dean of the school in which the conference course is offered, and the University Registrar. Approval is normally given only when the following requirements are met: (1) a conference course may be taken only in the last regular semester or summer term before the graduation of the student; (2) the course requested must be required for graduation; (3) the course is not scheduled to be taught that semester or term; (4) there is a conflict in schedule between two required courses during the last semester or term before graduation; and (5) the student must be enrolled in one or more regular courses in the University. An additional fee is charged for conference courses.

Course Credit

Academic credit assigned to a subject is expressed in semester hours. The credit-hour value of each course is indicated by the second digit in the course number. The number of hours a class meets each week is the same as the credit-hour value of the course, with some exceptions, such as laboratory-type courses.

Course Descriptions

Students should refer to the catalog section pertaining to their program of study.

Course Numbering

Courses numbered 5000 and 6000 are graduate-level courses. The first digit of the course number indicates course level, the second digit indicates credit hour, and the third and fourth digits give the course sequence.

If the content of a course and/or its title changes, a new course number may be assigned and students may enroll in the new course to complete a degree requirement requiring the former. The former course number will appear in parentheses, (), after the new title in the course listing.

Course Substitution or Waiver

When a student seeks approval for a change in the degree plan from the requirements stated in the catalog, a substitution or waiver form must be completed. The student, the student's advisor, and the dean must sign this form before it is forwarded to the Office of Student Records to be included in the student's permanent file. A course substitution form is required for all transfer credit.

Independent Study

An independent study course covers subject matter that is not offered in the university catalog but is of special interest to the student. These courses of independent study or supervised research may be offered for 1 to 4 hours credit. The third and fourth digits in the number listing for these courses will be 50. Approval of the proposed study by the dean of the school, the chairperson of the department, and the instructor who will supervise the study is required prior to registration. A syllabus must be acknowledged by both the instructor and student and a copy kept on file in the dean's office. A maximum of 9 hours of directed study and supervised research will be accepted for graduation requirement.

Joint Undergraduate/Graduate Enrollment

Undergraduate students with senior standing may register for certain graduate courses with the consent of the dean of their school.

Repeating Courses

Any course taken at Texas Wesleyan University and repeated for a grade must be repeated at Texas Wesleyan University. Any course taken at another institution may be repeated at Texas Wesleyan, and the most recent grade on the course will be counted.

When a course is repeated, the grade point average will be computed using the most recent grade achieved. The student is advised to notify the Office of Student Records when a course is repeated so that proper grade points can be recorded. Individual program requirements may restrict the repetition of some courses.

Special Topics

Special topics may be offered at a level of 5000 or higher in any department; credit hours may range from 1 to 4 hours. The third and fourth digits in the number listing for these courses will be 99. Approval of the proposed special topics course by the dean of the school is required prior to scheduling the course. This course may be repeated with change of topic.

Undergraduate/Graduate Cross-listed Courses

Certain courses are cross-listed in the same discipline on the undergraduate and graduate levels. If a student completes a cross-listed course as an undergraduate, the student cannot later take the same course for graduate credit. In cross-listed courses, graduate students must complete additional course requirements in order to receive graduate credit.

GRADING

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A grade is assigned for each course in which a student is regularly enrolled. A passing grade may be earned only if the student is enrolled for the duration of the course.

The following grades are used by Texas Wesleyan University:

Grade	Description	Grade Points
A	Excellent	4.0
B	Above average	3.0
C	Average	2.0
D	Below average	1.0
F	Failing	0.0
P	Passing	*

*Not counted in calculating grade point average (GPA)

The following may appear on the transcript in lieu of a grade but are not included in the GPA calculation:

AU	Audit	*
CR	Credit	*
I	Incomplete	*
W	Withdrawal	*
T	Temporary	*

*Not counted in calculating grade point average (GPA)

The grade "I" (incomplete) is given only when the student's work is satisfactory but, for reasons beyond the control of the student, has not been completed. It is not given in lieu of an "F" (failing). It is the responsibility of the student to confer with the instructor of the course and to complete the prescribed requirements of the course by the designated date shown in the University Academic Calendar. For each "I" assigned, the instructor will file an Incomplete Grade Form with the Office of Student Records. On or before the designated date, the instructor will assign a grade and report it to the Office of Student Records. If a new grade is not reported by the designated date, the "I" will automatically convert to an "F." Once an "F" is given, it cannot be changed without repeating the course in which it was given. No grade changes may be made after one (1) year from the time the grade was originally issued. This limit also applies to grades issued following completion of an "incomplete" (I) grade.

The grade "T" is a temporary grade assigned if a course extends beyond the regular semester dates. This grade is not used in lieu of an "I" but is given to students who are enrolled in courses in which grades will not be available until after the regular semester ends. Examples of such courses are Weekend University summer courses and certain courses taken abroad.

In some programs, selected courses may be graded on a "P" (pass) or "F" (fail) basis at the option of the Graduate Advisory Committee.

A factor in determining a student's grade in any course will be competency in the use of written and spoken English.

Grade Point Average. Grade points are used in computing the grade point averages (GPA) required for admission, graduation, and other scholastic requirements. Grade point averages are computed based on A=4, B=3, C=2, D=1, and F=0. Grade point averages are computed at the end of each semester and at the end of each summer term. The GPA for a particular period is determined by dividing the total number of grade points received by the total number of hours for which the student was enrolled and in which a grade other than "W," "I," "P," or "T" was received.

When a course is repeated, the grade point average will be computed, within the limitations of the student's specific program, using the most recent grade achieved. The student is advised to notify the Office of Student Records when a course is repeated so that proper grade points can be recorded.

For courses taken at another institution and repeated at the other institution prior to enrolling at Texas Wesleyan University, the last grade awarded for the course will be shown on the Wesleyan transcript.

Grade Appeal Process

1. Students wishing to appeal a grade must do so in a timely fashion. For grades assigned during a semester and which are incorporated into the final grade, the appeal must be initiated before the completion of the semester. For course grades or grades on assignments completed within the last week of the semester, the appeal must be initiated before the end of the following semester. For appeals of grades assigned in the fall semester, a student has until the end of the following spring semester; for grades assigned in the spring, the student has until the end of the following fall semester; for grades assigned during the summer, the student has until the end of the following fall semester.
2. If a student decides to appeal a grade, the student makes an appointment with the instructor for the purpose of discussing the grade assignment. This meeting establishes an appeal. If an instructor is not available because of part-time, sabbatical, or other circumstances, the student may begin with step (3). Under extremely unusual circumstances, grades may be appealed beyond these deadlines. Students should realize that pertinent documentation (e.g. other students' papers) becomes less readily available as time passes.
3. If the results of the meeting with the instructor are unsatisfactory, the student makes an appointment with the department chair*.
4. The student will bring to the meeting with the department chair a written complaint (a) stating what grade is being appealed and, (b) on what basis it is being appealed. The student should also bring all pertinent materials such as the assignment for which the grade is being appealed, the syllabus for the course, previous grades assigned in the course, etc.
5. The department chair will review the materials and the appeal with the student with the thought of ascertaining the issues involved in the appeal. Additional information may be requested from the student and/or the instructor. The department chair will attempt to resolve the appeal informally between the student and the instructor.
6. If the appeal cannot be resolved informally, the department chair will meet with the dean to discuss the issues involved and to transmit the documentation developed to that point. The dean will then schedule an appointment with the student and the instructor to discuss the appeal. The dean will have the responsibility to determine the merits of the appeal. The dean may request assignments submitted by other students, a review or regrading of the assignment, and a review of the grade(s) by qualified individuals or other faculty, and/or request other materials as necessary to support a decision. The decision to obtain more information or to refer the case to others is that of the dean.
7. The dean will make a written recommendation to the Provost to approve or deny the grade appeal.

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8. If the grade appeal is denied, the student may appeal to the Provost as the chief academic officer. The Provost has the responsibility to review the procedures followed in the review process in order to determine if due process was followed.

If the grade appeal is approved, the instructor may appeal to the Committee on Faculty Grievances.

*If there is no department chair, the appointment is made with the dean and steps (4) and (5) are carried out by the dean. If the grade appeal concerns the department chair, the appointment is made directly with the dean. If the grade appeal concerns the dean, the appointment is made with the Provost. If the grade appeal concerns the Provost, the appointment is made with the President.

PETITIONS

All petitions concerning matters of academic policy should be addressed to the dean of the school in which the student is enrolled. All petitions for exceptions to the policies stated in this catalog must be considered by the dean of the school before being submitted to the Office of Student Records.

SCHOOL MANUALS/HANDBOOKS

Schools and/or departments may publish manuals or handbooks outlining specific program requirements to supplement the University catalog. Students are expected to follow these policies, as related to their chosen program. Manuals may be obtained from students' graduate program director.

TRANSCRIPT REQUEST

Students may order official transcripts by mailing the request to:

Office of Student Records
Texas Wesleyan University
1201 Wesleyan Street
Fort Worth, Texas 76105

Students may also fax the request to 817/531-4464. A transcript request form is available on the Texas Wesleyan University web site, www.txwes.edu. The request should include the student's name, University ID number or social security number, telephone number, approximate dates of attendance, any address to which the transcript should be sent, and the student's signature. Students may also complete a request form in the Office of Student Records. There is a transcript fee of \$3 per copy. Allow 3 - 4 days for processing. Allow additional time for processing if ordering transcripts during registration periods or graduation.

Realizing that emergencies occur, a student may receive same day transcript processing. There is an extra fee of \$15 for same day processing and an additional \$16 fee if the transcript is mailed using express mail.

WITHDRAWALS/DROPS

Faculty Initiated Student Withdrawal from a Course. When a student has a number of unauthorized absences equal to the number of hours the class meets per week (in a fall or spring semester), the student may be dropped from the class roll by the instructor of the class. A student dropped by the instructor for excessive unauthorized absences will have a grade of "DP"

(dropped) recorded on her/his transcript. A grade of "F" (failure) will be assigned if the withdrawal is after the date for receiving a grade of "DP" as specified in the University catalog. A student may be reinstated in the class with the consent of the instructor and the dean of the school in which the course is offered.

A student who has been absent from any regular examination and has satisfied the instructor that the absence was due to serious illness or other unavoidable cause may take a special examination at the discretion of the instructor concerned.

Student Initiated Withdrawal from a Course. A student may drop from a course during the period specified in the University catalog and will have a grade of "DP" (dropped) recorded on her/his transcript. A grade of "F" (failure) will be assigned if the withdrawal is after the date to receive a grade of "DP" as specified in the University catalog. Signature of the instructor, advisor, and University Registrar acknowledging the withdrawal must be obtained on the withdrawal form.

Withdrawal from the University. A student wishing to withdraw from all classes must formally withdraw from the University by completing the withdrawal form available in the Office of Student Records. This form must be signed by the Director of Financial Aid, Cashier, and the University Registrar. For the withdrawal to be complete, the form must be returned to the Office of Student Records along with the student's identification card.

A student who withdraws from the University after the last day to drop a course as specified in the University catalog or who withdraws without following the official procedure will be given the grade of "F" in all courses. A student who withdraws from the University is still obligated to pay the tuition and fees incurred at the time of registration.

A student may be dropped from the University when her/his instructors and the dean of her/his school determine that the student is not achieving passing grades in the academic work or for other sufficient causes, such as poor class attendance.

SPECIAL ACADEMIC PROGRAMS

Continuing Education

The University sponsors a limited number of continuing education programs that are coordinated through the Office of the Provost and Senior Vice President. These programs are taught by either full- or part-time faculty and staff of the University. Programs include opportunities for leadership training, customer relations, alternative dispute resolution, training for municipal officials, and small business entrepreneurship. Continuing education programs of the University do not lead to the awarding of academic credit. Each program is separately developed and administered. For more information contact the Office of the Provost and Senior Vice President (817/531-4405).

International Programs

OFFICE OF INTERNATIONAL PROGRAMS

International education at Texas Wesleyan University introduces the community to the global village of the 21st century. It brings to the University speakers and provides students, faculty and staff with a variety of activities that will assist them in developing an international understanding and sensitivity of the world even as they remain on campus. Moreover, the academic aspects include, but are not limited to, mainstream programs with an international focus, study abroad programs, and the recruitment of international students for both undergraduate and graduate programs.

The Office of International Programs (817/531-5868) serves as international admissions and provides information and counseling to international students on admission to the University, immigration regulations and procedures, medical insurance, housing, and financial assistance. It also provides international students who have been accepted into the University with information concerning pre-arrival planning, adjustment to life in the U.S., and academic concerns.

The Office of International Programs maintains close ties with various University offices, the community, and the region to ensure that international students have the opportunity to experience the unique blend of Texas culture. Support services for travel within the U.S. and continuation into graduate programs are also provided. The office works with various areas of the campus, including the International Club and Student Life, to organize intercultural activities and promote international awareness for the campus community in events such as the annual International Week.

GRADUATE PROGRAMS IN BUSINESS

Hector Quintanilla, Dean
Sameer Vaidya, Associate Dean
Charles Little, Director of Graduate Business Programs,
and Special Assistant to the Dean

Mission

The mission of the graduate programs in business is to provide students with an educational base to demonstrate an understanding of: problem analysis and problem solving, communication, leadership, teamwork, business ethics and the ability to integrate business knowledge in the decision-making process.

The School of Business Administration and Professional Programs is a candidate for accreditation by the Association of Collegiate Business Schools and Programs (ACBSP) and a member of the American Assembly of Collegiate Schools of Business (AACSB) 600 Emerson Road, Suite 300; St. Louis, MO 63141-6762.

Degrees and Programs Offered

B.B.A./M.B.A.	Bachelor of Business Administration/ Master of Business Administration in Accounting
M.B.A.	Master of Business Administration
M.i.M.	Master in Management
M.S.H.A.	Master of Science in Healthcare Administration

BACHELOR OF BUSINESS ADMINISTRATION/ MASTER OF BUSINESS ADMINISTRATION (B.B.A./M.B.A.) IN ACCOUNTING

The joint B.B.A./M.B.A. in Accounting program provides students with an undergraduate degree in accounting and a M.B.A. degree. By meeting requirements for the two degrees simultaneously, students are able to earn the B.B.A. and M.B.A. degrees in a shorter length of time than if each of the degrees were pursued separately. The joint B.B.A./M.B.A. degree program gives students planning to take the CPA exam the capability to complete the 150 semester hours of study required by the Texas State Board of Public Accountancy to be licensed as a Certified Public Accountant. This degree may be completed in approximately five years.

Applicants are initially admitted into the Bachelor of Business Administration with an Accounting Concentration program and follow that program's requirements. Students may apply for admission into the M.B.A. program upon completion of 90 undergraduate credit hours of their junior year and are admitted to the M.B.A. program in their senior year. When a student has earned 115 credit hours and has been admitted into the M.B.A. program, they may choose to remain in their original undergraduate catalog year for graduate school or change to the current graduate catalog year.

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

The M.B.A. program at Texas Wesleyan University provides students with an overall business management education through both classroom study and opportunities to apply a core set of management skills in a hands-on field setting. The objectives of this graduate program are (1) to develop a well-rounded graduate with managerial skills in the various functional elements of an organization; (2) to encourage people with degrees in disciplines other than business to develop and enhance their business skills through advanced education; and (3) to provide students with the opportunity to enhance their organizational management skills through practice and on-site learning with local organizations in the community.

The M.B.A. program consists of three levels of study: (1) foundation courses; (2) core courses; and (3) functional, or elective, courses. Foundation courses provide students without business degrees a basic level of business knowledge that will contribute to a student's successful completion of graduate-level business courses. Foundation course work consists of classes related to business statistics, marketing and management principles, accounting principles, and economics and finance principles.

Students without basic computer skills will be required to complete a fundamental computing course. These hours do not apply toward the M.B.A. degree and are in addition to the 36-hour requirement for the graduate degree. Fundamental course work is determined based on a review of students' transcripts. Graduate-level core courses are required of all graduate students. Core courses are required and provide students with a well-rounded base of business courses giving graduates the business management skills needed to be competitive in today's business job market. The functional (elective) courses are primarily designed to provide students with applied business education in "real-life" business situations. Elective classes are offered in the areas of accounting, organizational management, human resource management, international business and management information systems.

MASTER IN MANAGEMENT (M.i.M.)

The Master in Management degree program is designed to provide students with an advanced education in management and leadership. It focuses on management and leadership styles with emphasis on organizational behavior, human resources management, communications, community relations, finance and budgeting, and ethics. This degree is designed to prepare a student to assume higher levels of responsibility in a public, private, or not-for-profit organization.

The M.i.M. degree plan consists of three levels of study: (1) foundation courses; (2) core courses; and (3) functional, or elective, courses. Students are required to take up to 12 hours of foundation courses in order to provide those students without business degrees a basic level of business knowledge that will contribute to a student's successful completion of graduate-level business courses. Foundation course work consists of classes related to business statistics, marketing and management principles, accounting principles, and economics and finance principles. If the student has had sufficient undergraduate preparation in these areas, the remaining core and functional (elective) level courses comprise 36 hours.

MASTER OF SCIENCE IN HEALTHCARE ADMINISTRATION (M.S.H.A.)

The Texas Wesleyan University Master of Science in Healthcare Administration degree program educates and prepares current and future health professionals for management positions in a variety of health care

settings such as geriatric/long-term care, public health, and private healthcare facilities. The focus of the M.S.H.A. program is to integrate both business and health administration concepts to prepare individuals for health administration careers. The M.S.H.A program is not intended to be a substitute for the M.B.A. degree.

Students admitted to the Master of Science in Healthcare Administration degree program with an undergraduate degree from an accredited university will take 21 semester credit hours in predetermined Wesleyan business courses. The program provides a separate curriculum for students with business and non-business undergraduate degrees. An additional 12 credit hours will be taken in health management online courses from Texas Wesleyan University in partnership with A.T. Still University's School of Health Management. Under the health management options students will be able to select from one of three focus areas: Geriatrics/Long-Term Care, Public Health Administration, Health Administration/Private Sector.

Applicants to the Master of Science in Healthcare Administration degree program must meet the admission requirements of both Texas Wesleyan University and the School of Business Administration and Professional Programs and follow the appropriate application procedures.

Graduate Faculty

Individuals appointed to the graduate faculty hold the highest degree in their field except in those cases where a person possesses special knowledge or has had unique business experience. The graduate faculty is appointed by the Dean of the School of Business Administration and Professional Program as outlined in the graduate faculty appointments and assignments policy in the faculty handbook.

Graduate Advisory Committee in Business

The Graduate Advisory Committee recommends policy, hears appeals, and approves and recommends curricular changes for the graduate business programs.

Membership includes:

- Director of Graduate Business Programs in the School of Business Administration and Professional Programs (Chairperson)
- Dean of the School of Business Administration and Professional Programs
- Associate Dean of the School of Business Administration and Professional Programs
- All appointed and contributing graduate faculty in the School of Business Administration and Professional Programs.

Graduate Student Orientation

Each semester the Director of Graduate Business Programs and staff host an orientation session for the purpose of acquainting new graduate students with the campus, faculty, and administration.

Admission

Consideration for admission to the graduate programs in the School of Business Administration and Professional Programs is contingent upon submission of the following items:

- An Application for Admission, Graduate Programs, School of Business Administration and Professional Programs;
- A non-refundable application fee of \$50;
- An official transcript from each institution of higher education attended;
- GMAT test score for the M.B.A.;
- GMAT or GRE test score for the Master of Science in Healthcare Administration; and
- Three letters of recommendation.

All application for admission materials should be mailed directly to:

Graduate Business Programs
Texas Wesleyan University
1201 Wesleyan Street
Fort Worth, Texas 76105-1536

International applicants should refer to the section titled “Admission of International Students” in this catalog and contact the Office of International Programs (817/531-4965) for an International Student Application Packet. Students can also get information from the Texas Wesleyan’s International Programs web site at www.international.txwes.edu.

ENGLISH PROFICIENCY

Students who are non-native speakers of English must provide evidence of English proficiency by submitting official scores from TOEFL (minimum 213 computer test/550 paper test/79 internet test), or IELTS (minimum band score of 6.5 on the Academic version). Test scores must be less than 2 years old. Other evidence of English proficiency may be considered on an individual basis.

ADMISSION REQUIREMENTS

Applicants to the joint degree B.B.A./M.B.A. program must meet the admission requirements of both the undergraduate and the graduate programs and follow the application procedures for the respective programs. Please see the Undergraduate Catalog for undergraduate admission requirements.

M.B.A., M.i.M., and M.S.H.A. admission decisions are based on an overall evaluation of the items listed below to estimate an applicant's potential for success in the graduate program.

Admission requirements for the graduate programs are as follows:

Degree-seeking students

- A baccalaureate degree from a regionally accredited college or university;
- For the M.B.A., M.i.M., or 5-year dual accounting degree, an applicant must have an undergraduate degree from an accredited institution with an overall GPA of 2.6 or higher and a minimum of 1000 points based on a GPA for the last 60 hours and a Graduate Management Admission Test (GMAT) score. To calculate the

minimum points, use the formula: $\text{GPA (last 60 hours)} \times 200 + \text{GMAT score} \geq 1000$.

- For the Master of Science in Healthcare Administration, the applicant must have an undergraduate degree from an accredited institution with an overall GPA of 2.6 or higher. The applicant's score on the Graduate Management Admissions Test (GMAT) or the sum of the applicant's verbal and quantitative scores on the Graduate Record Exam (GRE), must attain the following minimum index score using the appropriate formula:
 $\text{GMAT Index: GPA (last 60 hours)} \times 200 + \text{GMAT score} > \text{or} = 1000$
 $\text{GRE Index: GPA (last 60 hours)} \times (\text{GRE-Verbal} + \text{GRE-Quantitative}) > \text{or} = 2,750$
- Three letters of recommendation showing that the applicant is motivated to achieve; has the capacity to contribute to the learning process; and will bring real life experience to the program that will enhance the overall experience of other graduate students;
- A copy of student's resumé;
- An interview with the Director of Graduate Business Programs.

Students applying for admission to the M.B.A., M.i.M., M.S.H.A., or 5-year dual accounting degree program who do not meet the minimum point requirement but show promise through their work experience, interview, and recommendation letters may be considered by the Director of Graduate Business Programs for provisional admittance to the program. After 12 hours, the student will be evaluated by the Graduate Advisory Committee to determine their status in the M.B.A. or M.S.H.A. program.

Non-Degree Seeking Students

A non-degree-seeking student is defined as a student holding an undergraduate degree from an accredited institution with an overall GPA of 2.5. The student may enroll for only selected graduate or undergraduate courses at Texas Wesleyan University and is not eligible for financial aid. However, students may still be eligible for an alumni discount as prescribed by the current graduate catalog. A graduate faculty advisor will assist the student in selecting appropriate courses. Up to 12 hours of course work completed under non-degree-seeking status may be applied toward a graduate degree at Texas Wesleyan University. A student who wishes to be admitted to the graduate program as a degree-seeking student must reapply through the Office of the Director of Graduate Business Programs.

Students who wish to start the program prior to taking the GMAT or GRE exam may be conditionally admitted for one term only and for no more than 6 semester hours. Students conditionally admitted must provide satisfactory test scores to the Graduate Business Programs Office within two months of the semester start date in which they were admitted (fall, spring, or summer). Students who submit GMAT or GRE scores that, combined with GPA, do not meet minimum admission requirements have the remainder of that semester to repeat the exam and present minimally acceptable scores; else, they may be classified as non-degree seeking and will be required to complete 12 hours of foundation coursework with grades of "B" or better in each class before their program status may be reconsidered.

Academic Policies

TRANSFER CREDIT

There is no automatic transfer of credit from another university. The Director of Graduate Business Programs in the School of Business Administration and Professional Programs, the Dean of the School of Business Administration and Professional Programs, and the Graduate Advisory Committee must review and recommend approval of transfer of credit. To be eligible for transfer, the course(s) must be a part of the student's chosen program and must have been completed within the seven-year time limitation in which the master's degree is to be completed. To be eligible for transfer, a course grade of "B" or above is required. A maximum of 6 hours of graduate credit may be transferred from an accredited institution.

Acceptance of transfer credit toward business graduate degree program requirements is contingent upon its relevance and appropriateness to the degree being sought and is subject to approval by the Director of Business Programs in the School of Business Administration and Professional Programs, the Dean of the School of Business Administration and Professional Programs, and the Graduate Advisory Committee. Transfer hours will receive a grade of "P" and will therefore not be computed in the GPA.

Courses credited toward a previous degree may not be credited toward the Master of Business Administration, the Master in Management, or the Master of Science in Healthcare Administration. Students enrolled in "for credit" special courses, college-sponsored seminars and institutes are expected to obtain grades of "B" or above. To apply these credits (maximum 6 hours) toward a degree, the student must obtain approval from her/his academic advisor in advance of enrollment in the seminar or institute. Acceptance of credit toward a master's degree will be at the discretion of the Graduate Advisory Committee and subject to final approval by the Dean of the School of Business Administration and Professional Programs.

RESIDENCY REQUIREMENT

To be awarded the Master of Business Administration, Master in Management, or the Master of Science in Healthcare Administration, students must successfully complete a minimum of 30 credit hours at Texas Wesleyan University.

GRADING

Graduate credit is allowed only for courses completed with grades "A," "B," and "C," although grades "D" and "F" are used in computing grade point averages.

No final grade assigned for a graduate-level course may be raised unless an error has been made. The substitution of another course for one completed with a lower grade is not permitted.

Selected courses may be graded on a "P" (pass) or "F" (fail) basis at the option of the Graduate Advisory Committee. No more than 3 hours may be graded pass/fail. A grade of "P" for a pass/fail course is not calculated in the grade point average. However, a grade of "F" for a pass/fail course will be used in the grade point calculation.

MINIMUM ACADEMIC STANDARDS

The graduate business programs in the School of Business Administration and Professional Programs requires that a student maintain a cumulative grade point average of 3.0 (“B”) or better. The Graduate Advisory Committee of the School of Business Administration and Professional Programs will recommend withdrawal of a student from a master’s program if a student receives two course grades below “C.” This rule applies to all course work, including any foundation and undergraduate courses the student undertakes after being admitted to the M.B.A., M.i.M., or M.S.H.A. program. For purposes of enforcing this withdrawal rule, the first grade received in a course is used by the Graduate Advisory Committee. Master’s program students may not graduate with more than two “Cs” in their program requirements, although a course may be repeated **once** to raise a grade of “C” or lower. **A student may not repeat more than three courses at the graduate level**, and all replacement course work must be completed at Texas Wesleyan University.

When a graduate student’s academic performance falls below a cumulative GPA of 3.0 on all graduate work attempted, she/he will be notified by the School of Business Administration and Professional Programs Graduate Office that she/he has been placed on academic probation. Probationary students must obtain an advising clearance form from their advisor. Students who register for courses other than those permitted by advisement will be administratively withdrawn from the courses.

Students will remain on probation and be allowed to re-enroll for a subsequent semester as long as they achieve a minimum 3.0 GPA on all graduate work attempted during the semester, even if their overall graduate GPA remains under 3.0. The probation status is removed when the student’s cumulative GPA on all graduate work attempted has been raised to 3.0 or better. Should students on probation fail to earn a 3.0 GPA in graduate work attempted during a semester (fall, spring, or summer), they will be notified by the School of Business Administration and Professional Programs Graduate Office that they have been withdrawn from the program.

BACHELOR OF BUSINESS ADMINISTRATION/ MASTER OF BUSINESS ADMINISTRATION IN ACCOUNTING

The student earning the joint B.B.A./M.B.A. degree with a specialty in accounting must meet the following requirements:

- Completion of at least 36 semester hours of graduate work beyond the undergraduate credit hours required for the joint degree;
- A cumulative GPA of at least a 3.0 on all graduate work taken at Texas Wesleyan;
- A cumulative GPA of at least a 3.0 on all accounting courses, both graduate and undergraduate, taken at Texas Wesleyan after admission to the M.B.A. program;
- Cumulative GPA of at least a 3.0 on all courses taken for graduate credit;
- Cumulative GPA of at least a 2.5 on all non-accounting undergraduate courses taken at Texas Wesleyan University after admission to the M.B.A. program;
- At least 9 hours in 5000-level (or above) accounting courses at Texas Wesleyan; and
- Minimum academic standards for School of Business Administration and Professional Programs graduate students.

Graduation Requirements

To qualify for graduation, a student must have completed an approved program of study with a minimum of 36 hours of course work for the M.B.A. or M.i.M. programs and 33 hours for the M.S.H.A. program. The students must earn at least a 3.0 cumulative grade point average (on a 4.0 scale). Application for graduation must be filed in the Office of Student Records no later than the date listed in the catalog calendar.

All course work applicable to the master's degree must be completed within seven years from the date that the student was admitted to the program. Under rare circumstances the Graduate Advisory Committee may grant an extension. Any request for an extension must be submitted in writing to the Director of Business Programs in the School of Business Administration and Professional Programs.

Capstone Integrative Course

Strategic Management (MGT 6307) is the “capstone” course in the M.B.A. program. In this course, students are expected to integrate and apply materials from the core curriculum and advanced electives on a comprehensive organizational project. To enroll in this course, students must have completed all core requirements with a passing grade. Ideally, this course should be taken in the last semester of the M.B.A. program. In order to graduate, students must earn a “B” or better in the Strategic Management course.

Sequence of Events for Graduate Students

1. Be admitted to graduate program (see admission requirements and procedures).
2. Meet with the Director of Graduate Business Programs or an academic advisor in the School of Business Administration and Professional Programs.
3. Plan graduate program degree plan with the Director of Graduate Business Programs or assigned major advisor.
4. Register for graduate work. Each academic semester obtain class schedule card and scheduling advice from major academic advisor. The major academic advisor must sign the schedule card before students may enroll in classes.
5. Non-degree seeking students, upon completion of 12 graduate credit hours, approved by the Director of Graduate Business Programs, may apply for degree-seeking status.
6. File application for graduation in the Office of Student Records no later than the date listed in the catalog calendar.
7. Complete any remaining courses; remove all grades of “I” (incomplete).

8. Attend Robing and Graduation (see University Calendar for date, time, and place).

Program Requirements

Bachelor of Business Administration/ Master of Business Administration in Accounting

The joint B.B.A./M.B.A. degree with a specialty in accounting is designed for the student who desires both an undergraduate degree in accounting and an advanced degree specializing in accounting. Students who complete the joint B.B.A./M.B.A. degree program also meet the 150-credit-hour requirement to be licensed as a CPA upon completion of the CPA examination. By meeting requirements for the two degrees simultaneously, the student may earn the B.B.A. and M.B.A. degrees in a shorter length of time than would be the case if each degree were pursued consecutively.

Applicants are initially admitted into the Bachelor of Business Administration with an Accounting Concentration program and follow that program's requirements. Students may apply for admission into the M.B.A. program upon completion of 90 undergraduate credit hours in their junior year and are admitted to the M.B.A. program in their senior year. When a student has earned 115 credit hours and has been admitted into the M.B.A. program, they may choose to remain in their original undergraduate catalog year for graduate school or change to the current graduate catalog year

Applicants to the joint degree program must meet the admission requirements of both the undergraduate and the graduate programs, and follow the application procedures for the respective programs. Admission to the undergraduate accounting program does not guarantee admission to the M.B.A. program.

For the M.B.A. degree, the student must complete 27-33 hours of the M.B.A. core courses. In addition to the core courses, students will select 6-9 hours of 8m,graduate-level electives.

GENERAL EDUCATION CURRICULUM 45-46
The General Education Curriculum (GEC) is listed on page 82 of the undergraduate catalog.

Some courses listed in program "Major Requirements" or "Required Related Courses," (noted with an asterisk [*]), may be used to meet requirements in the GEC. Although these courses fulfill requirements in each area, credit hours for these courses, if taken for the GEC, may only be counted in the GEC.

For complete Graduation Requirements, see page 84 of the undergraduate catalog

REQUIRED RELATED COURSES 6-12

- Economics 0-3
 - ECO 2305 Principles of Economics*
- Management Information systems.....3
 - MIS 2303 Introduction to Computer Systems Software
- Mathematics 0-3
 - MAT 1310 Mathematics for Business and Economic Analysis

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Speech	3
SPC 1301 Fundamentals of Speech	

UNDERGRADUATE MAJOR REQUIREMENTS 57

Business Core Curriculum 36

Students should review catalog course descriptions for any course prerequisites before registration. Students are not allowed to register for a course unless they satisfy all course prerequisites.

Foundation Courses	24
Accounting	9
ACC 2303 Principles of Financial Accounting	
ACC 2304 Principles of Managerial Accounting	
ACC 4311 Advanced Accounting	
Economics	3
ECO 2306 Principles of Economics II	
(Microeconomics)	
Finance.....	3
FIN 3313 Corporate Finance	
Management.....	3
MGT 3319 Management Theory and Practice	
Management Information Systems.....	3
MIS 3305 MIS Analysis and Design	
Marketing	3
MKT 3321 Principles of Marketing	
Related Courses	9
General Business Administration.....	9
BUA 2321 Business Statistics	
BUA 3301 Business Communications	
BUA 3311 Business Law	
Capstone Course.....	3
Management.....	3
MGT 4337 Business Policy and Decision Making	
Accounting Concentration.....	21
Accounting Concentration	21
ACC 3311 Intermediate Accounting I	
ACC 3312 Intermediate Accounting II	
ACC 3325 Accounting and Financial	
Information Systems	
ACC 3340 Cost Accounting I	
ACC 4301 Federal Income Taxation I	
ACC 4328 Auditing	
ACC 4399 Special Topics	
Business Electives	0
requirement fulfilled by M.B.A. courses	

MBA CORE COURSES27-33

All students seeking the Master of Business Administration degree must complete the following 27-33 hours of graduate-level core courses. Specific core courses can only be substituted or waived for students presenting evidence of prior completion of graduate-level courses that are similar in objective and content as Texas Wesleyan University's core courses. Such substitution or waiver is at the discretion of and must be approved by the Director of Graduate Business Programs and the Dean of the School of Business Administration and is governed by the transfer of credit policy. Up to six hours maximum may be considered for the substitution or waiver. Students without a business degree will be required to enroll in foundation courses in addition to the core courses.

Accounting
 ACC 5310 Ethics and Professionalism in Accounting
 ACC 6301 Integrated Accounting Analysis for Decision Making

Business Administration
 BUA 6305 Quantitative Methods and Decision Making Strategies
 BUA 6306 Applied Research and Project
 BUA 6310 Business and Organizational Communications

Economics
 ECO 6308 Managerial Economics

Finance
 FIN 6303 Integrated Advanced Financial Analysis

Management
 MGT 6307 Business Strategy and Policy
 MGT 6320 Organizational Behavior

Management Information Systems
 MIS 6302 Integrating Management Information
 Technology in Business

Marketing
 MKT 6304 Marketing Management

ELECTIVE COURSES..... 6-9
 In addition to the graduate-level core courses, students must receive credit for 6 hours of graduate-level elective accounting courses. One of these courses must be ACC 5310 if a student did not take ACC 4310 at the undergraduate level. Dual-degree students may also choose to take an accounting elective in place of ACC 6301.

TOTAL HOURS.....150

Master of Business Administration

FOUNDATION COURSES 0-12
 The foundation courses are designed to provide students with a non-business degree a basic level of business knowledge required for successful completion of graduate-level business courses. These foundation courses include fundamental, conceptual education in the major areas of accounting, economics, finance, management, marketing, and quantitative analysis of business data. Foundation course requirements for an entering graduate student will be determined on a case-by-case basis. Individual foundation courses will be waived for students with appropriate college credit and performance in specific areas.

Accounting
 ACC 5301 Fundamentals of Accounting

Business Administration
 BUA 5301 Fundamentals of Management/Marketing
 BUA 5321 Fundamentals of Business Statistics

Economics
 ECO 5305 Fundamentals of Economics and Finance

CORE COURSES.....33
 All students seeking the Master of Business Administration degree must complete the following 33 hours of graduate-level core courses. Specific core courses can only be waived for students presenting evidence of prior completion of graduate-level courses that are similar in objective and content as Texas Wesleyan University's core courses. Such waiver is at the discretion of and must be approved by the Graduate Advisory Committee and is governed by the transfer of credit policy. Students without a business degree

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may be required to enroll in foundation courses in addition to the core courses.

Accounting

ACC 6301 Integrated Accounting Analysis for Decision Making

Business Administration

BUA 6305 Quantitative Methods and Decision Making Strategies

BUA 6306 Applied Research Project

BUA 6309 Legal and Ethical Environment of Business

BUA 6310 Business and Organizational Communications

Economics

ECO 6308 Managerial Economics

Finance

FIN 6303 Integrated Advanced Financial Analysis

Management

MGT 6307 Business Strategy and Policy

MGT 6320 Organizational Behavior

Management Information Systems

MIS 6302 Integrating Management Information Technology in Business

Marketing

MKT 6304 Integrated Marketing Management

ELECTIVE COURSES3

In addition to the graduate-level core courses, students must receive credit for a 3 credit hour elective course. This course is designed to provide students with applied business education in “real-life” business situations. Elective classes are available in the areas of accounting, business administration, finance, management, and management information systems.

The three elective hours will be course work that will contribute to the student's specific area of interest. The student may choose an elective in either accounting, business administration, finance, management, or management information systems,.

Choose one course from the following list of electives:

Accounting Electives

ACC 5302 Taxation of Corporations, Partnerships, and Fiduciaries

ACC 5303 Advanced Auditing

ACC 5304 Survey of Accounting Systems

ACC 5306 Advanced Planning and Control

ACC 5307 Accounting Theory

ACC 5310 Ethics in Professional Accounting

Business Administration Electives

BUA 6311 Global Business Perspectives

Finance Electives

FIN 5325 Practicum in Investments

FIN 6303 Integrated Advanced Financial Analysis

Management Information Systems Electives

MIS 6316 Programming Concepts for Managers

MIS 6325 Database Design

MIS 6330 Electronic Commerce

MIS 6332 Management of Telecommunications

MIS 6333 Internet Services

MIS 6345 Database Management

Management Electives

MGT 6308 Leadership and Managing Change

MGT 6320 Organizational Behavior

MGT 6321 Human Resource Management

MGT 6322 Organizational Analysis and Design

MGT 6323 Organizational Change and Development
 MGT 6325 Business and Society

TOTAL HOURS.....36-48

Master in Management

FOUNDATION COURSES 0-12

The foundation courses are designed to provide students with a basic level of undergraduate business knowledge required for successful completion of graduate-level business courses. These foundation courses include fundamental, conceptual education in the major areas of accounting, economics, finance, management, marketing, and quantitative analysis of business data. Foundation course requirements for an entering graduate student will be determined on a case-by-case basis. Individual foundation courses will be waived for students with appropriate college credit and performance in specific areas.

Accounting

ACC 5301 Fundamentals of Accounting

Business Administration

BUA 5301 Fundamentals of Management/Marketing

BUA 5321 Fundamentals of Business Statistics

Economics

ECO 5305 Fundamentals of Economics and Finance

CORE COURSES.....30

All students must complete the following 30 hours of graduate-level course work. Specific core courses can only be substituted or waived for students presenting evidence of prior completion of graduate-level courses that are similar in objective and content as Texas Wesleyan University's core courses. Such substitution/waiver is at the discretion of and must be approved by the Director of Graduate Business Programs and is governed by the transfer of credit policy (6 hours maximum).

Business Administration

BUA 6309 Legal and Ethical Environment of Business

BUA 6310 Business and Organizational Communications

Finance

FIN 6303 Integrated Advanced Financial Analysis

Management

MGT 6307 Business Strategy and Policy

MGT 6308 Leadership and Managing Change

MGT 6320 Organizational Behavior

MGT 6321 Human Resources Management

MGT 6323 Organizational Change and Development

Management Information Systems

MIS 6302 Integrating Management Information Technology in Business

Marketing

MKT 6304 Integrated Marketing Management

ELECTIVE COURSES (CHOOSE ONE TRACK)..... 6

Public Administration Track.....6

PUA 6311 Public Policy and Community Relations

PUA 6312 Public Financial Management

General Business Track6

ACC 6301 Integrated Accounting Analysis for Decision Making
 three hours of any non-foundation graduate level business course

TOTAL HOURS.....36-48

Master of Science in Healthcare Administration (M.S.H.A.)

Students admitted to the Master of Science in Healthcare Administration degree program with an undergraduate degree from an accredited university will have the opportunity to take 21 semester credit hours in predetermined Wesleyan business courses. The program provides a separate curriculum for students with business and non-business undergraduate degrees. An additional 12 semester credit hours (equivalent 18 quarter credit hours) will be taken in healthcare management online courses from Texas Wesleyan University in partnership with A.T. Still University's School of Health Management. Under the health management options students will be able to select from one of three focus areas: Geriatrics/Long-Term Care, Public Health Administration, Health Administration/Private Sector.

Applicants with a business undergraduate degree must follow the program requirements listed below:

FOUNDATION COURSES 0-12

The foundation courses, if needed, are designed to provide students with a basic level of undergraduate business knowledge required for successful completion of graduate-level business courses. These foundation courses include fundamental, conceptual education in the major areas of accounting, economics, finance, management, marketing, and quantitative analysis of business data. Foundation course requirements for an entering graduate student will be determined on a case-by-case basis. Individual foundation courses will be waived for students with appropriate college credit and performance in specific areas.

Accounting

ACC 5301 Fundamentals of Accounting

Business Administration

BUA 5301 Fundamentals of Management/Marketing

BUA 5321 Fundamentals of Business Statistics

Economics

ECO 5305 Fundamentals of Economics and Finance

CORE COURSES 12

All students with a business undergraduate degree who are seeking the Master of Science in Healthcare Administration degree must complete the following 12 hours of graduate-level courses. Specific courses can only be waived for students presenting evidence of prior completion of graduate-level courses that are similar in objective and content as Texas Wesleyan University's core courses. Such waiver is at the discretion of and must be approved by the Graduate Advisory Committee and is governed by the transfer of credit policy (6 hours maximum).

Accounting

ACC 6301 Integrated Accounting Analysis for Decision Making

Business Administration

BUA 6305 Quantitative Methods and Decision Making Strategies

Marketing

MKT 6304 Integrated Marketing Management

Management

choose one:

- MGT 6320 Organizational Behavior
- MGT 6323 Organization Change and Development

ELECTIVE COURSES.....9

In addition to the graduate-level core courses, students with a business undergraduate business degree must receive credit for 9 hours of elective courses. These courses are designed to provide students with applied business education in “real-life” business situations and to give students the capability to tailor their program of study to meet their individual objectives. The student may choose electives in accounting, management information systems, or management.

Choose three courses from the following list of electives:

Accounting Electives

- ACC 5302 Taxation of Corporations, Partnerships, and Fiduciaries
- ACC 5303 Advanced Auditing
- ACC 5304 Survey of Accounting Systems
- ACC 5306 Advanced Planning and Control
- ACC 5307 Accounting Theory
- ACC 5310 Ethics and Professionalism in Accounting

Business Administration Electives

- BUA 6311 Global Business Perspectives

Finance Electives

- FIN 5325 Practicum in Investments
- FIN 6303 Integrated Advanced Financial Analysis

Management Information Systems Electives

- MIS 6316 Programming Concepts for Managers
- MIS 6325 Database Design
- MIS 6330 Electronic Commerce
- MIS 6332 Management of Telecommunications
- MIS 6333 Internet Services
- MIS 6345 Database Management

Management Electives

- MGT 6308 Leadership and Managing Change
- MGT 6320 Organizational Behavior
- MGT 6321 Human Resource Management
- MGT 6322 Organizational Analysis and Design
- MGT 6323 Organizational Change and Development
- MGT 6325 Business and Society

HEALTH MANAGEMENT COURSES.....12

All students who are seeking the Master of Science in Healthcare Administration degree must complete 12 semester credit hours (18 quarter hour equivalents) taken in health management online courses from A.T. Still University’s School of Health Management. A.T. Still’s online courses are available 24 hours a day, 7 days a week during the quarter the particular courses are offered. Under the health management options students will be able to select from one of three focus areas: Geriatrics/Long-Term Care, Public Health Administration, Health Administration (Private Sector).

Geriatric/Long-Term Care Focus

- SHM 6200 Health Services in the U.S. (offered fall, winter, spring summer)
- SHM 6203 Health Care Law/Ethics (offered fall, spring)
- SHM 6206 Epidemiology (offered fall, spring)
- SHM 6209 Health Care Information Systems (offered winter, spring)

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SHM 6211 Health Delivery Systems (offered fall) SHM 6215
Managing Long-Term Care Organizations (offered winter)

Public Health Focus

SHM 6200 Health Services in US (offered fall, winter, spring, summer)
SHM 6204 Introduction to Public Health Concepts (offered winter,
summer)
SHM 6206 Epidemiology (offered fall, spring)
SHM 6216 Administration of Health Care Organizations (offered winter,
summer)
SHM 6212 Public Health Financial Management (offered fall, spring)
SHM 6214 Public Health Education Concepts (offered fall, spring)

Health Administration Focus

SHM 6200 Health Services in US (offered fall, winter, spring, summer)
SHM 6203 Health Care Law/Ethics (offered fall, spring)
SHM 6208 Health Care Economics (offered fall, spring)
SHM 6209 Health Care Information Systems (offered winter, summer)
SHM 6213 Health Care Finance (offered fall, spring)
SHM 6216 Administration of Health Care Organizations (offered winter,
summer)

TOTAL HOURS 33-45

Applicants with non-business undergraduate degrees must follow the following program:

FOUNDATION COURSES 12

All students with a non-business undergraduate degree who are seeking the Master of Science in Healthcare Administration degree must take the following 12 hours of graduate-level courses. The foundation courses, are designed to provide students with a basic level of undergraduate business knowledge required for successful completion of graduate-level business courses. These foundation courses include fundamental, conceptual education in the major areas of accounting, economics, finance, management, marketing, and quantitative analysis of business data. Foundation course requirements for an entering graduate student will be determined on a case-by-case basis. Individual foundation courses will be substituted for students with appropriate college credit and performance in specific areas.

Accounting

ACC 5301 Fundamentals of Accounting

Business Administration

BUA 5301 Fundamentals of Management/Marketing
BUA 5321 Fundamentals of Business Statistics

Economics

ECO 5305 Fundamentals of Economics and Finance

CORE COURSES 9

All students with a non-business undergraduate degree who are seeking the Master of Science in Healthcare Administration degree must complete the following 9 hours of graduate-level courses. Specific courses can only be substituted for students presenting evidence of prior completion of graduate-level courses that are similar in objective and content as Texas Wesleyan University's core courses. Such substitution is at the discretion of and must be approved by the Director of Graduate Business Programs and is governed by the transfer of credit policy (6 hours maximum).

- Accounting**
ACC 6301 Integrated Accounting Analysis for Decision Making
- Marketing**
MKT 6304 Integrated Marketing Management
- Management**
choose one:
MGT 6320 Organizational Behavior
MGT 6323 Organization Change and Development

HEALTH MANAGEMENT COURSES..... 12

All students who are seeking the Master of Science in Healthcare Administration degree must complete 12 semester credit hours (18 quarter hour equivalents) taken in health management online courses from A. T. Still University's School of Health Management. A. T. Still's online courses are available 24 hours a day, 7 days a week during the quarter the particular courses are offered. Under the health management options students will be able to select from one of three focus areas: Geriatrics/Long-Term Care, Public Health Administration, Health Administration (Private Sector).

Geriatric/Long-Term Care Focus

- SHM 6200 Health Services in the U.S. (offered fall, winter, spring, summer)
SHM 6203 Health Care Law/Ethics (offered fall, spring)
SHM 6206 Epidemiology (offered fall, spring)
SHM 6209 Health Care Information Systems (offered winter, summer)
SHM 6211 Health Delivery Systems (offered fall)
SHM 6215 Managing Long-Term Care Organizations (offered winter)

Public Health Focus

- SHM 6200 Health Services in US (offered fall, winter, spring, summer)
SHM 6204 Introduction to Public Health Concepts (offered winter, summer)
SHM 6206 Epidemiology (offered fall, spring)
SHM 6216 Administration of Health Care Organizations (offered winter, summer)
SHM 6212 Public Health Financial Management (offered fall, spring)
SHM 6214 Public Health Education Concepts (offered fall, spring)

Health Administration Focus

- SHM 6200 Health Services in US (offered fall, winter, spring, summer)
SHM 6203 Health Care Law/Ethics (offered fall, spring)
SHM 6208 Health Care Economics (offered fall, spring)
SHM 6209 Health Care Information Systems (offered winter, spring)
SHM 6213 Health Care Finance (offered fall, spring)
SHM 6216 Administration of Health Care Organizations (offered winter, spring)

TOTAL HOURS..... 33

Course Descriptions

Graduate level business courses are described in this section. These courses and the course descriptions are subject to change at the discretion of the Graduate Advisory Committee in the School of Business Administration and Professional Programs. Students applying for the joint B.B.A./M.B.A. degrees should consult Texas Wesleyan University's Undergraduate Catalog for undergraduate course descriptions.

ACCOUNTING (ACC)

5301. Fundamentals of Accounting 3 hours

This course is designed as an introductory financial accounting course for students with no accounting background. Emphasis is placed on terminology and how financial accounting information is collected, reported, and analyzed. After completing this course students should be able to discuss micro and macro accounting issues including, but not limited to, how accounting information is collected and how to analyze such information.

5302. Taxation of Corporations, Partnerships, and Fiduciaries 3 hours

Designed to review taxation of corporations and shareholders. Taxation of C corporations, S corporations and Limited Liability Corporations and their shareholders is discussed.

5303. Advanced Auditing 3 hours

A detailed look at the practice of professional accounting and auditing. This course examines the differences between internal and external auditing as well as an in-depth study of particular problems in external auditing. Additionally, specific internal auditing topics such as operational audits, audit supervision, and internal audit reporting are included.

5304. Survey of Accounting Systems 3 hours

A critical analysis of commercially available accounting programs including general ledger, fixed assets, and accounts payable and receivable modules. Sufficiency of data security, audit trails, internal control features, and reporting capabilities are emphasized.

5306. Advanced Planning and Control 3 hours

Analysis and development of a comprehensive budgetary program and control of operations. Capital budgeting, performance evaluation, and transfer pricing are covered along with behavioral and organizational issues that impact managerial decision making during budgetary and control processes.

5307. Accounting Theory 3 hours

Prerequisite: ACC 5301 or consent of instructor

A study of the elements of accounting theory as they have developed in the United States including the influence of accounting on society. This course focuses on concepts, income measurement, asset valuation, and valuation and measurement of equities. Contemporary accounting issues are also analyzed.

5310. Ethics and Professionalism in Accounting 3 hours

This course examines various theories of ethical reasoning that accountants could use to resolve ethical dilemmas. Both ethical principles and rules are considered. In addition, the concepts of integrity, objectivity, independence, and other core values as experienced in the accounting profession will be studied. The course incorporates the essentials of professional responsibilities, including a history of the regulatory environment and its impact on accountants and the public interest. This course is intended to satisfy conditions of the Texas State Board of Public Accountancy that require candidates for the CPA Exam to have completed an approved ethics course.

6301. Integrated Accounting Analysis for Decision Making 3 hours

A detailed review of the nature, measurement, and analysis of accounting information appropriate to managerial decision making and comprehensive

budgeting, statistical cost estimation, cost-volume-profit analysis, gross profit analysis, application of probability to cost control, and capital planning.

BUSINESS ADMINISTRATION (BUA)

5301. Fundamentals of Management/Marketing 3 hours

Designed to introduce the student to the fundamental principles and basic theoretical concepts of management and marketing. The planning, organizing, directing, and controlling functions of management are emphasized. The marketing section emphasizes the role of marketing in a business environment with an emphasis on the consumer and the marketing mix of product, price, promotion, and distribution.

5321. Fundamentals of Business Statistics 3 hours

An introduction to statistics designed to prepare students for the quantitative analysis of business problems. Topics include descriptive statistics, frequency analysis, probability, random variables, sampling distribution, confidence intervals, tests of hypotheses, correlation, linear regression, multiple regression, and analysis of variance.

6305. Quantitative Methods and Decision Making Strategies 3 hours

A review of basic business statistics and application of multivariate techniques for the analysis of survey data. Use of computer programs in data analysis and interpretation of computer-generated analyses.

6306. Applied Research and Project 3 hours

Application of research to business problems from a managerial perspective. Course covers problem definition, sources of business information, dealing with research suppliers, evaluating research methodologies, and interpreting research reports.

6309. Legal and Ethical Environment of Business 3 hours

A survey of the legal environment of business with special emphasis on regulation, administrative law, Uniform Commercial Code, ADR (Alternative Dispute Resolution) techniques, business ethics, and effectively working with, and making efficient use of outside counsel and corporate counsel.

6310. Business and Organizational Communications 3 hours

Development of managerial communication skills (written and verbal). Reviews factors affecting the communication process and its effects on specific organization/personnel situations. Topics include organizational communication, interviewing, policy manuals, gender-related communication differences, electronic communication media, and effective presentations.

6311. Global Business Perspectives 3 hours

Survey course that examines the contemporary international business environment from the perspective of the multinational corporation. Institutional, cultural, economic, technological, geographic, and legal/political forces which have shaped the current business environment are examined in order to provide a foundation for understanding the dynamics of international business strategy.

6334. Global Marketing 3 hours

Addresses the management of marketing in international businesses. Includes evaluating the international environment through marketing research projects and case study analysis of price, promotion, and distribution. Examines the

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complexities of working with foreign markets including exporting, importing, foreign subsidiaries, trade, and regulations.

6346. Global Management **3 hours**

Prerequisite: BUA 5345

Examines in detail the major applied/functional areas of international business management: organizational design, information systems and control of international operations, international marketing, financial management, international accounting, and international human resource management. Numerous case studies are employed.

ECONOMICS (ECO)

5305. Fundamentals of Economics and Finance **3 hours**

An overview of macroeconomics, microeconomics, and corporate finance designed for students with limited background in these areas. Topics include national income accounting, aggregate supply and demand analysis, fiscal and monetary policy issues, analysis of industry structures, and the firm's investment and capital structure decisions.

6308. Managerial Economics **3 hours**

Integrates microeconomic theory with accounting, finance, marketing, and production management. Emphasizes incremental reasoning to decision making under conditions of environmental uncertainty.

FINANCE (FIN)

6303. Integrated Advanced Financial Analysis **3 hours**

Practical and theoretical issues in the financial management of modern business organizations, including current asset and working capital management, financial forecasting, capital structure, cost of capital, financing sources, mergers, and acquisition.

6325. Practicum in Investment **3 hours**

This course will offer students the opportunity to participate actively in the analysis and selection of securities for inclusion in various portfolios that are a part of the University's endowment.

HEALTHCARE ADMINISTRATION (SHM)

6200. Health Services in the U.S. **2 hours**

The course provides a comprehensive introduction to the US healthcare system. Healthcare terminology, concepts, critical issues and description of existing delivery systems is presented. The course includes the mission of public health; models of health promotion and disease prevention; and determinants of health and health services utilization. The organization, delivery, financing, payment, and staffing of the US health system is described. Issues of competition, regulation, technology, access, quality, primary care, long-term care, mental health, and bioethics are discussed.

6203. Health Care Law and Ethics **2 hours**

Introduces key information and concepts for managers on the legal basis and application of law in the health care industry. Examines ethical problems and issues facing health care managers.

6204. Introduction to Public Health Concepts **2 hours**

A comprehensive introduction to public health within the context of the U.S.

health care system. Contents include: the concept of public health and its development from a historical perspective, the role and mission of public health organizations, and an overview of current public health concepts, models, and policy.

6206. Epidemiology **2 hours**

Examines the study of disease in populations from a public health perspective. Topics include: research methods, study designs, sampling, data analysis, the interpretation of data, and the application of findings for public health policy.

6208. Health Care Economics **2 hours**

Examines applications of economic theory as it pertains to the delivery and distribution of health care services. Provides students a theoretical basis for decision-making in the health care industry from the perspective of the economist.

6209. Health Care Information Systems **2 hours**

Examines the development and use of information systems in health care organizations. Topics include: examination of clinical and administrative MIS systems and models; collecting, storing, and retrieving data to support management activities; and the use of MIS in the areas of strategic planning and quality management.

6211. Health Care Delivery Systems for the Elderly **2 hours**

An historical and contemporaneous review of the health care delivery system available to the elderly, including an examination of the dissimilarities between senior needs and the reality of the system within which those needs are met. Particular emphasis will be placed on the geriatric model of health care delivery, with its unique emphasis on a holistic and interdisciplinary approach to patient care.

6212. Public Health Financial Management **2 hours**

The course provides an opportunity to apply basic budget and financial management concepts and techniques to public health services. Public health budgeting and finance is presented as an integrated approach enabling public health administrators to translate resource needs into budgets, and to utilize financial information to: identify problems, evaluate alternatives, and recommend courses of action.

6213. Health Care Finance **2 hours**

Application of key financial concepts and techniques introduced in SHM 770: Managerial Finance. Examines the financial environment in the health care industry including managed care, and financial information required by managers to make decisions and recommendations for their organizations. Students examine problems, case studies, and use software applications.

6214. Public Health Education Concepts **2 hours**

The course provides an overview of the social and epidemiological basis of health education. Tools are developed for the assessment of community, institutional, and individual educational needs. Planning, implementation, and evaluation of health education programs designed to develop and reinforce positive health promotion and prevention practices.

6215. Managing Long-Term Care Operations **2 hours**

Organization and management of health-related long-term care programs and facilities including home health care, adult day care, nursing facilities, continuing care retirement communities, assisted living facilities, and facilities for other populations needing long-term specialty treatment.

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Emphasis on personal and professional skills necessary to provide a wide range of services and quality care in these settings.

6216. Administration of Health Care Organizations **2 hours**
Focuses on health service managers, the management process, descriptions of management functions, managerial roles, organizational culture and philosophy, leadership, motivation, and communication.

MANAGEMENT (MGT)

6307. Business Strategy and Policy **3 hours**
Strategic planning issues including environmental scanning, goal formulation, strategic implementation, control, and evaluation in successful organizations are presented and discussed.

6308. Leadership and Managing Change **3 hours**
Advanced study of the use of power, influence, and leadership in organizations. Detailed coverage of sources of power in organizations, resource dependency, multidirectional influence tactics, trait theories of leadership, behavioral theories of leadership, contingency approaches to leadership, and charismatic leadership. Special consideration is given to the ethical use of power and leadership.

6320. Organizational Behavior **3 hours**
Systematic study of behavioral problems in complex organizations. Analyzes the basic and applied concepts and research findings in individual, interpersonal, and group behavior. Topics include perception, attitudes, stress, power, communication, decision-making, and leadership.

6321. Human Resource Management **3 hours**
Presents contemporary approaches to human resource management from both a theoretical and a practical perspective. Topics include human resource planning, staffing, recruitment, selection, job design, compensation, administration, employment discrimination and affirmative action, training and development, performance appraisal, and occupational health and safety.

6322. Organizational Analysis and Design **3 hours**
Provides the foundation for a detailed analysis of complex organizations. Topics include organizational analysis, comparative analysis of organizations, and organizational effectiveness. Examines the relationship between the structure of organizations and the environment, technology, size, strategy, and organizational culture.

6323. Organizational Change and Development **3 hours**
Examines the process of change, development, and renewal at the individual, group, and organization levels. Provides diagnostic evaluation tools and intervention strategies at these three levels. Topics include identifying the forces of change, managing resistance to change, and preventive stress management techniques for changing organizations.

6325. Business and Society **3 hours**
An examination of the interfaces between the social, political, legal, and ethical elements of society and the business organization. Emphasizes the implications of these interfaces for managerial decision-making. Topics include the role of business in modern society, stakeholder management, responding to crises, and ethical decision-making.

MANAGEMENT INFORMATION SYSTEMS (MIS)

6302. Integrating Management Information Technology in Business 3 hours

Prerequisites: MIS 3305 or equivalent or consent of department

An integrated perspective of the problems in today's information systems environment, concentration on contemporary design methodologies, and considerations unique to users of computers and information systems. Topics include strategic information system planning, requirements analysis, user interface design, data design, process design, systems testing, ethics, systems control, and security.

6316. Programming Concepts for Managers 3 hours

Prerequisite: MIS 6302 or consent of instructor

This is an introductory computer programming concepts course for graduate business majors. The course introduces the process of developing computer programs. The course will emphasize the phases of problem definition, algorithm development, logical design, and coding of programs. The use of the C programming language will be used to develop and accomplish programming assignments.

6330. Electronic Commerce 3 hours

Prerequisite: Consent of instructor

Emphasis will be placed on integrating and synthesizing business strategies used in electronic commerce to understand the economic framework and specific technologies found in actual business models. Examines the legal, ethical, security, and tax issues that arise as part of the electronic commerce business environment.

6332. Management of Telecommunications 3 hours

Prerequisite: Consent of instructor

A foundation course concerned with digital and analog forms of electronic communications, design, and performance networks and their relationship to the provision of information services. Examines the use and management of telecommunications resources with emphasis placed on integrating and synthesizing telecommunications applications.

6333. Internet Services 3 hours

This course provides an overview and understanding of the conceptual background needed to become Internet literate. The course examines a broad range of topics regarding the Internet: origins, email, discussion groups, search engines, and using the World Wide Web. Course content includes the design and implementation of personal web pages and the use of Internet resources for online research.

6345. Database Management 3 hours

Prerequisite: MIS 6302 or consent of instructor

This is an introductory database concepts course for graduate business majors. The course introduces the concept of business database systems and will focus on the database development life cycle that provides the framework for conceptual data modeling and design. The course synthesizes practical database issues in a framework of strategic and tactical management issues that include database planning, DBMS selection, database administration security, integrity, and distributed databases. Database programming will also be covered.

MARKETING (MKT)

6304. Integrated Marketing Management 3 hours

Application of marketing concepts and analytical techniques to identify,

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analyze, and make strategic and tactical marketing decisions in an organization, and to understand the effects of these decisions.

PUBLIC ADMINISTRATION (PUA)

6311. Public Policy and Community Relations 3 hours

This course is designed to provide students with a basic understanding of public policy and community relations. It will examine the interfaces between the social, political, legal, and ethical elements of society and the government/non-profit organization. It emphasizes the implication of these interfaces for strategic and tactical decision making and communications by government managers, elected officials, and voluntary board members.

6312. Public Financial Management 3 hours

This course is intended to provide students with a basic understanding of public finance and budgeting. This course will examine the theories, practices and challenges relating to budgeting and financial management within governments and governmental agencies. Students will learn what public budgeting is, how budgets are formulated, and also examine the political and economic environments that impact public budgeting and finance management.

GRADUATE PROGRAMS IN THE SCHOOL OF EDUCATION

Carlos Martinez, Dean
Twyla Miranda, Director of Graduate Studies in Education
Michael Ellison, Director of Graduate Programs in Counseling

Degrees and Programs Offered

M.Ed. Master of Education
M.A.Prof.Couns. Master of Arts in Professional Counseling
M.S.Sch.Couns. Master of Science in School Counseling

Endorsements in Second Language Education and Culture (SLEC)
ESL Certification
Master Reading Teacher Certificate
Principal Certification
Reading Specialist Certification
TESOL Certification

GRADUATE STUDIES IN EDUCATION

Carlos Martinez, Dean
Twyla Miranda, Director

Academic Program Advisors

Twyla Miranda, Reading and Administration
Carlos Martinez, Second Language Education and Culture
R. J. Wilson, Science Education
Bruce Benz, Science Education
Ricardo Rodriguez, Science Education

Degree and Programs Offered

M.Ed. Master of Education

Endorsements in Second Language Education and Culture (SLEC)
ESL Certification
Master Reading Teacher Certificate
Principal Certification
Reading Specialist Certification
TESOL Certification

MASTER OF EDUCATION (M.Ed.)

This degree program is designed for certified teachers who wish to pursue a degree that focuses on developing advanced skills in teaching as well as an enriched knowledge base in selected content areas. The program is designed to enhance the candidate's appreciation of the art and science of teaching and the ability to understand and critically evaluate education practice.

The following concentrations are offered:

Administration
Math Education
Reading
Reading Specialist
Science Education
Second Language Education and Culture

See M.Ed. core and specific concentration requirements. Program information and requirements for post-baccalaureate certification and endorsements are listed under the School of Education in the Undergraduate Catalog.

Successful completion of the Master of Education degree provides the student with professional growth and scholarly enrichment in the following areas:

1. Human growth and development and the relationship of curricular expectations and methodology to individual capabilities, experiences, and cultural diversity.
2. Knowledge and understanding of selected content areas.

3. Research in education and allied fields.
4. Historical, philosophical, theoretical, and research-based influences on education and teaching.
5. Issues facing teachers in contemporary society.

Graduate Faculty in Education

The graduate faculty is comprised of faculty members whose experience and record of scholarship qualify them to offer graduate instruction. The graduate faculty, through teaching and research, encourages and contributes to the advancement of knowledge. Individuals appointed to the graduate faculty hold the highest degree in their field except in those cases where a person possesses special knowledge or has had unique experiences. The graduate faculty is appointed by the Provost upon recommendation of the Graduate Advisory Committee and the Dean of the School of Education.

Graduate Advisory Committee in Education

The Graduate Advisory Committee recommends policy, hears appeals, and approves and recommends curricular changes for the graduate education program. Membership includes:

- Director of Graduate Studies in Education
- Director of Counseling
- Dean of the School of Education
- All faculty in School of Education
- Director of West Library
- Provost (ex-officio)

Committee on Admission in Graduate Education

This committee reviews applications for graduate studies in education and makes recommendations to the Graduate Advisory Committee.

Admission to the Graduate Programs in Education

All applications for admission materials should be mailed directly to:

Office of Graduate Admission
Texas Wesleyan University
1201 Wesleyan Street
Fort Worth, Texas 76105-1536

Admission Deadlines: October 15 for spring; April 15 for summer; June 15 for fall.

International applicants should refer to the section titled "Admission of International Students" in this catalog and contact the Office of International Programs (817/531-5868).

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ENGLISH PROFICIENCY

To assure reasonable success, all students applying to the graduate program must demonstrate proficiency in the English language. English proficiency can be demonstrated in the following ways, and the applicant must meet at least one of these criteria:

1. College level equivalent of English Composition I and II completed from a U.S. college or university with at least a grade of "B."
2. College degree from a U.S. accredited institution (English delivery).
3. Acceptable score on the GRE (minimum 900) or TOEFL (minimum 213 computer test/550 paper test/79 internet) or IELTS (minimum band score of 6.5 on the Academic version). A GRE score of 900 is calculated from the verbal and one other subtest. TOEFL or IELTS scores must be less than 2 years old.

DEGREE SEEKING STUDENTS

Applicants must have a baccalaureate degree from a regionally accredited college or university and meet at least **one** of the following criteria:

1. GRE score of 900 or greater (combined score on verbal and one other subtest).
2. GPA of 3.0 or greater on a 4.0 scale (last 60 hours or overall).
3. Successful completion of an interview with the Committee on Graduate Admission and a written qualifying exam.

There are no probationary admissions to the graduate program. The applicant must be admitted on the basis of ONE of the three criteria above.

Prerequisite: It is expected that the student seeking the M.Ed. degree will have at least 9 hours of education course work at the undergraduate level. The Director of Graduate Studies in Education will assist the student in choosing 9 hours of leveling courses.

Admission Criteria for All Degree-Seeking Applicants

The following must be submitted:

1. Completed application for graduate admission.
2. Official transcripts from all colleges/universities attended.
3. Letters of Reference: Three professional persons must send letters of recommendation regarding applicant's education or work experience and can attest to scholarship, motivation, and professionalism, e.g. a school administrator, college professor, employer. Letters should be sent to the Office of Graduate Admission; 1201 Wesleyan St.; Fort Worth 76105.
4. Personal Essay: The essay should be approximately 1000 words in length and must be typed. It should show applicant's strengths, teaching philosophy, and purpose for pursuing a master's degree or endorsement from Texas Wesleyan University.

Additional Admission Criteria for Master of Education with Administration or Principal Certificate.

1. Teacher service record showing three years experience minimum.
2. Evidence of strong teaching ability and leadership potential; e.g. PDAS scores, grants, research, projects in schools.

All degree-seeking students must complete an orientation to the graduate program during or before their first semester of enrollment.

NON-DEGREE SEEKING STUDENTS

A student may be admitted as non-degree seeking if she/he has at least a 2.5 GPA and meets all other admission requirements. The following guidelines apply to all non-degree seeking students:

1. The student may take no more than 12 hours as non-degree seeking.
2. The student must reapply as degree seeking before continuing to take courses if the student decides to pursue a master's degree.
3. The Director of Graduate Studies in Education or the assigned advisor will assist the student in choosing appropriate courses and registering each semester.
4. Course work taken under non-degree seeking status does not automatically transfer to the master's degree. If the student wishes to apply toward the master's degree those courses taken under non-degree status, the student must reapply for admission.

A student holding an undergraduate degree who is seeking certification only is considered non-degree seeking.

Students Seeking Additional Credentials

Students who are seeking additional credentials (TESOL, ESL, Master Reading Teacher, Principal) are considered graduate education students and must meet the admission requirements as listed above. Successful completion of 12-18 hours of graduate coursework and passing scores on state examinations (TEXES) may be required for additional credentials.

Financial Aid

Financial Aid is available through the Texas Wesleyan University Graduate Financial Aid Office, 817/531-5860.

Scholarships for students in the Bilingual/ESL specializations may be available. Students should contact Dr. Carlos Martinez, Dean of the School of Education and Director of ESL/Bilingual Programs (817/531-4959) for information.

Scholarships are available for students in Science Education. Contact Dr. R. J. Wilson, 817/531-4852, or Dr. Bruce Benz, 817/531-4895, or Dr Ric Rodriguez, 817/531-4864.

Academic Policies for Graduate Studies in Education

ACADEMIC INTEGRITY AND PLAGIARISM

Please see the section on “Academic Integrity” listed previously in this catalog.

TRANSFER CREDIT

There is no automatic transfer of credit from another university. The student's advisor, the Director of Graduate Studies in Education, and the Dean of the School of Education must review and recommend approval of transfer of credit. To be eligible for transfer, the course(s) must be a part of the student's chosen program and must have been completed within the seven-year time limitation. To be eligible for transfer, a course grade of “B” or above is required. A **maximum of 6 hours** of graduate credit may be transferred from an accredited institution.

Transfer of courses into the core curriculum is not permitted. Acceptance of transfer credit toward concentration/specialization area requirements is contingent upon its relevance and appropriateness to the degree being sought and is subject to approval by the advisor, the program director, and the Dean. An official course substitution form must be executed and copies placed on file in order for transfer credits to become a part of the student's degree plan and transcript. Such forms must be signed by the student, the student's academic advisor, the Director of Graduate Studies in Education, and the Dean. Courses credited toward a previous degree may not be credited toward the Master of Education degree.

Students enrolled in “for credit” special courses, college-sponsored seminars and institutes are expected to obtain grades of “C” or above. To apply these credits (maximum 6 hours) toward a degree, the student must obtain approval from the Director of Graduate Studies in Education prior to enrollment in the seminar or institute. Acceptance of credit toward a master's degree will be at the discretion of the Graduate Advisory Committee.

TIME LIMITATION

Graduate courses expire within seven years from the date of course completion shown on the transcript; thus, at the time the student graduates with the master's degree, no course may be more than seven years old. This applies to course work transferred in as well as courses taken at Texas Wesleyan University. Students should note carefully the date each course is completed.

GRADING

No final grade assigned for a graduate level course may be raised unless an error has been made. The substitution of another course for one completed with a lower grade is not permitted.

Selected courses may be graded on a “P” (pass) or “F” (fail) basis at the option of the Graduate Advisory Committee. No more than 6 hours may be graded pass/fail.

“Incomplete” grades must be removed by the date designated in the University Calendar. On or before the designated date, the instructor will assign a grade and report it to the Office of Student Records. If a new grade

is not reported by the designated date, the “I” will automatically convert to an “F.”

ACADEMIC PROBATION

Graduate degree students who have been accepted into a degree program must maintain a 3.0 cumulative grade point average for all graduate courses. Should a graduate student’s cumulative GPA fall below 3.0, that student will be placed on academic probation for the following semester. The student must achieve a 3.0 GPA by the end of the probation semester or be dismissed immediately from the program. During the time the student is on probation, the student’s course schedule must be approved by the Director of Graduate Studies.

Only a grade lower than “B” can be raised by repetition of the course; a re-examination to raise a course grade is not permitted. Any course that is repeated must be retaken at Texas Wesleyan University. A course may be repeated only once.

RESIDENCY REQUIREMENT

To be awarded the Master of Education degree, students must successfully complete a minimum of 27 credit hours at Texas Wesleyan University.

Graduation Requirements for Graduate Studies in Education

To qualify for graduation, a student must have completed an approved program with a minimum of 36 hours of course work and earned a 3.0 (on a 4.0 scale) overall grade point average and successfully passed the comprehensive examination. An application for graduation must be filed in the Office of Student Records no later than the semester before the student expects to complete the requirements for the master's degree.

All course work applicable to the master's degree must be no older than seven years.

A student seeking certification or an endorsement through a master's degree must meet all requirements of the State Board of Education Certification. In addition to other criteria, any examination required by the state must be taken and passed before certification is requested.

GRADUATE COMPREHENSIVE EXAMINATION

Students graduating with a master's degree from the School of Education at Texas Wesleyan University must take and pass a university-administered comprehensive examination. The examination will cover general concepts essential to advanced studies. The student will be tested over all core content as well as the student's concentration area(s). Transfer of courses does not excuse responsibility for the content. Students must apply for the comprehensive examination, and it will be administered each semester. Applications must be submitted within timelines specified in the Graduate Catalog. The examination is given once each semester and once during the summer session.

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The comprehensive exam must be typed (word processed). If a student does not use word processing, she/he is responsible for paying a transcription fee for the exam.

Comprehensive examinations are given in order to validate the student's graduate-level scholarship and experience and to comply with guidelines established by accrediting agencies. The purpose is to assure the quality and integrity of the degree the student will earn.

Qualifying for the comprehensive examination

A student must have completed at least 27 hours of graduate credits, including **all** required core courses. A student may apply to take the comprehensive exam in the core area if he/she is currently enrolled in the last semester of coursework and is taking one core course (not two) and that particular course will complete the required 12 hours of core courses. A student must have taken all the concentration area coursework to apply for the comprehensive exam in his/her concentration area, or may apply with consent of the advisor. The student must have removed all "Incompletes" from her/his transcript (except in practicum courses). The student must have a GPA of at least a 3.0 on a 4.0 scale in the core courses and in each area of concentration.

Preparing for and taking the comprehensive examination

The examination constitutes a synthesis and application of knowledge acquired during the course of study leading to the master's degree. The examination may cover topics relating to the student's:

- Ability to analyze and apply principles, theories and new knowledge;
- Concentration area; and
- Thesis, practicum, professional paper, or capstone and content courses.

Additional concentration area or teaching field examinations may be required. The student should consult with the major academic advisor to ascertain individual program requirements.

Preparation for the examination should be ongoing throughout the master's program with independent reading and research in the following areas:

- Principles of growth and development
- Cultural diversity and the educative process
- Best practice in teaching
- Assessment and testing
- Emerging issues in education and the translation of research into practice
- Professionalism and ethics in education

Passing the comprehensive examination

A Comprehensive Examination Committee of faculty members will develop and grade the comprehensive examination. The student's performance on the comprehensive examination will be judged "Fail," "Marginal," "Good," or "Outstanding." The student will be notified by mail of the results within a reasonable period of time.

Satisfactory performance in course work does not necessarily guarantee successful performance on the comprehensive examination. A student whose examination is judged "Fail" may apply to retake the comprehensive

examination at the next **scheduled comprehensive examination date**, but **not** during the same semester in which the exam was failed.

Appeals

A student may appeal a “Fail” rating. To initiate an appeal, the student must make a request in writing to the Director of Graduate Studies in Education. The written request must be filed within seven days of the receipt of the results of the comprehensive examination. The Director, in consultation with the Dean, will appoint one or more faculty members to reread and score the answers under appeal. The Graduate Advisory Committee will evaluate the scoring of both readers and will supply a written decision to the student. Appeals beyond this level should be directed to the Provost of the University.

Sequence of Events for Graduate Students in Education

1. Be admitted to graduate program. (See admission requirements and procedures.)
2. Complete an orientation to the graduate program.
3. Register for first semester. The Director of Graduate Studies will serve as the advisor until students are assigned an official advisor.
4. Take EDU 6301 as first course, if available.
5. Request a degree plan through the Director of Graduate Studies within the first 6 hours. The degree plan will indicate an official advisor.
6. Each semester obtain class schedule card and scheduling advice from major academic advisor, as shown on the degree plan. Schedule card **must be signed by the major academic advisor before** enrolling in classes.
7. For on-campus students, apply for the Graduate Comprehensive Examination. Application deadlines are March 1 (spring), June 1 (summer), and October 1 (fall). Students are eligible to take the comprehensive examination after completing 27 credit hours; all core courses must be completed at the time of the exam. All incomplete grades must be removed before taking the exam, except in practicum courses.
8. File application for graduation in the Office of Student Records the semester preceding the semester the student expects to complete all requirements for graduation.
9. Complete any remaining courses; remove all grades of “I.”
10. Attend Robing and Graduation (see University Calendar for date, time, and place).
11. If seeking certification or endorsement, complete required (state administered) TExES and file application for certification and submit fees through the Certification Office in the School of Education.

Wesleyan Graduate Review

The *Wesleyan Graduate Review* is a published, peer-reviewed journal that provides a forum for graduate students, professors, and researchers in the field of education to express opinions and present research data and implications for educators at all levels. The *Wesleyan Graduate Review* is supported by both Texas Wesleyan University graduate student fees and budgetary considerations of the Graduate Studies in Education. One issue is published per year during the fall semester and each graduate student enrolled at Texas Wesleyan University is entitled to the published issue. Additional issues may be purchased for \$15 each. Graduate students in education are encouraged to write for publication as well as serve as editors for the journal.

Degree Requirements for Graduate Programs in Education

Master of Education

EDUCATIONAL FOUNDATIONS CORE COURSES.....12

Education

- EDU 6301 Introduction to Graduate Studies and Research
- EDU 6302 Philosophical Foundations in Education
- EDU 6305 Psychosocial Dimensions in Education
- EDU 6307 Emerging Issues in Education

CONCENTRATION AREA REQUIREMENTS.....24

Students should select one of the concentration areas listed below.

TOTAL HOURS36

Program requirements related to each concentration within the Master of Education:

Administration

Coursework and on-site experiences are provided to selected exceptional educational leaders in the field. This concentration leads to a Principal's Certificate. Candidates must have been selected to attend and successfully passed the Wesleyan Leadership Institute. Selection criteria includes being a classroom teacher of record a minimum of 3 years and evidence of teaching ability and leadership through yearly teaching evaluations, principal recommendations and similar educational projects in schools. Candidates must present a passing score on the principal TExES state exam in order to be certified.

Concentration Area18

Education

- EDU 6315 Instructional Leadership in Public Schools
- EDU 6316 School Law Administration

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- EDU 6317 Administration of EC-12th Grade Curriculum
- EDU 6318 Supervision and Professional Development at School Level
- EDU 6619 Internship

Resource Area..... 6

choose two:

- EDU 5309 Reading and Language Arts in the Bilingual Classroom
- RDG 6320 Diagnosis and Remediation of Reading Difficulties

or one of:

- RDG 6345 Reading in the Content Area—Elementary
- RDG 6346 Reading in the Content Area—Secondary

Total Hours Concentration 24

Requirements for Professional Principal Certification, in order to be recommended to the State Board of Educator Certification by Texas Wesleyan University.

1. Selection to participate in Texas Wesleyan Leadership Institute.
2. Master degree.
3. Internship hours in public school setting (150-180 total hours*).
4. Successful completion of principal coursework.
5. Certified as a teacher, minimum 3 years of teaching experience.
6. A passing score on the principal TExES. Contact the Certification Officer for correct test code.
7. Apply for recommendation completed and returned to the Certification Office at Texas Wesleyan.

Math Education

Concentration Area..... 18

Mathematics

- MAT 6370 Mathematical Applications
- MAT 6371 Mathematical Discovery
- MAT 6372 Complex Mathematical Investigation
- MAT 6373 Advanced Mathematical Applications
- MAT 6374 Teaching Methods II in Algebra for High School Teachers
- MAT 6375 Methods in Algebraic Quadratic Functions for High School Teachers

Electives 0-9
any 0-9 graduate hours with approval of the program
advisor

Total Hours Concentration.....24

Reading

Concentration Area18

English
ENG 5301 Teaching Literature to Adolescents

Reading
RDG 6319 Foundations of Reading
RDG 6320 Diagnosis and Remediation of
Reading Difficulties
RDG 6324 Reading Clinic
and one of the following:
RDG 6345 Reading in the Content Area—
Elementary
RDG 6346 Reading in the Content Area—
Secondary

Education
EDU 6360 Language Acquisition and
Development

Electives6
any 6 graduate hours with approval of the program
advisor

Total Hours Concentration.....24

Reading Specialist

Concentration Area15

English
ENG 5301 Teaching Literature to Adolescents

Reading
RDG 6319 Foundations of Reading
RDG 6320 Diagnosis and Remediation of
Reading Difficulties
RDG 6324 Reading Clinic
and one of the following:
RDG 6345 Reading in the Content Area—
Elementary
RDG 6346 Reading in the Content Area—
Secondary

Resource Area6

Education
EDU 6360 Language Acquisition and
Development
RDG 6322 Research Practicum in Reading

Elective.....3

Total Hours24

Exit Requirements for Professional Certification:

In addition to the Graduate Comprehensive Examination, the student must complete the following:

1. A passing score on the TExES 151. Contact the Certification Officer for correct test code.
2. Application for recommendation completed and returned to the Certification Officer in the School of Education.

Science Education

Concentration Area..... 15
any 15 hours in graduate science courses with advisor's approval

Electives..... 9
any 9 graduate hours chosen with approval of the program advisor

Total Hours Concentration 24

Second Language Education and Culture

Selection criteria includes student being accepted into the Texas Wesleyan Graduate Studies in Education programs. If English is the student's second language, the student must produce a TOEFL score of 570 or better, have access to teaching in an ESL classroom for internship components of the program, and have some education, experience, and/or mastery in a second language other than English. The Master of Education in ESL/TESOL program may be completed summer to summer. Candidates for TESOL certificates only may complete the program in two summer sessions.

Concentration Area..... 18

Education

- EDU 6320 ESL Methodology
- EDU 6356 Applied Linguistics
- EDU 6357 Cross-Cultural Communications
- EDU 6358 Improving Practice Internship
- EDU 6360 Language Acquisition

Reading

- RDG 6320 Diagnosis and Remediation of Reading Difficulties

Electives..... 6

Total Hours Concentration 24

Endorsements

Students who have successfully completed a post-baccalaureate program in bilingual certification may apply the following two courses to a Master of Education in English as a Second Language, Reading, Reading Specialist, or Science Education:

- EDU 5309 Reading and Language Arts in Bilingual Education
- EDU 5313 Foundations of Bilingual Education

Students who have successfully completed a post-baccalaureate program in bilingual education may apply the following course to a Master of Education in Administration:

- EDU 5309 Reading and Language Arts in Bilingual Education

Certifications

Courses leading to professional certification are designed to broaden the foundation and develop depth of knowledge in a teacher's chosen subject area. The teacher is encouraged to engage in extensive reading, independent thinking, and independent research. The ability to read, understand, and conduct research is a requirement of the program.

ESL Certification

Upon successful completion of all the courses in the Second Language Education and Culture (SLEC) concentration, a candidate may request a barcode to take the Texas ESL State Examination. ESL certification may be acquired by successfully completing all courses in the SLEC concentration and passing the Texas ESL State Examination.

Education.....	15
EDU 6320	ESL Methodology
EDU 6356	Applied Linguistics
EDU 6357	Cross-Cultural Communications
EDU 6358	Improving Practice Internship
EDU 6360	Language Acquisition
Reading	3
RDG 6320	Diagnosis and Remediation of Reading Difficulties

Master Reading Teacher Certificate

To be approved for the MRTC, an individual must have a teaching certificate, at least three years of teaching experience, complete the prescribed course of study, and pass the Master Reading Teacher exam. All courses taken in the MRT program may be applied to the Master of Education degree.

Reading	15
RDG 6319	Foundations of Reading
RDG 6320	Diagnosis and Remediation of Reading Difficulties
RDG 6324	Reading Clinic

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RDG 6345	Reading in the Content Area— Elementary
or	
RDG 6346	Reading in the Content Area— Secondary
RDG 6322	Research Practicum in Reading

Professional Certification in Administration (Principal Certification)

To become certified through Texas Wesleyan University as an all-level principal, an individual must have a Master's degree, have a valid teaching certificate, at least 3 years teaching experience, be accepted into and complete the prescribed course or study at Texas Wesleyan University, and pass the Principal State Exam (TExES 68). See "Admission Requirements" for further information regarding acceptance into this area of study.

Administration.....	18
EDU 6315	Instructional Leadership in Schools
EDU 6316	School Law Administration
EDU 6317	Administration in EC-12 th Grade Curriculum
EDU 6318	Supervision and Professional Development at School Level
EDU 6619	Principal Internship

Reading Specialist Certification

A teacher seeking the Reading Specialist Certification by the State of Texas must hold or be eligible for a provisional certificate, have a Master's degree, and have at least three years of teaching experience. This program leading to professional certification is designed to increase the teacher's professional competence and knowledge in his/her particular subject matter beyond that required for provisional certification.

English.....	3
ENG 5301	Teaching Literature to Adolescents
Reading	15
RDG 6319	Foundations of Reading
RDG 6320	Diagnosis and Remediation of Reading Difficulties
RDG 6322	Research Practicum in Reading
RDG 6324	Reading Clinic
and one of the following:	
RDG 6345	Reading in the Content Area—Elementary
RDG 6346	Reading in the Content Area—Secondary
Education	3
EDU 6360	Language Acquisition
Total Hours.....	21

Exit Requirements for Professional Certification

In addition to the Graduate Comprehensive Examination, the student must complete the following:

1. A passing score on the TExES 151. Contact the Certification Officer for correct test code.

- Application for recommendation completed and returned to the Certification Officer in the School of Education.

TESOL Certification

Students may apply for and receive the TESOL Certificate by completing the Second Language Education and Culture concentration area. A Master's degree is not required for the TESOL Certificate, but highly recommended. TESOL coursework includes ESL Methodology, Language Acquisition, Diagnosis and Remediation of Reading Difficulties, Applied Linguistics, Cross-Cultural Communications, and Improving Practice Internship. Internship clock hours may be earned during international educational experiences offered by Texas Wesleyan Graduate Studies in Education. A total of 100 clock hours are required for internship experiences. Candidates for TESOL certificates may complete the program in two summer sessions.

Education.....	15
EDU 6320	ESL Methodology
EDU 6356	Applied Linguistics
EDU 6357	Cross-Cultural Communications
EDU 6358	Improving Practice Internship
EDU 6360	Language Acquisition
Reading.....	3
RDG 6320	Diagnosis and Remediation of Reading Difficulties

Course Descriptions for Graduate Programs in Education

Courses numbered 5000 may be taken by graduate students to fulfill certification requirements and are cross-listed with 4000 level courses that may be taken by undergraduate seniors. Courses numbered 6000 and above fulfill master's degree requirements and are taken by students who have been formally admitted to graduate school.

EDUCATION (EDU)

5301. Teaching Literature to Adolescents **3 hours**

Prerequisite: ENG 1301, 1302, and 3 hours of sophomore literature survey

A study of numerous literary works suitable for classroom use with young adults. Recommended for students being certified in secondary education and for those seeking a reading specialization.

5309. Reading and Language Arts in Bilingual Education **3 hours**

Prerequisite: Spanish language proficiency

Examines the principles, theories, and techniques involved in the teaching of reading and writing to elementary linguistic minority students. In addition, it explores the language arts curriculum and teaching techniques used in bilingual classrooms. Finally, it examines computer-assisted instruction in the teaching of reading to LEP students.

5313. Foundations of Bilingual Education **3 hours**

Prerequisite: Spanish language proficiency

Examines the history and the role of bilingual education in American education. In addition, it examines various models of bilingual, ESL, and multicultural education programs implemented in the United States and

abroad. Finally, it explores cognitive and metalinguistic theory regarding bilingualism in order to justify the implementation of developmental bilingual education programs.

5316. Linguistics in Education **3 hours**
Examines the phonological, morphological, syntactical, and semantical aspects of language with a contrastive analysis perspective. In addition, it applies linguistic theory to the language development of linguistically and culturally diverse children in the United States.

5319. English as a Second Language Literacy **3 hours**
Examines the principles, theories, and techniques involved in the teaching of reading and writing to second language learners at the elementary, secondary, and adult education level. Finally, it examines computer-assisted instruction in the teaching of reading to LEP students.

5329. Content Methodology of Bilingual Education **3 hours**
Prerequisite: Spanish language proficiency
Examines the variety of learning styles and teaching methods that promote an active learning process in teaching modern elementary level mathematics, science, and social studies. Competency will be established in understanding and applying appropriate conceptual schemes and precise content area terminology in English and Spanish. The incorporation of computer-assisted instruction in the bilingual setting will be emphasized.

6301. Introduction to Graduate Studies and Research **3 hours**
Assists students in becoming effective consumers of research in the field of education. Students are asked to critically reflect on educational literature and communicate their analysis in a scholarly manner.

6302. Philosophical Foundations in Education **3 hours**
Both historical and contemporary philosophy and theory are explored in this course. The student will examine classical literature as well as current reform efforts. Critical and reflective thinking, problem solving, and scholarly inquiry will characterize the student's participation.

6305. Psychosocial Dimensions in Education **3 hours**
Concepts and issues relating to human growth, development, and learning are given comprehensive coverage. Principles and practices relating to research in education and its application, assessment and testing, multicultural perspectives, social trends, and parental expectations are emphasized.

6307. Emerging Issues in Education **3 hours**
Topics such as the role of technology in contemporary education; school law and political influences in education; trends in school management; professional codes of ethics in education and other timely and relevant topics are addressed with emphasis on current professional literature, professionalism, and the role of the classroom teacher.

6310. Courage to Teach **3 hours**
This course, which is open to teachers at every level and setting, is designed to explore the inner landscape of a teacher's life through individual reflection and group dialogue, rather than through technique. Although teachers are often segregated and ranked by what or where they teach, the underlying dynamic of the inner teacher cuts across differences and gives commonality to struggles and joys. Participants will raise questions, examine ideas, and explore images and metaphors that suggest teaching practices and may lead to a rich array of insights about "formation," which is understood as

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reclaiming the reality and power of the one's life as teacher. May be offered in seminar or retreat settings.

6313. Practice of Scholarship I **3 hours**
Students in this course will meet individually or in small groups with the professors in order to actively inquire into educational issues through primarily the written medium. A multidisciplinary approach to both scholarly process and product will be the focus.

6314. Practice of Scholarship II **3 hours**
Students enrolled in this course will meet individually or in small groups with the professors in order to actively inquire into educational issues through the written medium. Students will write and attempt to publish a scholarly paper. A multidisciplinary approach to both scholarly process and product will be the focus.

6315. Instructional Leadership in Public Schools **3 hours**
Designed to prepare students for the role and responsibility of Principal in EC-12th grade schools. The course explores the characteristics of effective leadership with specific focus on the role of instructional leader at the campus level. Students will develop understandings of characteristics of leaders; campus-level leadership and accountability; motivation theory; understanding interrelationships among administrators, teachers, students, parents, and community groups; improvement of instruction; learning theory, change process; school climate and culture.

6316. School Law Administration **3 hours**
Students will understand constitutional, statutory, administrative and case law as it pertains to everyday operation of schools; legal frameworks within a school setting; and legal issues facing campus school leaders.

6317. Administration of EC-12th Grade Curriculum **3 hours**
This course is designed to prepare students for the role of instructional leader. The EC-12th grade curriculum TEKS and TAKS objectives will be examined as well as the principal's role in regards to state standardized testing public accountability ratings. Best instructional practice at all levels will be discussed and internalized.

6318. Supervision and Professional Development at School Level **3 hours**
This course is designed to prepare students for the supervisory roles of principal in a school setting. Students will understand effective professional development and clinical supervision. The state mandated ILD (instructional leadership development) training will occur during this course. ILD certification is a prerequisite for the state PDAS training. (Students plan to do the state PDAS training at the region service centers once the ILD certificate is completed. PDAS training is not required by Texas Wesleyan, but such training is highly recommended and may be offered by Texas Wesleyan each summer

6320. English as a Second Language Methodology (5317) **3 hours**
Examines the history of first and second language teaching to assess the effectiveness of such methodologies. Competency will be established in defining and applying terminology and basic concepts regarding the language development of LEP students. In addition, it examines more contemporary second language teaching approaches as they relate to the development of curriculum, lesson plan preparation, and the language assessment of LEP students. The role and application of computer-assisted instruction in the language development of LEP students will be emphasized.

6356. Applied Linguistics **3 hours**

Through seminars and practical applications, students will examine the phonological, morphological, syntactical, and semantic aspects of language. Course may involve international study and/or study of linguistically and culturally diverse populations in the United States.

6357. Cross-Cultural Communications **3 hours**

Provides an over-view of the intercultural and multi-cultural issues particular to an increasingly racially diverse population. Implications concerning curriculum design, teaching strategies, and student/teacher interactions will be considered in this course. Different student issues are examined, as with refugees, international students, immigrants, and children of these populations.

6358. Improving Practice Internship **3 hours**

Capstone course that synthesizes ESL/EFL understandings. The course will result in the development of a project consisting of both design of an instructional learning system and a demonstration or summary report of actual teaching situations. The capstone project will serve as the final evaluative process for demonstrating one's proficiency in teaching ESL/EFL learners and the issuance of the TESOL certificate. Texas certified teachers may also opt for the Texas ESL certificate examination. TExES barcode will be given upon successful completion of this course.

6360. Language Acquisition and Development (5360) **3 hours**

Students gain understanding of various theories regarding the process of first and second language acquisition and development. In addition, students become familiar with teaching and learning strategies that enhance the acquisition and development of languages.

6390. Thesis **3 hours**

Prerequisite: Approval of academic advisor and the Graduate Advisory Committee

A scholarly document reporting an investigation or successful teaching project in an apprenticeship relationship with a committee of graduate faculty.

6391. Legal Issues in Education **3 hours**

A comprehensive overview of legal issues of importance to the classroom teacher or administrator. Course contents include teachers' rights and responsibilities and students' rights and responsibilities. Course materials are updated annually to reflect changes in educational law.

6399. Special Topics in Education **3 hours**

Prerequisite: Consent of instructor and Dean of the School of Education

6619. Principal Internship **6 hours**

This course requires 150 clock hours of internship in a public school setting. Students will perform administration duties at a chosen school and participate in practical experiences as an administrator. Induction into the supervisory principal role is expected by the school officials and facilitated through seminars during the internship year. The internship requirement may continue through several semesters

ENGLISH/LANGUAGE ARTS (ENG)

5301. Teaching Literature to Adolescents **3 hours**

A study of numerous literary works suitable for classroom use with young adults. Recommended for students being certified in secondary education

and required for those seeking a reading specialization. This course includes fundamental pedagogical methods for future teachers.

MATHEMATICS (MAT)

6370. Mathematical Applications **3 hours**
Provides elementary and middle school teachers with fundamentals for use of mathematical thinking in day-to-day situations. Includes fundamental analysis techniques and modeling in teaching applications of mathematics.

6371. Mathematical Discovery **3 hours**
Emphasizes inquiry-based, process-oriented, cooperative learning strategies in the area of mathematics. Methods will reinforce teaching of the discovery method and will encourage development of activities specifically designed for the elementary and middle school classroom. Professional lesson plan that includes a discovery activity is required.

6372. Complex Mathematical Investigations **3 hours**
This course is specifically designed for the middle-school mathematics teacher and emphasizes inquiry-based, process-oriented, both independent and collaborative strategies in the area of middle-school mathematics. Activating mathematical understanding, skills, and language will be stressed. Methods will reinforce teaching mathematics utility and will encourage development of activities specifically designed for the middle-school classroom. Development of a professional lesson plan that includes “doing mathematics” in many contexts is required.

6373. Advanced Mathematical Applications **3 hours**
This course is based on state standards. Specifically designed for the middle-school mathematics teacher, inquiry-based, process-oriented, independent and collaborative learning strategies in the area of middle-school mathematics are emphasized. Methods will reinforce teaching the utility of mathematics and will encourage development of activities specifically designed for the middle-school classroom. Development of a professional lesson plan that includes a complex investigation activity which involves “doing mathematics” is required. Both a textbook and a graphing calculator are required.

6374. Teaching Methods II in Algebra for High School Teachers **3 hours**
Fundamental analysis and modeling techniques applied to nonlinear functions in teaching applications of mathematics. Provides high school teachers with fundamental knowledge and skills to apply mathematical thinking in teaching quadratic and other nonlinear functions.

6375. Methods in Algebraic Quadratic Functions for High School Teachers **3 hours**
Emphasizes inquiry-based process-oriented, cooperative learning, and other teaching strategies. Methods reinforce teaching quadratic and nonlinear functions in Algebra I. Provides high school teachers with fundamental knowledge and skills to apply mathematical thinking in teaching quadratic and other nonlinear functions in Algebra I and encourages development and use of activities specifically designed for the Algebra I classroom. Media presentation is required of each participant.

NATURAL SCIENCE (NSC)

5374. Physical Science for Teachers 3 hours

Prerequisite: NSC 1303 and 1304 or consent of instructor

Provides elementary and middle school teachers with the fundamentals of chemistry and physics. A laboratory-based course.

6301. Teaching Contemporary Biology I 3 hours

Prerequisite: Consent of Instructor.

Designed for High School and Middle School science teachers to incorporate contemporary issues in Biology for teaching the Texas Essential Knowledge and Skills focusing on unique aspects of human biology including human sexuality, stem cells, the human genome, genetic disorders and gene therapy, eating disorders, addiction and eating disorders, among others.

6302. Teaching Contemporary Biology II 3 hours

Prerequisite: Consent of Instructor.

Designed for High School and Middle School science teachers to incorporate contemporary issues in Biology for teaching the Texas Essential Knowledge and Skills focusing on antibiotic resistance, parasites, HIV, the immune system, human agriculture and transgenic organisms, pollution, exotic species, acid rain, water treatment, as well as global warming.

6303. Teaching Middle School Science I 3 hours

Prerequisite: In service teacher

Review of basic life science concepts including the cell theory, energetics and metabolism, ecology of communities and ecosystems. Teachers translate these basic life science concepts into grade-level appropriate curricular materials.

6304. Teaching Middle School Science II 3 hours

Prerequisite: In service teacher

Review of basic life science concepts including water and water relations, Earth science including plate tectonics, weather patterns, biomes and geologic history, and Mendelian genetics and adaptation. Teachers translate these basic life and earth science concepts into grade-level appropriate curricular materials.

6305. Contemporary Biology III 3 hours

Prerequisite: NSC 6301 and NSC 6302

Designed for high school and middle school science teachers to incorporate contemporary issues in Biology for teaching the Texas Essential Knowledge and Skills focusing on molecular biology, the polymerase chain reaction (PCR) and the evolution and ecology of the Monarch Butterfly. Genetic material from the Monarch Butterfly field samples in North Texas and Chiapas, Mexico will be analyzed. Field studies materials such as photographs and video tapes will also be incorporated into a series of presentations at grade appropriate levels.

6306. Contemporary Issues in Biology: Cell-Molecular Biology 3 hours

Prerequisite: In service teacher

Review of the nature of science and peer review, measurement and data analysis, the cell cycle and cancer, and inheritance and genetic disorders. Teachers develop these basic concepts into grade-level appropriate curricular materials.

6307. Contemporary Issues in Biology: Human Physiology, Ecology, and Evolution 3 hours

Prerequisite: In service teacher

Examination of human physiology and associated disorders, ecology and evolution. Teachers develop these basic concepts into grade-level appropriate curricular materials.

6374. Physical Science for Teachers I: Molecules and Mechanics 3 hours

Examines the mechanical basis for the physical sciences as it pertains to the area of mass, matter, and temperature. Emphasizes Newton's laws and related concepts. Content-based course for elementary and middle school teachers.

6376. Physical Science for Teachers II: Electricity and Magnetism 3 hours

Examines the electrical and magnetic behavior of matter. Emphasizes the concept of charge, electrostatics, the electron, movement of charge, electromagnetism, and other related concepts. Content-based course for elementary and middle school teachers.

6378. Physical Science for Teachers III: Atoms and Molecules 3 hours

Examines the atoms and molecules. Emphasizes the atomic nature of matter, the interactions of atoms to form molecules, and the interactions between molecules, as they pertain to light and color. Content-based course for elementary and middle school teachers.

6379. Physical Science for Teachers IV: Air, Space, Flight, and Astronomy 3 hours

Application of Newton's laws of motion in air, space, and water. The study of aerodynamic parameters by building planes, rockets, balloons, and kites. This includes in-depth coverage of meteorology and astronomy as they pertain to flight and motion.

6384. Discovery Science I: Molecules and Mechanics 3 hours

Emphasizes inquiry-based, process-oriented, cooperative learning strategies in the area of mechanics, as it pertains to the area of mass, matter, and temperature. Methods will reinforce teaching of the scientific method and will encourage development of activities specifically designed for the elementary and middle school classroom.

6386. Discovery Science II: Electricity and Magnetism 3 hours

Emphasizes inquiry-based, process-oriented, cooperative learning strategies in the area of electricity and magnetism. Methods will reinforce teaching of the scientific method and will encourage development of activities specifically designed for the elementary and middle school classroom.

6388. Discovery Science III: Atoms and Molecules 3 hours

Emphasizes inquiry-based, process-oriented, cooperative learning strategies in the area of atoms and molecules, as it pertains to light and color. Methods will reinforce teaching of the scientific method and will encourage development of activities specifically designed for the elementary and middle school classrooms.

6389. Discovery Science IV: Air, Space, Flight, and Astronomy **3 hours**

Emphasizes inquiry-based, process-oriented, cooperative learning skills in the area of air, space, flight, and astronomy. Methods will reinforce teaching of the scientific method and encourage development of hands-on activities specifically designed for elementary and middle school teachers.

READING (RDG)

6319. Foundations of Reading **3 hours**

Students examine the process of reading and writing development and make application to instruction.

6320. Diagnosis and Remediation of Reading Difficulties **3 hours**

Provides students with the opportunity to learn and use holistic measures for evaluation of reading and writing growth and/or problems. Effective remedial programs for those with reading difficulties are developed.

6322. Research Practicum in Reading **3 hours**

An individual research project will be designed and conducted in reading. A written report and oral presentation of the findings will be presented.

6324. Reading Clinic **3 hours**

Assists the teacher, within a clinical setting, to diagnose the literacy abilities of a learner and to design, implement, and evaluate an appropriate instructional program.

6325. Developing Literacy **3 hours**

Acquaints teachers, specialists, and administrators with instructional strategies and materials that may be used to develop and integrate literacy across the curriculum. May include study abroad.

6345. Reading in the Content Area—Elementary **3 hours**

Familiarizes teachers with strategies for learning and literacy development in elementary content areas.

6346. Reading in the Content Area—Secondary **3 hours**

Familiarizes teachers with strategies for learning and literacy development in secondary content areas.

6399. Special Topics in Reading **3 hours**

Prerequisite: Consent of instructor and Dean of the School of Education

GRADUATE PROGRAMS IN COUNSELING

**Carlos Martinez, Dean
Michael Ellison, Director**

Degrees Offered

M.A.Prof.Couns. Master of Arts in Professional Counseling
M.S.Sch.Couns. Master of Science in School Counseling

The Master of Arts in Professional Counseling degree consists of 48 semester credit hours of course work and a minimum of 300 hours of practicum experience. The courses and practicum hours meet eligibility requirements for application for the Licensed Professional Counselor (LPC) credential. The awarding of the degree does not, however, guarantee the granting of the license, which is under the control of the Texas State Board of Examiners of Professional Counselors. Current and prospective students seeking information concerning the mental health counseling graduate program should consult the Department of Education for all applicable policies.

The Master of Science in School Counseling consists of 36 semester credit hours of course work and a minimum of 150 hours of practicum experience. Some courses are offered during the day in the summer. Remaining courses are offered during the evenings and weekends throughout the year. Upon completion of the course work, practicum hours, and passing the TExES exam for school counseling, students are eligible to be employed as school counselors in the public or private school setting.

Graduate Faculty in Counseling

The graduate faculty is comprised of faculty members whose experience and record of scholarship qualify them to offer graduate instruction. Individuals appointed to the graduate faculty hold the highest degree in their field except in those cases where a person possesses special knowledge or has had unique experience.

Graduate Advisory Committee for Graduate Programs in Counseling

The Graduate Advisory Committee recommends policy, hears appeals, and approves and recommends curriculum changes for the graduate program in counseling.

Admission Committee for Graduate Programs in Counseling

The Admission Committee reviews applications and makes recommendations to the Graduate Advisory Committee.

Admission to Master of Arts in Professional Counseling program

Requirements

- Complete a Bachelor's Degree from an accredited college or university with at least 18 hours in psychology, counseling, or related course work.
- Complete course work in psychology that must include statistics and a development course (child, adolescent, adulthood, or life span).
- Complete the above listed courses prior to admission to the program if not taken in the undergraduate program.
- Earn an undergraduate GPA of 3.25 on last 60 hours attempted, or a 3.00 GPA overall, or a GRE score of 900 or above, calculated from the verbal and one other subtest. Applicants with less than any one of these may submit an application of conditional admittance for consideration by the Graduate Admission Committee. If conditionally admitted, student must have a minimum GPA of 3.00 in at least six hours in order to be unconditionally admitted the following semester.
- Interview with a faculty member of the graduate program. The interview is designed to give evidence, in the judgment of the faculty, as to whether or not the applicant possesses the intellectual, professional, emotional, and social qualities necessary for successful completion of the degree requirements.
- Due to the high level of oral communication skills needed by candidates for the Master of Arts in Professional Counseling degree, students who are non-native speakers of English (or for whom oral speech production in English is potentially problematic) must provide evidence of English proficiency by submitting an IELTS test score with a minimum overall band score of 7.5 and minimum speaking band score of 8.0 on the Academic Version. Test scores must be less than 2 years old.

Procedures

- File completed application with payment of \$50 application fee by the stated deadline for admission. The fee is non-refundable regardless of whether the application is withdrawn or admission is denied.
- Request official transcripts of all undergraduate and all previous graduate work be sent to the Office of Admission.
- Request three letters of recommendation be sent directly to the Office of Admission. These letters should be from former professors or in the case of counseling related employment, former employers/supervisors.
- Submit current resume/vita.
- Submit a written statement of purpose (two pages double spaced minimum)

Once all materials have been received, applicants will be notified of their admission status. If the applicant has met admission requirements to this point, contact will be made to schedule the required interview.

After all required documents have been received and evaluated, and the required interview has been conducted, the Graduate Admission Committee will make a decision regarding admission to the program. The committee

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may recommend unconditional, conditional, or delayed admission or deny admission. Delayed admission will be recommended only in those cases where the undergraduate coursework in psychology does not fully meet the stated requirements for admission. Applicants will be notified as to their status and instructed as to their next step or options for appeal should unconditional admission not be offered.

Admission to Master of Science in School Counseling Program

Requirements

- Complete a Bachelor's Degree from an accredited college or university.
- Earn an undergraduate GPA of 3.25 on last 60 hours attempted or a 3.00 GPA overall or a score of 900 or greater on the GRE (combined score on verbal and one other subtest). Applicants with less than either one of these may submit an application of conditional admittance for consideration by the Graduate Admission Committee. If conditionally admitted, student must have a minimum GPA of 3.00 in at least six hours in order to be unconditionally admitted the following semester.
- Must be a certified teacher with one - two years teaching experience.
- Interview with a faculty member of the graduate program. The interview is designed to give evidence, in the judgment of the faculty, as to whether or not the applicant possesses the intellectual, professional, emotional, and social qualities necessary for successful completion of the degree requirements.
- Due to the high level of oral communication skills needed by candidates for the Master of Science in School Counseling degree, students who are non-native speakers of English (or for whom oral speech production in English is potentially problematic) must provide evidence of English proficiency by submitting an IELTS test score with a minimum overall band score of 7.5 and minimum speaking band score of 8.0 on the Academic Version. Test scores must be less than 2 years old.

Procedures

- File completed application with payment of \$50 application fee by the stated deadline for admission. The fee is non-refundable regardless of whether the application is withdrawn or admission is denied.
- Request official transcripts of all undergraduate and all previous graduate work be sent to the Office of Admission.
- Request three letters of recommendation be sent directly to the Office of Admission. These letters should be from former professors or in the case of counseling related employment, former employers/supervisors.
- Submit current resume/vita.
- Submit a written statement of purpose (two pages double spaced minimum)

Once all materials have been received, applicants will be notified of their admission status. If the applicant has met admission requirements to this point, contact will be made to schedule the required interview.

After all required documents have been received and evaluated, and the required interview has been conducted, the Graduate Admission Committee will make a decision regarding admission to the program. The committee may recommend unconditional, conditional, or delayed admission or deny admission. Applicants will be notified as to their status and instructed as to their next step or options for appeal should unconditional admission not be offered.

Graduates of the Master of Science in School Counseling program may be eligible for licensure as a Licensed Professional Counselor (LPC) upon completion of additional graduate credits required by the Board of Examiners of Professional Counselors. Students enrolled in the Master of Science in School Counseling program should meet with their advisor to outline this LPC option.

Academic Policies for the Graduate Programs in Counseling

ACADEMIC INTEGRITY AND PLAGIARISM

Please see the section on “Academic Integrity” listed previously in this catalog.

TRANSFER CREDIT

There is no automatic transfer of credit from another university. The student’s advisor, the Director of Graduate Counseling, and the Dean of the School of Education must review and recommend approval of transfer of credit. To be eligible for transfer, the course(s) must be a part of the student’s chosen program and must have been completed within the seven–year time limitation. To be eligible for transfer, a course grade of “B” or above is required. A maximum of 12 hours of graduate credit may be transferred from an accredited institution in to the Master of Arts in Professional Counseling. A maximum of 6 hours of graduate credit may be transferred from an accredited institution into the Master of Science in School Counseling.

An official Course Substitution Form must be executed and copies placed on file in order for transfer credits to become a part of the student’s degree plan and transcript. Such forms must be signed by the student, the student’s academic advisor, the Director of Graduate Counseling, and the Dean of the School of Education.

TIME LIMITATION

Graduate courses expire within seven years from the date of course completion shown on the transcript; thus, at the time the student graduates with the master’s degree, no course may be more than seven years old. This applies to course work transferred in as well as courses taken at Texas Wesleyan University. Students should note carefully the date each course is completed.

GRADING

No final grade assigned for a graduate level course may be raised unless an error has been made. The substitution of another course for one completed with a lower grade is not permitted.

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“Incomplete” grades must be removed by the date designated in the University Calendar. On or before the designated date, the instructor will assign a grade and report it to the Office of Student Records. If a new grade is not reported by the designated date, the “I” will automatically convert to an “F.”

ACADEMIC PROBATION

Graduate degree students who have been accepted into a degree program must maintain a 3.0 cumulative grade point average for all graduate courses. Should a graduate student’s cumulative GPA fall below 3.0, that student will be placed on academic probation for the following semester. The student must achieve a 3.0 GPA by the end of the probation semester or be dismissed immediately from the program. During the time the student is on probation, the student’s course schedule must be approved by the Director of Graduate Studies.

Only a grade lower than “B” can be raised by repetition of the course; a re-examination to raise a course grade is not permitted. Any course that is repeated must be retaken at Texas Wesleyan University. A course may be repeated only once.

RESIDENCY REQUIREMENT

To be awarded the Master of Arts in Professional Counseling degree, students must successfully complete a minimum of 36 credit hours at Texas Wesleyan University. To be awarded the Master of Science in School Counseling degree, students must successfully complete a minimum of 30 credit hours at Texas Wesleyan University.

Graduation Requirements for the Graduate Programs in Counseling

To qualify for graduation, a student earning the Master of Arts in Professional Counseling degree must have successfully completed an approved program of study with a minimum of 48 hours of course work and earned at least a 3.0 GPA (on a 4.0 scale). A student earning the Master of Science in School Counseling degree must have successfully completed a minimum of 36 hours of coursework and earned a 3.0 GPA (on a 4.0 scale). Students must also meet the following:

- Complete one full year of academic residency.
- Satisfactorily complete the comprehensive examination (see below).
- Receive no more than two (2) grades of “C” in academic (non-clinical) practicum.
- Receive a grade of “B” or higher in all practicum courses.
- Complete required practicum hours.

Comprehensive Examination

A passing score on the Master’s Comprehensive Exam is required before the degree can be awarded. Students are permitted three (3) attempts to successfully complete this requirement. The exam is given on a regular basis. All students must be registered during the term in which they wish to schedule their exam. The comprehensive exam has both a written and a practical component; each must be successfully completed prior to graduation.. All students must have completed academic course work or be registered for the last term of academic coursework before being allowed to take the exam.

Application for graduation must be filed in the Office of Student Records no later than the semester before the student expects to complete the requirements for the master's degree.

Time Limitations

All course work applicable to the Master of Arts in Professional Counseling and the Master of Science in School Counseling must be completed within five (5) years from the date that the student was admitted to the program. Students may request an extension of the time period, but under no circumstances will that extension be granted for more than two (2) additional years.

Sequence of Events for the Graduate Programs in Counseling

1. Be admitted to the graduate program (see admission requirements and procedures).
2. Plan graduate program with major academic advisor.
3. Attend an orientation for the graduate program.
4. Register for graduate work. Each semester obtain class schedule card and scheduling advice from major academic advisor. Faculty advisor card must be signed by the major academic advisor before enrolling in classes.
5. Apply for Master's Comprehensive Exam after completing all coursework or in final term of academic coursework (see graduation requirements).
6. File application for graduation in the Office of Student Records the semester preceding the semester the student expects to complete all requirements for graduation.
7. Complete any remaining courses; remove all grades of "T" (incomplete).
8. Attend Robing and Graduation (see University Calendar for date, time, and place).

Degree Requirements for the Graduate Programs in Counseling

Master of Arts in Professional Counseling

REQUIRED COURSES.....	48
Counseling.....	48
COU 6301	Theories of Counseling
COU 6302	Lifespan/Human Growth and Development
COU 6303	Techniques of Appraisal and Assessment
COU 6304	Multicultural/Cross-Cultural Counseling
COU 6305	Advanced Human Sexuality and Sexual Dysfunction
COU 6306	Research Methodology and Program Evaluation
COU 6307	Career Development and Assessment

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COU 6308	Advanced Counseling and Crisis Skills
COU 6309	Ethical and Professional Conduct for Counselors
COU 6310	Advanced Abnormal Psychology
COU 6311	Marriage and Family Counseling
COU 6312	Group Counseling
COU 6313	Counseling Children and Adolescents
COU 6314	Professional Identity and Prepracticum Skills
COU 6315	Mental Health Clinical Practicum I
COU 6316	Mental Health Clinical Practicum II

TOTAL HOURS48

Master of Science in School Counseling

REQUIRED COURSES36

Counseling36
COU 6301	Theories of Counseling
COU 6302	Lifespan/Human Growth and Development
COU 6303	Techniques of Appraisal and Assessment
COU 6304	Multicultural/Cross-Cultural Counseling
COU 6307	Career Development and Assessment
COU 6308	Advanced Counseling and Crisis Skills
COU 6309	Ethical and Professional Conduct for Counselors
COU 6311	Marriage and Family Counseling
COU 6312	Group Counseling
COU 6317	Introduction to School Counseling
COU 6318	School Counseling Programs
COU 6319	Practicum in School Counseling

TOTAL HOURS36

Course Descriptions for Graduate Programs in Counseling

COUNSELING (COU)

6301. Theories of Counseling **3 hours**
An introduction to the techniques and theories of counseling emphasizing the issues involved in being a helping professional, the development of basic counseling skills, and theories of counseling and psychotherapy, including psychodynamic, existential, person-centered, cognitive, behavioral, and systems approaches.

6302. Lifespan/ Human Growth and Development **3 hours**
This course covers biological, cognitive, social, and emotional development across the lifespan. Multicultural issues and applications of the material to counseling situations will be discussed.

6303. Techniques of Appraisal and Assessment **3 hours**
An in-depth investigation of the theories, principles and practice of psychological testing. Students gain practical experience with test item development, test format development and statistical analysis as well as an overview of established tests of personality and ability. The appropriate role of counselors and psychological testing in business, counseling and clinical applications are considered.

6304. Multicultural/ Cross-Cultural Counseling 3 hours

Prerequisite: COU 6301

An examination of factors relevant to successful counseling with different populations within a culturally diverse society. Counselor characteristics and attitude are examined as well as strategies for developing cultural competence.

6305. Advanced Human Sexuality and Sexual Dysfunctions 3 hours

Biological, psychological, and social factors influencing the development of both sexual health and sexual dysfunctions are examined. Particular attention is given to causation and treatment of paraphilias and dysfunctions from a cross-cultural perspective.

6306. Research Methodology and Program Evaluation 3 hours

The course focuses on clinical research methodology and applying these tools in the evaluation of programs. The class will focus on clinical research topics including: issues of validity, single-case research design, group designs, assessment methods, statistics, and ethical issues. In addition, students will learn to plan a program evaluation, develop measures, and apply clinical research methodology. By the end of the course, students should be able to design and implement an effective program evaluation.

6307. Career Development & Assessment 3 hours

A study of the theories and assessment techniques currently used in career guidance and development.

6308. Advanced Counseling and Crisis Skills 3 hours

A study of the current theories and methods of advanced therapy techniques, and the use of medications in the treatment of abnormal behaviors.

6309. Ethical and Professional Conduct for Counselors 3 hours

An introduction to the ethical standards and codes of conduct that are essential for professional behavior. Guidelines from professional organizations such as the American Psychological Association, the American Mental Health Counselors Association, and the Texas State Board of Examiners of Professional Counselors are examined and applied using the case study approach.

6310. Advanced Abnormal Psychology 3 hours

A survey of the basic concepts of neurochemistry, psychopharmacology, diagnosis, and treatment of abnormal behaviors.

6311. Marriage & Family Counseling 3 hours

A study of the historical development and the current theories in marriage and family therapy, with emphasis upon treatment planning in marital and family counseling.

6312. Group Counseling 3 hours

A study of the current theories and techniques in group therapy, including the dynamics of interpersonal relationship and the social, diagnostic, and other factors that impact group psychotherapy.

6313. Counseling Children and Adolescents 3 hours

A study of the major therapy schools of thought as they apply to counseling children and adolescents, including psychodynamic, behavioral, cognitive-behavioral, and systems approaches. Students will also become aware of developmental, sociocultural, ethical and professional issues related to counseling children and adolescents.

6314. Professional Identity and Prepracticum Skills 3 hours

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A group-based experience designed to foster the development of interpersonal skills and self-awareness through self-disclosure and feedback. This course will provide the opportunity to explore issues that may affect the counseling process with in a culturally diverse group setting.

6315. Mental Health Clinical Practicum I **3 hours**
Supervised field experience in mental health counseling. Students will complete and log practicum hours, and will participate in individual supervision with a field supervisor, as well as group supervision with other students, supervised by a faculty member.

6316. Mental Health Clinical Practicum II **3 hours**
Supervised field experience in mental health counseling. Students will complete and log practicum hours, and will participate in individual supervision with a field supervisor, as well as group supervision with other students, supervised by a faculty member.

6317. Introduction to School Counseling **3 hours**
An introduction to the theories and principles of school counseling and guidance for classroom teachers who are beginning their master's studies. This course emphasizes the issues involved in being a helping professional, the development of basic counseling, guidance skills, and theories of school counseling and guidance.

6318. Programs in School Counseling **3 hours**
An introduction to programs applicable to school counseling and guidance in the elementary and secondary school settings. This course emphasizes program development and evaluation of counseling/guidance curricula and the current theories of school counseling/guidance practice.

6319. Practicum in School Counseling **3 hours**
Completion of state-mandated 150 practicum hours to be arranged with the student and an ISD school counselor supervisor.

GRADUATE PROGRAM OF NURSE ANESTHESIA

John E. Martin, C.R.N.A., MSN, M.S.N.A., Director
Debra Maloy Flowers, C.R.N.A., M.H.S., Assistant Director

Nurse Anesthesia Program

In 1947 a certificate program in nurse anesthesia was founded at Harris Hospital. The Harris Hospital School of Anesthesia affiliated with Texas Wesleyan College in 1982. At that time Texas Wesleyan awarded a Master of Health Science to students completing Phase I in the Harris Hospital Methodist Graduate Program of Nurse Anesthesia.

In 1986, Texas Wesleyan College assumed control of the Nurse Anesthesia Program. Harris Methodist Fort Worth continues to be a primary clinical site. St. Francis Regional Medical Center, Wichita, Kansas, became the second primary clinical site in 1989. Currently there are 264 primary clinical sites in ten states.

ACCREDITATION

The Graduate Program of Nurse Anesthesia is accredited by the Council on Accreditation (COA) of Nurse Anesthesia Educational Programs, a specialized accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The standards and guidelines for accreditation of nurse anesthesia educational programs/schools endorsed by the COA are guidelines for Texas Wesleyan University to follow, and in no way constitute a contract between any member of the Graduate Program of Nurse Anesthesia of Texas Wesleyan University, and should not be construed to give rise to any liability of Texas Wesleyan University to any student enrolled in the Graduate Program of Nurse Anesthesia.

PROGRAM PHILOSOPHY

Academics and rigorous technical education are emphasized as important components of the science and art of anesthesia. Our graduates must have capabilities beyond mastery of these components. A student environment that encourages understanding more than memorization of facts is constantly promoted. The student is not treated as the object of learning but as a colleague in the learning process. The graduate program is a place where new ideas and self-confidence are encouraged so that the student may learn judgment and the importance of responsibility.

Intellectual skills and technical expertise are not enough. Our graduates are entrepreneurial, creative, and flexible in applying their profession to a quick-changing health care environment for now and the future.

PROGRAM GOAL

The program's goal is to prepare the Registered Professional Nurse on a graduate level to take the examination of the Council on Certification of Nurse Anesthetists to become a Certified Registered Nurse Anesthetist who is ready to assume an advanced role on the healthcare team as a competent/highly skilled practitioner of anesthesia.

PROGRAM MISSION STATEMENT

Our mission is to teach the science and art of anesthesia with emphasis on academics and rigorous technical training to the Registered Professional Nurse. We strive to foster an environment where the student is encouraged to learn and an atmosphere congruent with this learning. We endeavor to graduate individuals with a strong working knowledge of the health care environment and who are highly qualified anesthesia health care providers.

Degrees Offered

M.H.S. Master of Health Science
M.S.N.A. Master of Science in Nurse Anesthesia

DEGREE DESCRIPTION

Master of Health Science (M.H.S.)

The Master of Health Science Degree is awarded to:

- Certified Registered Nurse Anesthetists who have returned to school to obtain a Master's degree. To be awarded this degree, the student must successfully complete the Phase I curriculum. There is not a clinical component associated with this degree.
- The Master of Health Science degree is also awarded to students who were admitted to the Master of Nurse Anesthesia degree program who are successful in completing the Phase I curriculum but who are unsuccessful in completing the Phase II curriculum.

Master of Science in Nurse Anesthesia (M.S.N.A.)

The Master of Science in Nurse Anesthesia degree path is designed for the Registered Nurse seeking preparation for and eligibility to take the examination to become a Certified Registered Nurse Anesthetist (C.R.N.A.). It is awarded to students who successfully complete both Phase I and Phase II of the curriculum. Students awarded this degree are eligible to take the National Certification Examination to become a C.R.N.A.

Program Length/Structure

The Graduate Program of Nurse Anesthesia will maintain a program that either meets or exceeds the minimum length required by the Council on Accreditation of Nurse Anesthesia Educational Programs. Currently, the program is 28 months in length and is divided into two phases.

Phase I is 12 months in length and consists entirely of classroom and laboratory instruction. The exception to this is that some of our distance education students obtain hands-on clinical experience at their clinical site during the summer semesters of Phase I in place. Phase II is 16 months in length and is primarily clinical instruction with one didactic course taught each semester.

Program extension for students with academic or clinical deficiencies is reviewed under the Repeating Students and Clinical Probation sections.

Admission

MASTER OF HEALTH SCIENCE (M.H.S.)

Applicants meeting the following criteria will be evaluated for admission to the program:

- A baccalaureate degree from a fully accredited college or university;
- An official copy of the GRE. The University's institution code is 6828.
 - Combined total GRE score in verbal and quantitative sections of 1000 or greater for exams taken prior to September 2007 or a combined total GRE score in verbal and quantitative sections 300 or greater for exams taken after September 2007.
- Minimum overall GPA 3.0 or
 - GPA for last 60 hours of 3.0 or
 - Science GPA 3.0
- Licensure as a registered professional nurse (R.N.) in one of the fifty states;
 - License must be unrestricted; free from probation, suspension, or stipulations.
- A Certified Registered Nurse Anesthetist who holds current Certification/Re-certification recognition from the Council on Certification/Re-certification.

MASTER OF SCIENCE IN NURSE ANESTHESIA (M.S.N.A.)

Applicants meeting the following criteria will be evaluated for admission to the Graduate Program of Nurse Anesthesia.

- A baccalaureate degree from a fully accredited college or university
- An official copy of the GRE (the University's institution code is 6828) and official copies of all university/college transcripts.
- For consideration for acceptance, an applicant must meet two of the following four criteria:
 - Combined total GRE score in verbal and quantitative sections of 1000 or greater for exams taken prior to September 2007, or a combined total GRE score in verbal and quantitative sections 300 or greater for exams taken after September 2007.
 - A overall GPA of 3.0 or greater (all college/university coursework);
 - A GPA of 3.0 or greater for the last 60 hours of university/college coursework;
 - A GPA of 3.0 or greater for all science coursework (a minimum science GPA of 2.5 is required for consideration regardless of the other GPAs or GRE scores)
- Current licensure as a Registered Professional Nurse (R.N.) in one of the fifty states. *Appropriate state licensure is also required for Phase II clinical site assignments.* Applicants that are in drug rehabilitation programs, have an R.N. license that is restricted, probated, or encumbered in any way will not be considered for admission until all programs/issues have been completed or totally resolved.
- A minimum of one calendar year of full-time current experience as an R.N. in an intensive care patient setting (within 3 years of admission). The minimum one-year experience must be complete by February 1st of the year the student wishes to enter the program.
 - Preferably adult ICU;

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- Pediatric ICU also meets requirements;
- Two or more years are strongly recommended;
- Emergency Room and PACU experience do not meet the work experience requirement;
- Documentation of experience may be required.
- Current Advanced Cardiac Life Support Certification
- Current Pediatric Advanced Life Support Certification
- CCRN recognition is encouraged for first time applicants and required for reapplication.
- All applicants who have previously attended and did not complete another nurse anesthesia program must submit a letter of reference from their prior program director on program/university letterhead.
- College level Chemistry course within 3 years of admission.
- Background check and drug screening will be required before beginning the program and/or Phase II.

REQUIRED DOCUMENTATION/FEE/MATERIALS

- Texas Wesleyan University, Graduate Program of Nurse Anesthesia application for admission form with a \$30 non-refundable application fee payable to Texas Wesleyan University;
- Official copy of the GRE. The University's institution code is 6828;
- An official transcript from each college/university attended. Transcripts must be sent directly to the Graduate Program of Nurse Anesthesia from the college/university in order to be considered official;
- References: one each from a physician, supervisor, and academic instructor;
- A copy of a current RN license;
- A copy of the ACLS, PALS, and, if applicable, CCRN certifications.

Applicants are encouraged to submit their application materials during the fall of the year preceding admission. Complete applications, including the application fee, official transcripts, GRE scores and letters of reference must be submitted to the address below no later than December 1st of the year prior to planned enrollment to be eligible for consideration for fall admission. Applications not complete by the deadline date will not be considered.

Texas Wesleyan University
Graduate Program of Nurse Anesthesia
1201 Wesleyan Street
Fort Worth, Texas 76105-1536

International applicants should refer to the section titled "Admission of International Students" in this catalog and contact the Office of International Programs for an International Student Application Packet. Address: Office of International Programs, Texas Wesleyan University, 1201 Wesleyan Street, Fort Worth 76105-1536, USA. Telephone: 817/ 531-5868; e-mail: 1world@txwes.edu.

Responsibility for completion of the application process rests with the applicant. No application will be processed without valid nursing licensure. Applicants are encouraged to inquire into the status of their application and to submit application during the fall semester.

Applications that are incomplete at the application deadline date will not be considered.

INTERVIEWS

Interviews are conducted either on campus in Fort Worth or at select primary clinical training sites. Some of the primary clinical sites wish to participate in the interviews of the students who will train at their facility. Therefore, the applicant may need to participate in more than one interview during the selection process. Clinical sites that wish to interview their own applicants are identified on the program application form.

SELECTION CRITERIA

Total enrollment of anesthesia students is limited. Therefore, all applicants who might meet minimum requirements for admission may not necessarily be selected for the particular year in which the applicant wishes to enter. The admission of each class will be based upon the "best qualified" as determined by the Admissions Committee. Selection will be based upon the following criteria:

- Personal interview in which the applicant demonstrates critical care knowledge, skills, and abilities;
- Work experience;
- Grade point average;
- GRE score;
- References that rate professional performance as excellent or above average;
- Medical questionnaire/certification form demonstrating applicant's good mental and physical health;
- Completed application form;
- ACLS and PALS;
- CCRN certification (strongly suggested)

The Graduate Program of Nurse Anesthesia reserves the right to deny admission to any applicant as determined by the Admissions Committee. All decisions by this committee are final and not subject to appeal.

Outstanding candidates may qualify for early acceptance in order to secure their position for the next available class.

The Graduate Program does not work on a "waiting list" system. If you are not selected for the year that you originally applied, you must submit the following to reapply for the next year:

1. Letter of intent and summary of your experiences;
2. Reference from a supervisor (on our reference form);
3. Official transcripts from colleges/universities that you may have attended since applying to our program;
4. CCRN certification.

You do not have to complete a new application or submit an additional application fee.

ADMISSION REQUIREMENTS FOR NON-DEGREE SEEKING STUDENTS

Applicants who do not meet the GPA and/or the GRE minimum requirements for admission may take HSC 6421 Medical Pharmacology I if the following requirements are satisfied:

1. Baccalaureate degree from a fully accredited college or university;
2. Official copy of the GRE. The University's institution code is 6828;

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3. State licensure as a registered professional nurse (R.N.);
4. A minimum of one-year current experience as an R.N. in an intensive care patient setting (preferably adult ICU);
5. Current Advanced Cardiac Life Support and Pediatric Advanced Life Support certifications;
6. Permission from the Graduate Program of Nurse Anesthesia or the instructor.

Non-degree seeking students may be considered for an interview to the Graduate Program of Nurse Anesthesia if their grade in HSC 6421 is at class average or higher.

TRANSFER CREDITS

Candidates for the Master of Science in Nurse Anesthesia (M.S.N.A.) must complete all Texas Wesleyan University Graduate Program of Nurse Anesthesia courses. No courses may be transferred into the University. Candidates for the Master of Health Science may transfer 15 credit hours with approval of the Director, Graduate Program of Nurse Anesthesia.

Rights of Applicants

1. The applicant has the right to expect honesty from the program and the program's publications.
2. The applicant has the right to expect fair and equal evaluation and consideration when applying for a position in the program.

MEDICAL REQUIREMENT

Upon entering Phase I and immediately prior to Phase II, a physical examination is required.

R.N.s in anesthesia are advised that studies completed over the past several years have indicated that personnel exposed chronically to waste anesthetic gases may be at increased risk of having an adverse reproductive outcome.

Source: Understanding Anesthesia Equipment, Dorsh and Dorsh, 1994.

The following is a list and schedule for immunization:

Immunization Needed	Schedule for Immunization
Tetanus/Diphtheria (T)	Must have had one dose within past ten years.
Hepatitis B	A complete series or proof of immunity is encouraged prior to beginning direct patient care.

Two documented doses of the following (MMR) are required for all applicants:

Measles
Mumps
Rubella

For more information see the amended Sections 2.09 and 2.09a of the Texas Education code and the Texas Board of Health rules including the revisions adopted July 20, 1991, or call the Texas Department of Health, Immunization Division, 800/ 252-9152.

NON-DISCRIMINATION

Texas Wesleyan University and the Graduate Program of Nurse Anesthesia will not discriminate against any employee, applicant for employment, student, or registrant in the course of study because of race, color, religion, sex, age, national origin, or disability. Students will be assessed on an individual basis in relation to their ability to meet the didactic and clinical requirements of the curriculum.

Didactic and clinical professional and physical competency standards include:

1. **Ability to observe and communicate.** Nurse anesthetists must be able to observe, hear, and understand evidence about a patient's status quickly and accurately as well as communicate rapidly and clearly with patients, members of the healthcare team, and others.
2. **Physical capabilities and motor skills.** Nurse anesthetists are required to move, transfer, and position patients and to locate and arrange equipment as needed; to be sufficiently mobile to provide care to several patients at a time, and to have sufficient dexterity, hand/eye coordination, and stamina to operate complicated instruments and perform proceedings for prolonged periods as necessary.
3. **Cognitive skills and intellectual capacities.** Nurse anesthetists are able to understand complex medical information related to patient needs and care; to transcribe and communicate that information quickly and accurately; and to distinguish standard from nonstandard patterns of patient behaviors and responses.
4. **Decision making skills.** Nurse anesthetists are expected to demonstrate the capacity to gather, organize, assess, prioritize, make decisions, and then act on information appropriately so as to facilitate the prompt and timely delivery of patient care.
5. **Behavioral and social attributes.** Nurse anesthetists should exhibit professionally appropriate behaviors at all times with patients, members of the healthcare delivery team, and the public. These behaviors include capacities to establish rapport and trust including respect for team roles and norms; to preserve confidentiality; to communicate clearly with patients, other health care providers and the public; to complete work in a timely manner; and to demonstrate commitment to ensuring the quality of and upgrade the practice of nurse anesthesia.

DISABILITY SERVICES

Students who have a physical or mental impairment that substantially limits a major life activity can apply for accommodation according to the policies and procedures for students with disabilities. See "University Policies" in this catalog or contact the Director of Counseling for specific information. Academic or physical adjustments will be implemented in accordance with University Policies.

Tuition and Fees

The tuition and fees for a full-time graduate student are set by Texas Wesleyan University and can be found in the Expenses section of this catalog.

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A non-refundable deposit of \$500.00 is required 21 days from receipt of the official acceptance letter for admission. This deposit will be used to cover the cost of background checks and drug screening; the remainder will be applied to the first semester tuition.

The following approximate amounts are in addition to Texas Wesleyan University's tuition/fees:

University health insurance	variable
Textbooks.....	\$2,500
Program application fee	30
Vehicle registration	15
Graduation fee.....	50
Pre-cordial monitoring stethoscope.....	10
Custom molded earpiece	50
American Association of Nurse Anesthetists Associate membership.....	100
Laryngoscope blades	50
Handle (optional)	25
Initial certification fee	650
Peripheral nerve stimulator	150
Name tag	7.50
Lab coat	40
Stethoscope	40
Advanced Nurse Practitioner endorsement	75-200
Housing during rotations.....	variable

Most costs are estimates and are subject to change without written notice.

The student is responsible for all books, supplies, and equipment as required by instructors.

Computer Requirements

The student must have access to a computer that will provide e-mail, Internet access and a printer. Class syllabi and notes are posted on-line. Accessing and printing class material is the students' responsibility. Phase II class material will include on-line testing and communication with the University. The student will be required to check their course web site at least weekly. Lecture back-up streaming video is available only with high-speed Internet access.

The computer should be less than three years old, use Windows 98 or newer operating system and run newer versions of Microsoft Office. All material is posted in IBM compatible format; MAC users are responsible for their own compatibility issues. The University's resources are limited and should not be viewed as a mechanism to meet this need.

The RRNA is provided with operating room attire during clinical instruction in both Phase I and Phase II. RRNA's must provide a white lab coat.

Most students will be required to rotate to enrichment health care facilities to meet all clinical requirements for graduation. Rotations may be local to or distant from the student's primary site. If a student rotates to a distant site, all costs including transportation, licensure, and housing may be the student's responsibility. Rotations to enrichment sites may be up to four months in length (total time) during Phase II and the student is encouraged to budget accordingly.

Academic Policies

RRNA

The term RRNA (Resident Registered Nurse Anesthetist) refers to a student enrolled in the Texas Wesleyan University Graduate Program of Nurse Anesthesia. RRNA appears to be a more acceptable term than “student” when in a patient care setting.

ASSOCIATE MEMBERSHIP

Associate membership is required in the American Association of Nurse Anesthetists (AANA). Attendance at locally held meetings may also be required. Each student is required to attend a minimum of one local, state, or national meeting sponsored by the AANA or a state association.

RIGHTS AND RESPONSIBILITIES

The student has the right to:

- expect quality, appropriate education;
- be represented in the educational process;
- be regarded as a professional member of the health care community;
- receive fair and objective evaluations; and
- exercise due process of appeal.

In addition, the RRNA has the responsibility to:

- demonstrate a professional manner at all times; and
- adhere to regulations and policies as set forth in the policy manuals and *Student Handbook* of Texas Wesleyan University and affiliating clinical settings.

PROFESSIONAL OBJECTIVES

Professionalism includes, but is not necessarily limited to, the following. The RRNA demonstrates:

1. Courtesy;
2. Honesty;
3. Punctuality;
4. Enthusiasm;
5. Appropriate language/communication skills;
6. Positive attitude;
7. Personal cleanliness/grooming;
8. Analytical/evaluation skills;
9. Willingness to follow instructions;
10. Willingness to learn/work hard;
11. Proper wearing of operating room attire;
12. Vigilance/awareness;
13. Organization/neatness of anesthesia area.

Failure to meet professionalism objectives may result in termination from the program.

TIME COMMITMENT

The student's time commitment is approximately 64 hours during a seven-day week. This may vary from week-to-week and site-to-site. This time

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commitment includes study time. One hour of classroom time generates two hours or more of study time. The clinical day involves 10 to 12 hour days in the hospital.

MINIMUM CASE AND COURSE REQUIREMENTS

The Graduate Program of Nurse Anesthesia exceeds the general requirements as set forth by the Council on Accreditation as stated in the Standards and Guidelines for Accreditation of Nurse Anesthesia Educational Programs/Schools. Each RRNA is required to complete a minimum of 650 cases and 16 months of clinical training. The RRNA's level of preparation is a factor in determining case assignments.

GRADING

The graduate program at Texas Wesleyan University requires a minimum overall GPA of 3.0 for graduation.

A course grade of "B" is required in the following courses:

HSC 6603	Principles of Anesthesia Practice I
HSC 6605	Principles of Anesthesia Practice II
HSC 6422	Medical Pharmacology II
HSC 6642	Anatomy, Physiology, and Pathophysiology II

A course grade of less than "B" in the above courses will result in dismissal from the program.

A course grade of less than "C" in any course will result in dismissal from the program.

No more than a total of two course grades of "C" will be acceptable.

A grade of no less than "B" will be accepted in a course that is repeated.

A grade is assigned for each Phase II Clinical Practicum.

Grade	Description	Grade Points
P	Pass	0.0*
F	Fail	0.0

*Not counted in calculating grade point average (GPA).

REPEATING STUDENTS

It is the intent and hope of the administration of the Graduate Program of Nurse Anesthesia that all students are successful in their attempt to complete the program. However, history tells us that this is not the case and that we have an approximate 12% - 15% attrition rate during Phase I of the program. Although the offer is not guaranteed, the majority of students who are unsuccessful on their first attempt at completing Phase I are offered the opportunity to repeat the entire first year. In order for the offer to be extended, the student must request the opportunity to repeat and obtain approval from the Program Director. If the student's failure to complete Phase I is due to academic performance, the student must also obtain approval from the instructor(s) in which grades less than "B" were made. With the exception of the fall semester Professional Aspects course, and, the spring semester Research course, the student must attend all program courses. For all courses that the student received the grade of "B" or higher, the

student must agree to maintain the same course average or better. For all courses in which the student did not receive the grade of “B” or higher, the student must obtain a course grade of at least a “B”. The repeating student agreeing to the grade statements will sign a contract. The student will be assessed the current tuition and fees for each course that is being repeated if the student failed to achieve a grade of “B” or higher during the first attempt. The student will be assessed the current audit fees for each repeated course in which the student achieved a grade of “B” or higher during the first attempt. The success rate for repeating students is extremely high, approximately 95%.

Repeating students are not guaranteed a specific clinical training location. Clinical assignments will be made based upon clinical site availability and will be made no earlier than the end of the spring semester.

Students who did not receive a grade of at least “C” in any course will not be allowed to repeat the program until they have taken a graduate level course in the subject(s) in which they did not earn at least a grade of “C”. A grade of “B” or greater in these courses is required to be considered for reinstatement into the program as a repeating student. This is done in an attempt to improve the student’s chance for success in our program. To be reinstated, the student must request reinstatement from the Program Director, submit an official transcript from the university where the required course(s) was (were) taken and submit a letter that discusses what the student has done in addition to the required coursework that will improve their chance for success. The decision to accept or reject a student’s request for reinstatement is the responsibility of the Program Director. All students reinstated must agree to the terms and conditions identified in the Repeating Students Policy stated above.

GRADUATE STUDENT OF NURSE ANESTHESIA CODE OF CONDUCT

The Graduate Program of Nurse Anesthesia at Texas Wesleyan University is a community of faculty, clinical instructors, support staff, and students involved in teaching, clinical training, and learning. Students are members of this community for the period of their registration in the program and as such assume the responsibilities that such registration entails. This program is dedicated to providing a quality comprehensive academic and technical education and considers the students as colleagues in the learning process. Nurse Anesthesia students are adults who are responsible for their own actions and who should be free to pursue their educational objectives in an environment that promotes learning and protects the integrity of academic process. The standards are designed to foster that environment.

The Code of Conduct defines standards of student behavior during their enrollment in the Graduate Program of Nurse Anesthesia and should be seen as a supplement to the Academic Integrity Policy in the Texas Wesleyan University *Graduate Catalog* and the Code of Student Conduct in the Texas Wesleyan University *Student Handbook*. Disciplinary procedures are detailed in the *Student Handbook*. Clinical students will also be held to the standards of professional conduct defined by their licensure and clinical facility.

Graduate students are responsible for becoming familiar with the information included in the Texas Wesleyan Graduate Catalog, the Graduate Program of Nurse Anesthesia Handbook of Didactic and Clinical Practice and Procedures, and the Texas Wesleyan University Student Handbook. These references will be issued during orientation with the Student Code of Conduct and receipt will be verified by student signature. Should conflict arise from the reference material, The Graduate Program of Nurse

Anesthesia Handbook of Didactic and Clinical Practice and Procedures shall take precedence.

PROBATION

The University's program director may place a student in Phase I on probation for failure to comply with any Professionalism Objectives. The terms and length of the probation is at the discretion of the University's program director.

An RRNA may be placed on probation during Phase II if the student's performance is judged by the hospital Anesthesia clinical faculty to be unsatisfactory. Probationary status is the decision of the Clinical Evaluation Committee (CEC), which will determine the specific objectives a student must meet in order to successfully complete the probationary period. The length of the probationary period is at the discretion of the CEC. Students who are unable to achieve probation objectives within the time allowed by the CEC are subject to dismissal from the program.

AN RRNA IS SUBJECT TO DISCIPLINARY PROBATION IF AT ANY TIME THE STUDENT'S CONDUCT IS DOCUMENTED AS "UNBECOMING TO A PROFESSIONAL." However, a student is not entitled to a probationary period prior to dismissal if the University's program director determines that immediate dismissal is warranted based on the nature of the student's conduct. The Professionalism Objectives are outlined in the Texas Wesleyan University Graduate Program of Nurse Anesthesia *Handbook of Didactic and Clinical Practice and Procedures*.

DISMISSAL

An RRNA is subject to immediate dismissal from the Graduate Program of Nurse Anesthesia if at any time the student's conduct is documented as "unbecoming to a professional."

An RRNA may be dismissed from the Graduate Program of Nurse Anesthesia for failure to:

- Satisfactorily complete Phase I within the allotted time frame as outlined in the program's curriculum;
- Meet minimum grade requirements;
- Meet any Phase I or Phase II probation objectives;
- Meet professionalism objectives;
- Comply with hospital policies and procedures;
- Fulfill clinical expectations;
- Provide for patient safety.

Patient safety is a primary consideration for continuation in the program. Therefore, an RRNA may be dismissed from the program following a single documented incident where patient safety is severely compromised. Based on the circumstances of the incident, the hospital Anesthesia clinical faculty may bypass the probationary process. When such an event occurs, dismissal from the clinical training site is at the discretion of the hospital Anesthesia Director of the Anesthesia Department or designee. Dismissal from the program is at the discretion of the University's program director or designee.

RRNA's shall adhere to affiliated hospital or clinic rules, regulations, policies, and procedures at all times during the period of instruction. The hospital or clinic may terminate an RRNA for flagrant or repeated violations of rules, regulations, policies, or procedures. The hospital reserves the right

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to take immediate action to remove an RRNA from the clinical setting when necessary to maintain the operation of its facilities free from interruption and/or to insure patient safety. The hospital and/or the hospital Anesthesia Department reserves the right to refuse to provide training to any RRNA.

If an RRNA is terminated from a hospital or clinical site for any reason, the student is subject to dismissal from the program. Texas Wesleyan University is not responsible for placing the student at an alternative clinical site once dismissed from the program.

Students dismissed from the program will be informed in writing.

Additional grounds for probation or dismissal from the program may be included in the Texas Wesleyan University Graduate Program of Nurse Anesthesia *Handbook of Didactic and Clinical Practice and Procedures*.

APPEAL

Appeal of academic or performance probation or dismissal will be managed according to the program's policies and guidelines. All other student related matters are governed by the University's *Student Handbook* and the *Graduate Catalog* in effect at the time the student entered the program. Any student wishing to utilize the appeals process regarding an academic or performance issue, including hospital or clinical probation or other CEC sanctions, must notify the University's Director of the Graduate Program of Nurse Anesthesia in writing. All decisions of the program director related to clinical probation, CEC determinations, or a student's dismissal from the program are final and may not be appealed.

Students retain the right to file a student complaint with the Provost Office according to the procedure provided in this *Graduate Catalog*. However, the Provost Office cannot make any determination regarding competency or clinical performance.

LEAVE OF ABSENCE

Students must notify the Director of the Graduate Program of Nurse Anesthesia in writing if a leave of absence becomes necessary. Documentation for the need of the leave of absence may be required for approval. Granting of the leave of absence is at the discretion of the Director. Regardless of the length of the leave of absence, the student must submit a written request for reinstatement to the Director. Documentation supporting the student's request for reinstatement may be required for approval. Reinstatement is at the discretion of the Director.

During Phase I, the student must conform to policies set by Texas Wesleyan University (see Class Attendance in this catalog). During Phase I, a request for leave of absence is subject to approval by the Director. If the student is on probation or otherwise not in good standing in the program at the time the leave of absence is requested, the leave of absence may be denied. The Director will set the conditions required for reinstatement into training. At the discretions of the Director, these conditions may include requiring the reinstated student to review, retake, or audit selected didactic courses.

Return to Phase II clinical training is contingent upon willingness of a clinical site to accept the reinstated student. A leave of absence in excess of the student's allowed vacation time may result in an extension of clinical training for the student to meet program completion requirements. Reinstatement into the program following a leave of absence in excess of six months may require the student to repeat all of Phase II training. Reinstatement into the program

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following a leave of absence in excess of one year may require the student to repeat some or all of Phase I coursework. All students required to repeat Phase I of the program upon reinstatement do so as a repeating student and are subject to the Repeating Student policy as published in this catalog. Regardless of the length of absence, the student must demonstrate the clinical and academic proficiency expected of a graduate nurse anesthesia student, as determined by the program and clinical staff, before the student will be allowed to officially complete the program and become eligible to take the Council on Certification of Nurse Anesthetists' Certification Examination to become a Certified Registered Nurse Anesthetist. Students will have their leave of absence revoked and will be terminated from the program when their leave of absence extends to 18 months.

SICK LEAVE

Texas Wesleyan class attendance policy states that regular and punctual attendance at all scheduled classes is expected of all students.

University regulations authorize necessary absences with the instructor's prior approval. Unauthorized absences may be excused when caused by illness or other emergencies and should be reported as soon as possible to the instructor and school office. At the discretion of the Director or Assistant Director, any student taking an unauthorized sick day may be required to provide a physician's excuse. The student is responsible for all class assignments missed because of absences.

During Phase I, when a student has a number of unauthorized absences equal to the number of hours the class meets per week, the instructor of the class may drop the student from the class roll. A student dropped by the instructor for excessive unauthorized absences will receive the grade of "DP" (dropped). A student may be reinstated in the class with the consent of the instructor and the Director of the Graduate Program of Nurse Anesthesia.

A student who has been absent from any regular examination and has satisfied the instructor that the absence was due to serious illness or other unavoidable cause may take a special examination at the discretion of the instructor concerned.

Each RRNA is allowed 16 "absent days" during Phase II. From this 16-day allotment the RRNA subtracts her/his sick and vacation days. Absence from a clinical class will be counted as a sick/vacation day. If 16 days is exceeded, then the RRNA may be held past graduation on a day-for-day payback basis. Individual cases involving unusual circumstances may be taken under consideration by the Program Director.

HOLIDAYS

Phase I All University holiday and semester break periods to include are given the student. These include: Labor Day, Fall Break, Thanksgiving, Christmas/New Year, Easter, Independence Day, and Martin Luther King Day. Texas Wesleyan University will set the academic calendar with the exception of the summer I and II semester breaks. The summer calendar is shifted to allow students time to relocate to their primary clinical sites. These dates will be provided to students during orientation.

Phase II The student will be granted hospital honored holidays which may include: Labor Day, Thanksgiving, Christmas/New Year,

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Memorial Day, and Independence Day. These may not be given on the actual holiday.

VACATION

During Phase I, there are appropriate semester/summer session breaks that are recognized as vacation time. For Phase II, please refer to the section concerning "Sick Leave" above.

TRANSPORTATION

Transportation to and from the hospital/University is to be provided at the student's own expense.

IMMUNIZATIONS AND STUDENT HEALTH

Each student must be in good physical and mental health, may not have any communicable disease when involved in patient care, and must have a medical questionnaire and physician's certificate on file at the University with proof of tuberculin testing and immunization against diphtheria, tetanus, poliomyelitis, and rubella.

If any student contracts a communicable disease, the student shall notify the Director, Associate Director, or Assistant Director of the program as soon as possible after learning of same and shall be suspended immediately and indefinitely from the program until such time as the student is no longer infected with any communicable disease.

HEALTH CARE INSURANCE

During Phase I, students are advised to purchase their own health insurance as the University provides only minimal health care. During Phase II, students must provide their own health insurance. Proof of coverage will be required. Failure to provide proof of health insurance will result in the removal of the student from the clinical area until proof is provided.

The student is not an employee of the University or the hospital where the clinical training is provided. The student is not covered by Workman's Compensation insurance and must use her/his individual health insurance to cover training related injuries (e.g. needle sticks, lifting injuries, etc.).

EMPLOYMENT

Although it is not recommended, students may be employed during their enrollment with the Graduate Program of Nurse Anesthesia as long as there is no conflict in time between employment and program responsibilities. RRNA's may not work the shift prior to anesthesia-committed time during Phase II. **Under no circumstance may an RRNA be employed to practice anesthesia in either title or function.**

Program Requirements

Master of Science in Nurse Anesthesia

Phase I

FALL SEMESTER	16
Health Science	
HSC 6201 Professional Aspects of Anesthesia I	
HSC 6411 Medical Physical Science	
HSC 6421 Medical Pharmacology I	
HSC 6641 Anatomy, Physiology, and Pathophysiology I	
SPRING SEMESTER	14
Health Science	
HSC 6231 Research Methods in Nurse Anesthesia	
HSC 6271 Selected Topics of Anatomy, Physiology, and Pathophysiology	
HSC 6422 Medical Pharmacology II	
HSC 6642 Anatomy, Physiology, and Pathophysiology II	
FIRST SUMMER SESSION	6
Health Science	
HSC 6603 Principles of Anesthesia Practice I	
SECOND SUMMER SESSION	6
Health Science	
HSC 6605 Principles of Anesthesia Practice II	
TOTAL HOURS PHASE I	42

PHASE II

FALL SEMESTER	6
Health Science	
HSC 6481 Clinical Practicum A	
HSC 6291 Clinical Didactics A	
SPRING SEMESTER	6
Health Science	
HSC 6482 Clinical Practicum B	
HSC 6292 Clinical Didactics B	
SUMMER SESSION	5
Health Science	
HSC 6383 Clinical Practicum C	
HSC 6293 Clinical Didactics C	
FALL SEMESTER	6
Health Science	
HSC 6484 Clinical Practicum D	
HSC 6294 Clinical Didactics D	

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TOTAL HOURS PHASE II	23
These academic courses are accepted for Continuing Education by the Board of Nurse Examiners for the State of Texas as Type I credit. (If audited, contact Program Director for instructions.)	
TOTAL PROGRAM HOURS	65

Master of Health Science Requirements for Non-Traditional Students

FALL SEMESTER	16
Health Science	
HSC 6201*	Professional Aspects of Anesthesia I
HSC 6411	Medical Physical Science
HSC 6421	Medical Pharmacology I
HSC 6641	Anatomy, Physiology, and Pathophysiology I
SPRING SEMESTER	14
Health Science	
HSC 6231*	Research Methods in Nurse Anesthesia
HSC 6271	Selected Topics of Anatomy, Physiology, and Pathophysiology
HSC 6422	Medical Pharmacology II
HSC 6642	Anatomy, Physiology, and Pathophysiology II
FIRST SUMMER SESSION	6
*or**	HSC 6603 Principles of Anesthesia Practice I
SECOND SUMMER SESSION	6
*or**	HSC 6605 Principles of Anesthesia Practice II
TOTAL HOURS***	42

*Approved elective may be substituted for those students pursuing the Master of Health Science degree but not enrolled in the Graduate Program of Nurse Anesthesia.

**C.R.N.A.'s may elect to test out of this course with permission of the Program Director.

***Must be completed in five years.

PHASE I: DIDACTIC CURRICULUM AND GRADUATION CRITERIA

Phase I begins each fall at Texas Wesleyan University and is completed the following August. During this period, students earn 41 graduate credit hours. In order to begin Phase II of the program, students must complete Phase I within 12 months of the beginning of their course work. A student must have completed a minimum of 41 semester hours of work (Phase I) with a 3.0 (on a 4.0 scale) overall grade point average.

Long Distance Option

The Graduate Program of Nurse Anesthesia offers two different, Certification Council of Accreditation (COA) approved, long distance education options.

Option 1:

Students assigned to Primary Clinical Sites outside of the Fort Worth-Dallas metropolitan area may have the option to take Phase I Spring and Summer courses at some assigned Primary Clinical Sites. This option requires permission of the Program Director and the Primary Clinical Site. Classes that are held at Texas Wesleyan are broadcast over video teleconferencing equipment. The broadcast is interactive (2-way audio and video). Arrangements are made to proctor tests at the distant site. A minimum number of 2-3 students per site must choose this option in order for it to be implemented at a particular clinical site. A Long Distance Fee of \$70 per credit hour is charged. All students that choose this option are required to take Fall Semester courses on the Wesleyan campus in Fort Worth. If you are interested in this option, contact the Program Director.

Option 2:

As of June 15, 2004, the Graduate Program of Nurse Anesthesia is approved to offer the entire didactic curriculum via the interactive video system to select primary training facilities at sites distant to the Fort Worth area. To participate in this option, the site chosen must be on the list of sites selected by the Program Director to offer this option. A minimum number of 2-3 students per site must choose this option in order for it to be implemented at a particular clinical site. A Long Distance Fee of \$70 per credit hour is charged. Students selected to participate in this option must attend classes on campus in Fort Worth for the first two weeks of the fall and spring semesters. If you are interested in this option, contact the Program Director.

Students not assigned to a Primary Training Site that offers the Long Distance Option will not be allowed to take the Long Distance Option at another Primary Training Site that offers this option.

Students who are completing their Phase I coursework on campus may request to visit a Primary Training Site and participate in the long distance education for a short period of time. Permission must be obtained from the Program Director or Associate Director and the Clinical Coordinator at the Primary Training Site.

PHASE II: CLINICAL CURRICULUM AND GRADUATION CRITERIA

Upon completion of Phase I, students must immediately enter Phase II. This phase of the program lasts approximately 16 months. During this time, the student's learning is built upon the material covered during the first phase of the program and is primarily a clinical practicum. The student also returns to the classroom on a weekly basis for clinically related study.

Phase II consists of the actual administration of general and regional anesthesia with qualified clinical instructors (anesthesiologists and/or C.R.N.A.'s). Clinical Didactic courses are taught every clinical semester and cover topics related to advanced anesthesia practice. A grade of "B" must be achieved in each Clinical Didactic class. Hospital specific classroom sessions are provided the student at their clinical site and consist of clinical conferences; journal club; and seminars dealing with current topics including, but not necessarily limited to, respiratory, cardiovascular, thoracic, neuro, regional, obstetrical, pediatric, and special areas of anesthesia. Various special projects and competency examinations are administered throughout this phase.

At the end of Phase II, the graduate receives a Master of Science in Nurse Anesthesia, a certificate in anesthesia, and becomes eligible to take the

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National Certifying Examination for Nurse Anesthetists given by the Council on Certification of Nurse Anesthetists. A graduate successfully completing this exam is awarded the title of Certified Registered Nurse Anesthetist (C.R.N.A.).

Requirements for graduation with a Master of Science in Nurse Anesthesia and an anesthesia certificate from Phase II include satisfactory completion of:

1. All case and course requirements;
2. A professional paper;
3. All written and oral examinations; and
4. All financial obligations to the program.

OUTCOME-BASED NURSE ANESTHESIA EDUCATION

The responsibility of the Graduate Program of Nurse Anesthesia is to provide for each resident those learning opportunities that stimulate critical thinking, communication, valuing, aesthetics, professional development, independent judgment, and clinical skills.

We accept the concept that learning produces a change in behavior and is a continuous process of relating new knowledge and skills to previous and concurrent experiences. It is the gradual internalization of book knowledge and the correlation of principles to clinical experience. Learning goes beyond knowing — to being able to do what one knows.

We strive for the professional nurse anesthetist to be prepared to think critically and creatively, to exercise discriminative judgment in the application of principles they have learned, and to establish good interpersonal relationships for continued personal and professional growth.

Overall program and professional outcomes:

- Implement a philosophy of nursing based on the intrinsic worth of each human being (resident, patient, and faculty);
- Provide clinical learning that must be integrative and experiential, active and interactive, developmental and transferable;
- Promote clinical abilities that foster communication, analytic capability, problem solving and valuing in decision-making. This is a reflective, transferable process that involves the ongoing integration and application of specialized knowledge, attitudes, and skills;
- Develop knowledge and skills in each resident that are necessary for promoting leadership, acting as a change agent, and interdisciplinary collaborator for the improvement of health care.

Graduate outcomes:

- Demonstrate the ability to administer individualized safe anesthesia based on pathophysiologic principles, recognize changing conditions of the patient, and correctly alter the anesthesia management;
- Obtain and document pre-anesthesia interviews (include history, physical, and assessment) and informed consent (include risks, complications, and anesthesia alternatives). Suggest/order preoperative tests and medications. Develop an appropriate anesthetic care plan based on patient history and proposed surgical procedure;
- Select, assemble, and maintain proper equipment, anesthetic agents, and accessories while preparing for an anesthetic — general, regional, MAC;

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- Conduct a physiologically sound anesthetic during induction, including positioning of the patient to assure optimal physiologic function and safety, and appropriate management of the patient's airway;
- Administer physiologically sound anesthesia maintenance within the confines of the operative, diagnostic, and therapeutic situation and the pathological condition of the patient;
- Manage a physiologically sound anesthetic emergence within the confines of the operative, diagnostic, and therapeutic situation and the pathological condition of the patient;
- Evaluate post-anesthetic recovery of the patient in terms of recognizing complications arising from the anesthetic management and recommend/take a course of action for correcting such complications within medically established guidelines. Provide a safe transport for the patient and effectively communicate the condition of the patient to the recovery personnel;
- Demonstrate responsibility for own actions and for continuing personal and professional growth;
- Exhibit expected role responsibilities, maintaining integrity, and legal/ethical standards;
- Function within appropriate legal requirements as licensed professional, accepting responsibility and accountability for own practice. Perform clinically in ways that reflect specialized knowledge, attitudes, skills, motivations, and self-perceptions;
- Adhere to all OSHA and HIPPA guidelines.

Rights of Patients:

1. The patient has the right to know that a nurse anesthesia resident is participating in their anesthesia care.
2. The patient has a right to expect that the nurse anesthesia resident is supervised by a qualified, credentialed anesthesia provider.
3. The patient has a right to expect safe, quality anesthesia care anytime a nurse anesthesia resident is involved with their care.
4. The patient has a right to expect the nurse anesthesia resident maintain patient confidentiality.

Anesthesia Care Plans:

- Each RRNA will complete anesthesia care plans for her/his patients. Forms are provided.

Pre-Anesthetic Visit:

- Each patient assigned to an RRNA will be visited pre-operatively by the RRNA;
- A reasonable attempt should be made to see the patient the day prior to scheduled surgery.

Post-Anesthetic Visit:

- Each patient anesthetized by an RRNA will be visited post-operatively by the RRNA;
- A reasonable attempt should be made to see the patient the day after the surgery. If approved by the clinical site, telephone calls are an acceptable alternative for outpatients;
- This visit is an evaluation in the immediate recovery phase and again in the post-recovery phase within 24 hours. It allows the student to evaluate her/his anesthetic technique and management. A post-

operative visit promotes a positive relationship between the student and the patient. It provides a means for the patient to ventilate the fears of surgery and obtain answers to any post-operative questions. It also enables the student to emphasize the guidelines introduced during the pre-operative visit for a smooth recovery. The Council on Accreditation of Nurse Anesthesia Educational Programs requires that a student nurse anesthetist conduct a post-anesthesia assessment on each patient that the student anesthetizes, except ambulatory care patients and early discharges (01.15.02).

Clinical Evaluations:

- The RRNA will actively seek evaluations from the clinical instructors at all times;
- Case evaluation forms are available in the anesthesia department or from the clinical coordinator. These forms are to be utilized and shared with the RRNA. The completed forms are returned to the Clinical Coordinator;
- Periodic evaluation forms, stored in the anesthesia department, are available to all clinical instructors. Each clinical instructor is asked to regularly complete these forms and return them to the Clinical Coordinator;
- Each RRNA is required to make an appointment with the Program Director and/or Clinical Coordinator at least every three months for purposes of evaluation and counseling. Appointments may be made more frequently as necessary.

Scheduled hours are approximately 64 hours per week. RRNA's are on a rotating call schedule. However, the RRNA may need to visit patients pre- and post- operatively outside of their scheduled time.

Affiliations

In responses to the Department of Health and Human Services' Study of Nurse Anesthetist Manpower Need (Feb. 1990), Texas Wesleyan University has been able to increase the number of students who are able to enroll in our program by developing a number of primary clinical affiliations offering Phase II.

The Council on Accreditation of Nurse Anesthesia Educational Programs defines a primary clinical site as "an institution where students receive 50% or more of their total clinical experience."

PRIMARY SITES AND CLINICAL COORDINATORS

A clinical coordinator facilitates clinical education in the hospital setting. Each coordinator is responsible for all aspects of clinical and clinical didactic education for the nurse anesthesia residents. The primary sites and clinical coordinators are:

Arkansas:

Morel Belk, C.R.N.A.
Baptist Medical Center (pager)
Little Rock, Arkansas

(501) 280-6540

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Northeast Arkansas Anesthesiologists

Michael Young, MD,
Darren Brucksieker, C.R.N.A.
St Bernard's Regional Medical Center
Jonesboro, Arkansas

(870) 932-4211

California:

Mike Wolff, C.R.N.A.
Arrowhead Regional Medical Center
Colton, California

(909) 387-8065

Colorado:

Steve Ebeling, C.R.N.A.
Denver Health Medical Center
Denver, Colorado

(303) 204-5129

Stephanie May, C.R.N.A.
University of Colorado Hospital
Denver, Colorado

(303) 372-6300

Florida:

Deborah Hellings, C.R.N.A.
Tallahassee Memorial Hospital
Tallahassee, Florida (pending COA approval)

(850) 657-4119

Amy St. John, C.R.N.A.
Wesley Medical Center
Wichita, Kansas

(316) 686-7327

Eric Evert, CRNA, MSNA
Stormont-Vail HealthCare
Topeka, Kansas

(785) 357-2329

Kentucky:

Jeff Arlinghaus, C.R.N.A.
Saint Elizabeth Medical Center
Edgewood, Kentucky

(606) 491-0330

David Schwytzer, C.R.N.A.
George Sivert, C.R.N.A.
Suburban Hospital
Audubon Hospital
Louisville, Kentucky

(502) 419-2524

(502) 836-7756

Louisiana:

Laine Barton, C.R.N.A.
Angela Dall, C.R.N.A.
Christus St. Frances Cabrini Hospital
Alexandria, Louisiana

(318) 792-6200

(318) 792-6200

Gary Troha, C.R.N.A.
Cathy Wegner, CRNA
LSU Medical Center
Shreveport, Louisiana

(318) 675-5299

Nancy Lockey, C.R.N.A., M.S.N.A.
Willis-Knighton Medical Center
Shreveport, Louisiana

(318) 318-4717

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North Dakota:

Diana Roloff, C.R.N.A. (701) 224-7272
St. Alexius Medical Center
Bismarck, North Dakota

Ohio:

Steve Lubring, C.R.N.A. (513) 574-3482
Good Samaritan Hospital
Cincinnati, Ohio 45220

Laura Depas, C.R.N.A. (513) 745-1133
Bethesda North Hospital
Cincinnati, Ohio

Texas:

Terri Kane, C.R.N.A., M.S.N.A. (817) 922-2232
Baylor-All Saints Health System
Fort Worth, Texas

Connie Hahn, C.R.N.A., (817) 882-2665
Harris Methodist Fort Worth
Fort Worth, Texas

Henry Mitchell, C.R.N.A. (915) 670-2000
Hendrick Medical Center
Abilene, Texas

Jason Garrels, C.R.N.A. (817) 927-1302
David Olson, C.R.N.A., M.H.S. (817) 927-1418
John Peter Smith Hospital
Fort Worth, Texas

Thomas Kremple, C.R.N.A. (817) 347-5880
Plaza Medical Center
Fort Worth, Texas

David Fincher, C.R.N.A., M.H.S. (806) 766-9518
Texas Tech University Health Sciences Center
Lubbock, Texas

Delores Padgett, C.R.N.A. (210) 423-4589
Valley Baptist Medical Center
Harlingen Anesthesia Associates
Harlingen, Texas

Lee McClelland, C.R.N.A. (214) 759-1715
V.A. Medical Center
Dallas, Texas

David Gaskin, CRNA (979) 777-8400
Dan Nash, CRNA
St. Joseph Regional Medical Center
Bryan, Texas

NON-PRIMARY SITES

Arkansas:

1. Arkansas Children's Hospital, Little Rock
2. Chicot Memorial Hospital, Lake Village

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3. The Outpatient Surgery Center of Jonesboro, Jonesboro
4. The Surgical Pavilion, Little Rock

California:

1. Kaiser Permanente Los Angeles, Los Angeles
2. Kaiser Permanente Riverside, Riverside
3. Kaiser Permanente Fontana, Fontana
4. Loma Linda University Medical Center, Loma Linda
5. Naval Hospital San Diego, San Diego

Kansas:

1. Stormont-Vail Healthcare, Topeka
2. Surgery Center of Kansas, Wichita

Kentucky

1. Korsair Children's Hospital, Louisville

Louisiana:

1. LSU Medical Center, E.A. Conway, Monroe
2. Overton Brooks VA Medical Center, Shreveport
3. Southwest Medical Center, Lafayette

North Dakota:

1. St. Joseph's Hospital and Health Center, Dickinson

Ohio:

1. Children's Hospital Medical Center, Cincinnati,

Texas:

1. Brownsville Medical Center, Brownsville
2. Capitol Anesthesia Associates, Seton Healthcare Network
3. Cook Children's Medical Center, Fort Worth
4. Parkland Hospital, Dallas
5. Texas Midwest Surgery Center, Abilene
6. Valley Baptist Ambulatory Surgery Center, Harlingen
7. Waxahachie Surgery Pavilion, Waxahachie, Texas

FACULTY APPOINTMENT

Each anesthesiologist/C.R.N.A. serving on the staff or employed by an affiliating hospital is considered an adjunct clinical instructor. Nurse anesthetists who have recently completed an accredited program of nurse anesthesia but have not yet had the opportunity to take the national certification examination are also considered clinical instructors.

Phase I Course Descriptions

HEALTH SCIENCE (HSC)

6201. Professional Aspects of Anesthesia I **2 hours**

A study of medical ethics with emphasis on its relevancy to anesthesia.

6231. Research Methods in Nurse Anesthesia **2 hours**

Comprehensive overview of research process including methodology, design and interpretation of findings, emphasizes acquiring knowledge and skills essential for critical evaluation of research reports.

6271. Selected Topics in Anatomy, Physiology, and Pathophysiology **2 hours**

An investigation into special areas of anatomy and physiology that are not discussed in 6641 and 6642. Course may be repeated if the topics are different.

6411. Medical Physical Science **4 hours**

The course is composed of two parts. The first is an introduction to structural recognition and nomenclature of organic compounds. The second includes an introduction to amino acids, lipids, membranes, protein structure and function, and overview of the bioenergetics of the cell.

6421. Medical Pharmacology I **4 hours**

Prepares the Registered Nurse (R.N.) and enhances the Certified Registered Nurse Anesthetist (C.R.N.A.) in their respective roles on the anesthesia patient care team and in the administration of anesthesia by teaching the principles of pharmacokinetics, pharmacodynamics, uptake and distribution, and selected systemic pharmacology as applicable to anesthesiology.

6422. Medical Pharmacology II **4 hours**

Prepares the R.N. for a role on the anesthesia patient care team and in the administration of anesthesia by teaching analysis, synthesis, and evaluation skills in selecting and discussing appropriate anesthesia drugs for utilization in patient care situations.

6603. Principles of Anesthesia Practice I **6 hours with laboratory**

Prepares the R.N. for a role on the anesthesia patient care team and in the administration of anesthesia by teaching a basic level of expertise in understanding and using anesthesia equipment in a competent and safe manner.

6605. Principles of Anesthesia Practice II **6 hours with laboratory**

Prepares the R.N. for a role on the anesthesia patient care team and in the administration of anesthesia by teaching a basic level of cognitive, affective, and psychomotor expertise for the preoperative, perioperative, and postoperative anesthesia periods.

6641. Anatomy, Physiology, and Pathophysiology I **6 hours**

Study of structure and function in health and disease of human nervous, endocrine, and excretory systems.

6642. Anatomy, Physiology, and Pathophysiology II **6 hours**

Study of structure and function in health and disease of human cardiovascular and respiratory systems.

Phase II Course Descriptions

HEALTH SCIENCE (HSC)

6481. Clinical Practicum A **4 hours**

The application of the principles of anesthesia care performed under the supervision of clinical instructors. (Fall)

6291. Clinical Didactics A **2 hours**

A study of the principles of anesthesia with emphasis on general surgical, orthopedic, and cardiovascular procedures. (Fall)

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6482. Clinical Practicum B 4 hours

The application of the principles of anesthesia care performed under the supervision of clinical instructors. (Spring)

6292. Clinical Didactics B 2 hours

A study of the principles of anesthesia with emphasis on thoracic and neurosurgical procedures. (Spring)

6383. Clinical Practicum C 3 hours

The application of the principles of anesthesia care performed under the supervision of clinical instructors. (First Summer)

6293. Clinical Didactics C 2 hours

A study of the principles of anesthesia with emphasis on complicated obstetrical procedures. (First Summer)

6484. Clinical Practicum D 4 hours

The application of the principles of anesthesia care performed under the supervision of clinical instructors. (Fall)

6294. Clinical Didactics D 2 hours

A study of the unique goals, different means, distinctive content, and special problems of health/anesthesia care and education in this country. Includes such areas as management, organization, legal aspects, professional adjustments, psychology, and history. (Fall)

TRUSTEES, ADMINISTRATION, FACULTY
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Cynthia Fountaine, Interim Dean of the School of Law

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Jason Neal, Director of Academic Technology and Web Development Support
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Gina Phillips, Director of Alumni Relations
Cary Poole, Dean of Students
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Katherine Prater, Director of Academic Advising
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Steve Roberts, Associate Vice President of Administrative Services and Human Resources
Kristi Taylor, Director of Human Resources
Kay Van Toorn, University Registrar
Artis L. Walls, Director of Institutional Research and Budget Planning

Appointed Graduate Faculty

First date indicates year of original appointment to the University.

- THOMAS J. BELL III, Professor of Business Administration, 1995. B.S., Prairie View A&M, 1984; M.S., Amber University, 1993; Ph.D., University of North Texas, 1999.
- MELINDA CLINE, Associate Professor of Management Information Systems, 2005. B.A., University of West Florida, 1981. Ph.D., Florida State University, 1999.
- JON CROOK, Assistant Professor of Counseling, 2006. B.A., St. John's University, 1969; M.A., Miami University, 1971; Ph.D., Case Western Reserve University, 1978.
- ELLEN (AILEEN) M. CURTIN, Associate Professor of Education, 2000; B.Ed., Mary Immaculate College, Ireland, 1983; M.Ed. Texas Wesleyan University, 1996; Ph.D.; University of North Texas, 2002.
- MICHAEL G. ELLISON, Associate Professor of Psychology, 1996, and Director of Graduate Programs in Counseling, 2004. B.S., Oklahoma State University, 1972; M.S., California Coast University, 1986; Ph.D., California Coast University, 1987.
- DEBRA MALOY FLOWERS, Assistant Director, Graduate Program of Nurse Anesthesia, 2003. A.D., State University of New York, 1977; B.S.N., University of Texas at Arlington, 1989; M.H.S., Texas Wesleyan University, 1992.
- THOMAS ALBERT KLAASEN, Professor of Economics/Finance, 1989. A.B., Hope College, 1961; A.M., Indiana University, 1963; Ph.D., Michigan State University, 1969.
- JOHN EDWARD MARTIN, Director, Graduate Program of Nurse Anesthesia, 2002; B.S., The George Washington University, 1981; M.S., Virginia Commonwealth University, 1986; M.S., University of Texas Health Science Center at San Antonio, 1989.
- LINDA SUSAN METCALF, Associate Professor of Counseling, 2005. B.A., Baylor University, 1973; M.Ed., Texas Christian University, 1986; Ph.D., Texas Women's University, 1993.
- LISA H. MILHOAN, Instructor of Nurse Anesthesia, 2007, B.S.N., Baylor University, 1996; M.H.S., Texas Wesleyan University 1998
- TWYLA THOMAS MIRANDA, Associate Professor of Education, 1990. B.S. Ed., Abilene Christian University, 1972; M.Ed., Central State University, Edmond, Oklahoma, 1977; Ph.D., University of North Texas, 1990.
- KALPANA PAI, Assistant Professor of Economics/Finance, 2005. Bachelor of Commerce, University of Bombay, 1993; Master of Management Studies, University of Bombay, 1993; M.S., University of Texas at Dallas, 2001; M.S., University of Texas at Dallas, 2004; Ph.D., University of Texas at Dallas, 2004.
- HECTOR A. QUINTANILLA, Professor of Accounting, 1995, and Interim Dean of the School of Business and Professional Programs, 2006. B.S., North Texas State University, 1983; M.S., 1983; Ph.D., University of Texas at Arlington, 1996.
- RODERICK LEE REINKE, Professor of Biology, Health Science Department, 1982. B.A., Dickinson State College, 1965; M.S., The University of North Dakota, 1969; Ph.D., 1972.
- JOHN F. SHAMPTON, Professor of Business and Business Law, 1990. B.A., University of Dayton, 1967; J.D., Ohio State University, 1970; Ph.D., University of North Texas, 1992.
- DONALD SPINKS, Visiting Assistant Professor of Counseling, 2006. B.S., Texas Wesleyan University, 1976; ThM, Southern Methodist University.

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- THOMAS D. TOLLESON, Professor of Accounting, 1996. B.S., Mississippi College, 1971; M.B.A., Augusta College, 1987; Ph.D., University of North Texas, 1996.
- SAMEER VAIDYA, Associate Professor of Management, 2004. B.Com., University of Poona, 1991; M.B.A., University of Texas Pan American, 1994; Ph.D., University of Texas Pan American, 2000.
- JOHN R. USELDING, Instructor of Graduate Program of Nurse Anesthesia, 2000. BSN, University of Wisconsin, 1966; Certification in Nurse Anesthesia, Milwaukee County General Hospital, 1972; .M.S., Texas Women's University, 1985.
- CHARLES WALLER, Instructor of Nurse Anesthesia, 2005. B.A., University of Texas at Arlington, 1981; BSN, University of Texas at Austin, 1990; MHS, Texas Wesleyan University, 1992.

*Faculty Emeritus status

Contributing Graduate Faculty

First date indicates year of original appointment to the University.

- LISA DRYDEN, Professor of Reading in Education, 1992. B.S., Louisiana State University, 1983; M.Ed., 1987; Ph.D., Florida State University, 1991.
- MIRIAM TANKERSLEY ESPINOSA, Professor of English, 1978, and Dean the School of Arts and Sciences, 2004. B.A., University of Dallas, 1963; M.A., 1970; Ph.D., University of Texas at Arlington, 1981; J.D., Texas Wesleyan University, 1996.
- LOY WILLIAM FRAZIER, JR., Part-time Professor in Health Science, 1994. B.S., University of Texas at Arlington, 1968; Ph.D., University of Texas Southwestern Medical School, 1972.
- WILLIE LEE HAILEY, Professor of Education and Humanities, 1965. B.A., Texas Wesleyan College, 1957; M.Ed., 1962. M.A., Texas Christian University, 1966; Ed.D., North Texas State University, 1968.
- SANDRA HILE HART, Professor of Marketing, 1985. B.S., Lamar University, 1969; M.A., University of Texas at Austin, 1971; Ph.D., Texas A&M University, 1984.
- CHARLES LITTLE, Assistant Professor of Business Administration, Director of Graduate Business Programs, and Special Assistant to the Dean of the School of Business Administration and Professional Programs, 2004. B.S., University of Tennessee, 1972; M.B.A., University of Tennessee, 1974; Ph.D., University of North Texas, 1985.
- CARLOS MARTINEZ, Professor of Bilingual Education and Dean of the School of Education, 1991. B.A. University of Puerto Rico, 1986; M.Ed., Stephen F. Austin University, 1990; Ph.D., Texas A&M University, 2000.
- RONNIE McMANUS, Professor of Religion and Psychology, 1979. B.S., Texas Wesleyan College, 1970; M.Th., Southern Methodist University, 1973; D.M., Texas Christian University, 1975; Ph.D., Texas Woman's University, 1982.
- DONALD BRYAN McWILLIAMS, Professor of Business Administration, 1982. B.S.M.E., University of Texas at Arlington, 1964; M.B.A., 1971; Ph.D., North Texas State University, 1974.
- RICARDO ESCOBEDO RODRIGUÉZ, Professor of Chemistry and McCann Professor, 1990. B.S., Baylor University, 1982; Ph.D., Texas Christian University, 1987.
- SELENA GUTIERREZ SHORT, Assistant Professor of Education, 2003. B.A., Texas Woman's University, 1997; M.Ed., Texas Woman's University, 2000.

Trustees, Administration, Faculty 165

THOMAS D. SMITH, Professor of Marketing, 1989. B.B.A., University of Mississippi, 1964; M.B.A., 1965; Ph.D., 1974.
LORRAINE K. WILLIAMS, Part-time Instructor of Nurse Anesthesia, 2004; Doctor of Pharmacy, University of Texas at Austin, 2002.
ROBERT JOSEPH WILSON, Professor of Education, 1986. B.S., Quincy College, 1974; M.S.Ed., Southern Illinois University, 1978; Ph.D., 1985.

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