



# **2010 – 2011 ADDENDUM**

**to the  
HOWARD PAYNE  
UNIVERSITY**

**Undergraduate  
and  
Graduate Catalog**

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## HOWARD PAYNE UNIVERSITY

Howard Payne University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award degrees at the associate, baccalaureate, and master's levels. Howard Payne University is an accredited institutional member of the National Association of Schools of Music. Howard Payne University is accredited by the International Assembly for Collegiate Business Education. The Commission on Accreditation of the Council on Social Work Education has granted Howard Payne University accreditation for the baccalaureate Social Work Program.

APPROVED FOR TEACHER CERTIFICATION BY  
The State Board for Educator Certification

MEMBER OF

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Center for Research, Evaluation, and Advancement of Teacher Education (CREATE)  
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International Association of Baptist Colleges and Universities  
National Association of Schools of Music (NASM)  
Texas Association of Colleges for Teacher Education  
Texas Association of Music Schools  
Texas Association of Schools of Art  
Texas Council of the Arts in Education

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## DIRECTORY FOR CORRESPONDENCE

Information about Howard Payne University may be obtained by contacting the following:

Academic matters, faculty employment .....	Provost and Chief Academic Officer <b>325-649-8002</b>
Academic Testing .....	Student Success Services <b>325-649-8616</b>
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Admissions.....	Assistant Vice President for Enrollment Management <b>325-649-8020</b>
Athletics .....	Director of Athletics and Student Support Services <b>325-649-8830</b>
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### Off-campus Centers:

Corpus Christi Learning Center  
Rev. Tony Ceelli  
South Texas School of Christian Studies  
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Corpus Christi, Texas 78412-5502  
361-991-9403

El Paso Learning Center  
Dr. Dag Sewell  
1201-A Hawkins  
El Paso, Texas 79925-4941  
915-778-4815

## ADDENDUM

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THIS CATALOG BECOMES EFFECTIVE ON JUNE 1, 2010  
CONTRACT

A candidate may obtain a degree according to the requirements of the catalog under which he/she enters the university or under the catalog for any subsequent year in which he/she is registered, provided all requirements are completed within six years from the beginning date of the catalog chosen. Degree requirements must be completed under one catalog in effect during a student's enrollment at Howard Payne University.

Howard Payne University reserves the right to change degree requirements for all students if it is needed to improve the degree programs and/or to make a curriculum program consistent for all students. Changes in the academic program may be necessary to improve the effectiveness of the educational program. All such changes are effective at such times as the proper authorities determine and may apply not only to prospective students but to those who already are enrolled in the university. All policies concerning non-curriculum requirements are effective for all students as of June 1, 2009. This version of the catalog will govern the 2009-2010 academic year from June 1, 2009 through May 31, 2010.

For the academic year 2010-2011 (June 1, 2010 through May 31, 2011), this catalog will be revised by a supplement that contains changes in tuition rates, fees, academic programs, etc. During 2010-2011, consult both this catalog and the supplement for relevant information.

While every effort has been made to make this publication as complete and accurate as possible, changes and typographical errors may occur which might require correction.

Family Education Rights and Privacy Act of 1974

Howard Payne University complies with the Family Education Rights and Privacy Act of 1974. University policy explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Additional information regarding FERPA is available in the Appendix of this catalog and copies of the policy can be found in the Office of the Registrar.

The release of information to the public without the written consent of the student will be limited to categories of information designed as directory information. The student may request that any of this information be withheld from the public by making written request to the Office of the Registrar prior to the 12th class day of a fall or spring semester, or the 4<sup>th</sup> class day of a summer term. Directory information includes name, address (local and home), telephone number, parent's or guardian's name, spouse's name, marital status, dates of attendance, classification, previous institution(s) attended, degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight for athletics), date and place of birth.

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## Page 8 - Administrative Staff and Faculty

**Administration and Administrative Staff (2010-2011)****Administration**

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Wendy McNealey, Ph.D.	Dean, Advising and General Education
Justin Murphy, Ph.D.	Dean, School of Humanities
Leslie Plagens, Ed.D.	Dean, School of Business
Michael Rosato, Ed. D.	Dean, School of Education
Robert Tucker, Ph.D.	Dean, School of Music and Fine Arts, and Extended Education

**Administrative Staff**

Athena Bean, Ed.D.	University Counselor
Ray Bertrand, M.I.T.	Assistant Vice President for Information Technology
Robert Bicknell, Ph.D.	Accreditation Liaison to the Commission on Colleges, SACCS
Katy Blackshear, M.Div.	Director, Baptist Student Ministry
Betty Broome, B.B.A.	Executive Assistant to the President
Abram Choate, B.S.	Director, Sports Information
Curly Cox, M.S.	Director, Intramurals
Marcie Drew, B.B.A.	Controller
Russell Ezzell, B.S.	Network Administrator
Bill Fishback, B.B.A.	Assistant Vice President, Business and Human Resources
Gary Gramling, Ph.	Director, Youth Ministry Graduate Program
P. J. Gramling, B.B.A.	Associate Director, Admission
Nancy Heady, B.B.A.	Director, Alumni Relations
Glenda Huff, B.S.	Director, Financial Aid
Nancy Jo Humfeld, Ph.D.	Director, Theatre
Mike Jones, M.Ed.	Director, Athletics and Student Support Services
Kevin Kirk, B.A.	Assistant Vice President for Enrollment Management
Kalie Lowrie, B.A.	Director, Media Relations
Cheryl Mangrum, B.G.S.	Director, Admission
Robert Mangrum, Ph. D.	University Historian
Kyle Mize, B.F.A.	Assistant Vice President for University Communications
Justin D. Murphy, Ph.D.	Director, Academy of Freedom
Scott Owen, M.A.	Director, Wellness Center
Sharon Riker	Senior Women's Athletic Administrator
Joe Robinson, Ph.D.	Director, Instructional Leadership Graduate Program
Tyler Sellers, M.Ed.	Director, Student Activities
Jamie Skaggs, R.N.	Nurse
Lana Wagner, M.B.A.	Registrar
Randy Weehunt, B.B.A.	Director, Administrative Computing

**Page 9 - 15 - Administrative Staff and Faculty**

**Faculty and Administration (2010-2011)**

ARTHUR L. ALLEN, *Professor of Christian Studies; School of Christian Studies* (1988) Tenured  
B.A., Howard Payne University, 1967; M.Div., Southwestern Baptist Theological Seminary, 1970; Th.D.,  
New Orleans Baptist Theological Seminary, 1979.

NANCY ANDERSON, *Dean of Libraries; Professor of Library Science;* (1987)  
B.S., University of Colorado, 1969; M.A., University of Denver, 1984.

COREY D. ASH, *Associate Professor of Music, Director of Bands* (2005)  
B.M., Howard Payne University, 1992; M.M.E., Angelo State University, 1997.

DONNIE G. AUVENSHINE, *Dean, School of Christian Studies; Professor of Christian Studies* (1993)  
B.A., Howard Payne University, 1975; M.Div., Southwestern Baptist Theological Seminary, 1980; Ph.D.,  
ibid, 1987.

ATHENA BEAN, *Assistant Professor of Psychology; University Counselor* (2001)  
B.A. Baylor University, 1970; M.Ed. Tarleton State University, 1990; Ed.D. Baylor University, 1999.

WALTER LANCE BEAUMONT, *Assistant Professor of Music* (2007)  
B.M., Texas Christian University, 1999; M.M., ibid, 2002.

FREDERICK L. BEELBY, *Associate Professor of Exercise and Sport Science; Chair, Department of  
Exercise and Sport Science* (2001)  
B.S., California State University, 1973; M.Ed., Texas A & M University, 1986; Ed.D., Texas Tech  
University, 2000.

ROBERT E. BICKNELL, *Accreditation Liaison to the Commission on Colleges of the Southern  
Association of Colleges and Schools.* (1989)  
B.M., Oklahoma Baptist University, 1964; M.M., Florida State University, 1965; Ph.D., Louisiana State  
University, 1973.

LANDRY BLACKSTOCK, *Instructor of Developmental Studies* (2006)  
B.S., Howard Payne University, 2003; M.Ed., Tarleton State University, 2008.

CHARLES W. BOLAND, CPA, *Professor of Accounting; Chair, Department of Accounting* (1981) Tenured  
B.B.A., University of Mississippi, 1975; M.B.A., ibid, 1976.

KIM BRYANT, *Associate Professor of Communication* (1998)  
B.S., University of Texas, 1978; M.A. Abilene Christian University, 2003.

PAMELA L. BRYANT, *Professor of Chemistry; Chair, Department of Physical Sciences* (2001)  
B.S., University of Texas Permian Basin, 1976; M.A., ibid, 1989; Ph.D., Louisiana State University, 2000.

MARY CARPENTER, *Assistant Professor of Christian Studies* (2005)  
B.S. Howard Payne University, 1975; M.A. Hardin-Simmons University, 1990.

CELESTE CHURCH, *Assistant Professor of Music* (2005)  
B.M., Baylor University, 1990; M.C.M., Southern Baptist Theological Seminary, 1997; D.M.A., Texas Tech  
University, 2007.



GREGORY CHURCH, *Assistant Professor of Music* (2004)

B.M., Wingate University, 1989; M.C.M., Southern Baptist Theological Seminary, 1998; D.M.A., Texas Tech University, 2007.

GERRY CLARKSON, *Associate Professor of Physical Science* (1990)

A.A., Potomac State College, 1976; B.A., Oberlin College, 1978; M.S., New Mexico Institute of Mining and Technology, 1980; Ph.D., *ibid*, 1984.

JENNIFER CLEMENT, *Assistant Professor of Psychology* (2010)

B.A., Ouachita Baptist University, 2002; Ph.D., University of Tennessee-Knoxville, 2008.

TIMOTHY COOPER, *Instructor of Computer Information Systems and Multimedia Communication* (2005-06, 2007)

B.S., Howard Payne University, 2000; M.S., Tarleton State University, 2009.

BRETT COULTER, *Associate Professor of Math* (2005)

B.S., Colorado School of Mines, 1976; B.S., University of Colorado at Denver, 1979; M.S., Texas A & M University, 1981; Ph.D. University of Illinois, 1988.

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B.A., Bryan College, 1987; M.S., University of Tennessee-Knoxville, 1996.

CLOYCE D. (CURLY) COX, *Associate Professor of Exercise and Sport Science; Director, Intramurals* (1997)

B.S., Abilene Christian University, 1987; M.S., Baylor University, 1993.

TRISSA COX, *Associate Professor of Computer Information Systems* (1999)

B.B.A., Abilene Christian University, 1991; M.S., Tarleton State University, 2001.

TONI DAMRON, *Assistant Professor of Social Work* (2008)

B.S., Howard Payne University, 2000; M.S.S.W., University of Texas at Arlington, 2003.

MICHAEL R. DAUB, CPA, *Associate Professor of Accounting* (1990)

B.B.A., Howard Payne University, 1990; M.B.A., Tarleton State University, 1991.

MICHAEL DILLARD, *Assistant Professor of Business Administration* (2001)

B.S., University of Texas at Austin, 1978, M.B.A., St Edward's University, 1987.

MARY DUNHAM, *Assistant Professor of Library Science; Technical Services Librarian* (1971-76, 1985)

B.A., Howard Payne University, 1969; M.L.S., Texas Woman's University, 1971.

WILLIAM N. ELLIS, *President* (2009)

B.A., Hardin-Simmons University, 1975; M.A., Texas Tech University, 1978; Ph.D., University of Colorado, 1985.

NICHOLAS EWEN, *Assistant Professor of Theatre* (2007)

B.S., Howard Payne University, 2002; M.A., University of Texas Pan-American, 2005.

WILLIAM G. FOWLER, *Assistant Professor of Christian Studies* (2007)

B.A., Howard Payne University, 1975; M.Div., Golden Gate Baptist Theological Seminary, 1982; Ph.D., *ibid*, 1995.

MONTE GARRETT, *Associate Professor of Music; Director of Choral Activities* (2001)  
B.M., Hardin-Simmons University, 1991; M.M., *ibid*, 2000.

STEPHEN GOACHER, *Professor of Music* (1999)  
B.M., University of California, 1968; M.M., Texas Christian University, 1970.

GARY L. GRAMLING, *Director, Youth Ministry Graduate Program; Professor of Christian Studies* (1990)  
B.A., Howard Payne University, 1981; M.Div., Southwestern Baptist Theological Seminary, 1985; Ph.D., Golden Gate Baptist Theological Seminary, 1993.

WENDY GROOMS, *Associate Professor of Mathematics* (1995)  
B.S., Texas A & M University, 1988; M.S., Tarleton State University, 1996.

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CARLA HAWKINS, *Assistant Professor of Modern Languages* (2003)  
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GLENN HOPP, *Chair, Department of English; Professor of English* (1987) Tenured  
B.A., University of Missouri at St. Louis, 1976; M.A., Southern Illinois University at Edwardsville, 1978;  
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TONYA HORNER, *Associate Professor of Mathematics* (2000)  
B.A., Howard Payne University, 1968; M.S.T., Tarleton State University, 1980.

DANIEL HUMENIUK, *Assistant Professor of Social Work* (2006)  
B.A., Baylor University, 1977; M.S.S.W., University of Texas, 1985.

LYNN HUMENIUK, *Associate Professor of Sociology; Director, Criminal Justice Program* (2001)  
B.S., Southwest Texas State University, 1975; M.A., Corpus Christi State University, 1982.

NANCY JO HUMFELD, *Chair, Department of Communication and Drama; Director of Theatre; Professor of Communication* (1986)  
B.M.Ed., East Texas State University, 1978; M.M., *ibid*, 1980; M.S., *ibid*, 1982; Ph.D., Southern Illinois University, 1987.

KRISTEN HUTCHINS, *Assistant Professor of Biology* (2008)  
B.A., Ouachita Baptist University, 2000; M.S., University of Arkansas, 2002; Ph.D., University of Missouri, 2009.

PETER JAMES, *Professor of Modern Languages; Chair, Department of Modern Languages* (1990)  
B.A. Hons., Bristol University, 1965; Ph.D., University of Texas, 1977.

BRAD SCOTT JOHNSON, *Senior Vice President for Institutional Advancement* (2003)  
B.S., Baylor University, 1993; M.A. (R.E. and M.F.C.), Southwestern Baptist Theological Seminary, 1996;  
Ed.D., Baylor University, 2005.

THOMAS E. JOHNSON, *Assistant Professor of Developmental Math* (2006)  
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MILLARD J. KIMERY, JR., *Associate Professor of English* (1997)  
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SAMUEL WADE KINNIN, *Assistant Professor of Library Science; Public Services Librarian* (1992)  
B.S., Lee College, 1986; M.S., North Texas University, 2000.

LAUREN KIRK, *Instructor of Education* (2010)  
B.S., Baylor University, 1991; M.S., *ibid*, 1994.

MICHAEL LEE, *Instructor of Communication; Director of Student Media* (2006)  
B.A., Angelo State University, 1983.

MITZI W. LEHRER, *Assistant Professor of Education* (1996)  
B.S., Baylor University, 1962; M.Ed., Abilene Christian University, 1986; Ed.D., Baylor University, 1997.

LYNN M. LITTLE, *Dean, School of Science and Mathematics; Professor of Biology* (2009)  
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ROBERT G. MANGRUM, *Professor of History and Political Science; University Historian* (1980)  
B.A., Hardin-Simmons University, 1970; M.A., University of North Texas, 1975; Ph.D., *ibid*, 1978.

KEITH MASK, *Professor of Psychology; Chair, Department of Psychology* (2005)  
B.S. Abilene Christian University, 1981; M.M.F.T., Abilene Christian University, 1985; M.R.E., *ibid*, 1991; Ph.D. Texas Woman's University, 2004.

MARILYN MATHIS, *Associate Professor of Biology* (1999)  
B.S., University of Illinois, 1966; M.S., Southern Illinois University, 1996; Ph.D., *ibid*, 2001

WENDY McNEELEY, *Dean, Advising and General Education; Chair, Department of Developmental Studies; Associate Professor of Developmental Studies and English* (1995)  
B.A., Baylor University, 1992; M.A., Tarleton State University, 1994; Ph.D., Capella University, 2008.

JENNIFER McNIECE, *Assistant Professor of Political Science* (2007)  
B.A., Howard Payne University, 2002; M.A. and M.P.A., Texas Tech University, 2006.

MATTHEW McNIECE, *Associate Professor of History; Chair, Department of Geography, History and Political Science; Burrell Chair of Genealogy and American History* (2004-05, 2007)  
B.S., Howard Payne University, 2003; M.A., University of Chicago, 2004; Ph.D., Texas Christian University, 2008.

JUSTIN D. MURPHY, *Professor of History, Dean, School of Humanities; Director, Academy of Freedom* (1991)  
B.A., Southeastern Oklahoma State University, 1987; M.A., Texas Christian University, 1989; Ph.D., *ibid*, 1999.

JOHN NICKOLS, *Assistant Professor of History and Political Science* (1995)  
B.A., Baylor University, 1960; M.A., *ibid*, 1965.

SCOTT H. OWEN, *Assistant Professor of Exercise and Sport Science; Director, Wellness Center* (1998)  
B.S., Howard Payne University, 1994; M.A., Western Michigan University, 1995.

DIANE OWENS, *Associate Professor of Music; Director of Pre-collegiate Music* (1994)  
B.S., University of North Texas, 1976; M.Ed., East Texas State University, 1987.

H. LOIS PATTON, *Professor of Business Administration* (2009)  
B.A., Spring Arbor University, 1976; M.A., Wayne State University, 1981; Ph.D., Curtin University, 1998.

MARK ALLAN PATTON, *Professor of Business Administration* (2009)  
B.A. Spring Arbor University, 1976; M.B.A., Wayne State University, 1977; D.B.A., Nova Southeastern University, 1990.

BRENDA PEÑA, CPA, *Senior Vice President for Finance and Administration* (2001)  
B.B.A., Texas A & M University, 1982.

JOSHUA PICKENS, *Assistant Professor of Art* (2010)  
B.A., Ouachita Baptist University, 2004; M.F.A., University of Arkansas, 2007.

LESLIE PLAGENS, *Professor of Business Administration; Dean, School of Business; Groner Pitts Chair of Business* (1986-91; 1997)  
B.S., Angelo State University, 1977; M.A.T., *ibid*, 1979; Ed.D., Texas A & M University, 1986.

ALLEN REED, *Professor of Music* (1981) Tenured  
B.A., William Jewell College, 1967; M.C.M., Southwestern Baptist Theological Seminary, 1970; D.M.A., Memphis State University, 1980.

JOE E. ROBINSON, *Associate Professor of Education and Director of the Instructional Leadership Graduate Program* (2010)  
B.S., Stephen F. Austin State University, 1968; M.Ed., *ibid*, 1974; Ph.D., Texas A & M University, 2010.

JOSÉ A. ROMERO, *Associate Professor of Mathematics* (1996)  
B.S., University of Arizona, 1987; M.S., *ibid*, 1989; Ph.D., Purdue University, 1996.

EVELYN ROMIG, *Professor of English* (1978-84, 1986) Tenured  
B.A., Rice University, 1973; M. A., Texas A&M University, 1975; Ph.D., Rice University, 1978.

KIMBERLY ROSATO, *Instructor of Exercise and Sport Science* (2007)  
B.S., University of Texas at Arlington, 1987; M.S., Indiana University, 1988.

MICHAEL ROSATO, *Dean, School of Education; Professor of Education* (2006)  
B.A., Carson-Newman College, 1982; M.A., Texas Wesleyan University, 1985; Ed.D., Indiana University, 1993.

EDWARD ROTH, *Professor of Biology* (1977-82, 1987)  
B.S., Midwestern State University, 1967; M.S., *ibid*, 1969; Ph.D., University of Arizona, 1976.

HARLAN B. SCOTT II, *Associate Professor of Biology; Chair, Department of Biological Sciences* (1994-2000; 2002)  
B.A. Monmouth College, 1980; M.S., University of Illinois, 1983; Ph.D., *ibid*, 1991.

DAG SEWELL, *Director, El Paso Center* (2004)  
B.S., New Mexico State University, 1985; M.Div., Southwestern Baptist Theological Seminary, 1989; Ph.D., *ibid*, 1995.

SHAWN SHREVES, *Associate Professor of Computer Information Systems* (2006)  
B.S., East Texas State University, 1984; M.S., *ibid*, 1989.

ANN SMITH, *Professor of Art; Chair, Department of Art* (1977-82; 1987)  
B.F.A., University of Texas, 1970; M.F.A., Institute Allende, Mexico, 1977.

DEREK SMITH, *Assistant Professor of Chemistry* (2007)  
B.S., Angelo State University, 1991; M.S., University of Texas at Dallas, 1994; D.Chem., *ibid*, 1996.

JAY T. SMITH, *Assistant Professor of Christian Studies* (2006)  
B.A., Howard Payne University, 1996; M.Div., George W. Truett Theological Seminary, 1999; Th.M., Regent College, 2002; D.Min., Carey Theological College, 2005.

RODNEY STEPHENS, *Associate Professor of English* (2004)  
B.A., University of Texas at Austin, 1992; M.A., Saint Louis University, 1997; Ph.D., *ibid*, 2001.

GARY SUCCAW, *Assistant Professor of Chemistry* (2004)  
B.S., Grand Valley State University, 1990; M.S. Michigan State University, 1994; Ph.D., University of Oregon, 2004.

WILLIAM MARK TEW, *Provost and Chief Academic Officer* (2007)  
B.S., Samford University, 1980; M.B.A., *ibid*, 1982; M. Div., New Orleans Baptist Theological Seminary, 1984; Th.D., *ibid*, 1988.

LESTER TOWELL, *Associate Professor of Computer Information Systems* (1996)  
B.S., Abilene Christian University, 1990; M.S., NOVA Southeastern University, 1998.

ROBERT TUCKER, *Dean, School of Music and Fine Arts, and Extended Education; Professor of Music* (1995)  
B.M., Hardin-Simmons University, 1983; M.M., University of Cincinnati, 1985; Ph.D., Texas Tech University, 2001.

DARESA VOSS, *Professor of Education* (2003)  
B.S., McMurry University, 1972; M.Ed., Texas Tech University, 1974; Ed.D., *ibid*, 1997.

ELIZABETH WALLACE, *Professor of Music* (1991) Tenured  
B.M.E., Howard Payne University, 1971; M.M., Southwestern Baptist Theological Seminary, 1977; Ph.D., Texas Tech University, 1990.

JULIE WELKER, *Professor of Communication* (1997-2001; 2004)  
B.S., Howard Payne University, 1994; M.A., Southwest Texas State University, 1996; Ph.D., Regent University, 2005.

RUSSELL WHEELINGTON, *Assistant Professor of Christian Studies* (2006)  
B.A., Dallas Baptist University, 1994; M.A.R.E., Southwestern Baptist Theological Seminary, 1996; Ed.D., Southern Baptist Theological Seminary, 2005.

KENNETH WORD, *Professor of Mathematics; Chair, Department of Mathematics* (2010)  
B.S., Southwest Texas State University, 1971; M.A., *ibid*, 1974; Ph.D., University of Texas at Austin, 1988.

\*Year in parenthesis indicates first year at Howard Payne.

**Page 15 - 17 - Administrative Staff and Faculty****Adjunct Faculty (2010-2011)**

JUAN ALAMO, *Music (Percussion)*

B.M., Conservatory of Music of Puerto Rico, 2001; M.M., University of North Texas, 2003; D.M.A., *ibid*, 2008.

KENAN BOLAND, *Education*

B.S., Howard Payne University, 2002; J.D., Baylor School of Law, 2005.

DONNA BOWMAN, *Christian Studies*

B.A., Ouachita Baptist University, 1983; M.A.R.E., Southwestern Baptist Theological Seminary, 1987; D.Ed.Min., *ibid*, 2005.

TERESA CAVITT, *Exercise and Sport Science*

B.A., University of Texas at Arlington, 1986.

JAMES DARBY, *Exercise and Sport Science*.

WINIFRED DODDS, *Education*

B.S., Howard Payne University, 1958; M.Ed., Hardin-Simmons University, 1967.

BRENDA EMANUEL, *Education*

B.S., University of Houston, 1983; M.Ed., *ibid*, 1989; Ed.D., Lamar University, 2009.

DEANNA ERXLEBEN, *Music*

B.M., Texas Tech University, 2007; M.M., *ibid*, 2009.

DON FAWCETT, *Christian Studies*

B.A., Howard Payne University, 1993; M.A., Southwestern Baptist Theological Seminary, 1997.

CONNIE FREELAND, *Exercise and Sport Science*

MICHAEL CHAD GANN, *Criminal Justice*

B.S. Howard Payne University, 1977; M.A., Southwestern Baptist Theological Seminary, 2006.

CHARLES (CHUCK) GARTMAN, *Christian Studies*

B.S., Howard Payne University, 1972; M.Div., Southwestern Baptist Theological Seminary, 1974.

DANNY INGRAM, *Music*

B.M., Howard Payne University, 1998; M.M., Hardin-Simmons University, 2002.

RICHARD ALLEN JACKSON, *Christian Studies*

B.S., University of Southern Mississippi, 1980; M.R.E., New Orleans Baptist Theological Seminary, 1983; Ph.D., *ibid*, 1999.

SUE JONES, *Education*

B.S., Howard Payne University, 1972; M.Ed., Tarleton State University, 1986; Ed.D., Texas Tech University, 1992.

TINA SHAWN MATLOCK, *Foundations of University Life*

B.S., Fort Lewis College, 1986; M.Ed., Tarleton State University, 1992.

GERALD MAXWELL, *Mathematics*

B.S., University of Texas at El Paso, 1964; M.S., *ibid*, 1966; Ph.D., University of Texas at Austin, 1970.

LARRY MEADOWS, *Business Law*

B.A., University of Texas at Arlington, 1993; M.A., Fuller Theological Seminary, 1995; J.D., Western State University, College of Law, 1998.

MINESSA MESIC, *Exercise and Sport Science*

JEFFERY MITCHELL, *Mathematics*

B.S., Howard Payne University, 2002; M.A., University of Houston, 2008.

JULIE MIZE, *Art*

B.S., Howard Payne University, 1996; M.A.E., Texas Tech University, 2006.

PRISCILLA MONSON, *Business Administration*

B.B.A., Texas A & M University, 1987; M.S., *ibid*, 1988.

PETER NEUBERT, *Music (Strings)*

B.M., Lawrence University Conservatory of Music, 1989; M.M., Manhattan School of Music, 1991; D.M.A., University of Kentucky, 2004.

JEROME NOWOWIEJSKI, *Exercise and Sport Science*

B.S., Howard Payne University, 2001.

GLORIA PRIDDY, *Criminal Justice*

B.A., Howard Payne University, 1979; M.A., Sul Ross State University, 1995; M.S., *ibid*, 1998.

CINDY PROUD, *Developmental Studies*

B.S., Abilene Christian University, 1974; M.Ed., *ibid*, 1979.

TERRY SCOTT, *Political Science*

B.S., Texas A & M University, 1964; M.B.A., Fairleigh Dickinson University, 1973.

KEVIN SPILLER, *Education*

B.S., Angelo State University, 1988; M.Ed., *ibid*, 1998 ; Ed.D., Texas Tech University, 2004.

SCOTT STEVENS, *Christian Studies*

B.S., Texas A & M University, 1982; M.A.R.E., Southwestern Baptist Theological Seminary, 1987; Ph.D., *ibid*, 2001.

VANNESSA STEWART, *Communication*

B.S., Texas A & M University, 1990; M.S., Texas Tech University, 1997.

MAX THOMPSON, *Education*

B.S., University of North Texas, 1988; M.A., *ibid*, 1993; Ph.D., Texas A & M University, 2002.

JILL UNDERWOOD, *Education*  
B.S.Ed., Baylor University, 1988; M.S.Ed., *ibid*, 1990.

VICKI VAUGHN, *Christian Studies*  
B.A., University of Corpus Christi, 1970; M.A., Fuller Theological Seminary, 1993; D.Min.,  
Baylor University, 2004.

ROBERT TY WOLOSIN, *Geography*  
B.S., Texas State University, 2006; M.A., University of Montana, 2008.

### Page 17 - 19 - Administrative Staff and Faculty

#### Emeritus Faculty (2010-2011)

GEORGE A. BAKER, *Professor Emeritus of Music* (1962)  
B.M.Ed., Boston University, 1949; M.M., *ibid.*, 1956; Ph.D., George Peabody College, 1967; Post  
doctorate: Harvard University.

SARA E. BAKER, *Associate Professor Emeritus of Music* (1962-1981; 1986)  
B.M., Judson College, 1951; M.M., Howard Payne University, 1969.

PATRICIA BANKS, *Associate Professor Emeritus of Music* (1993)  
B.S., North Texas State University, 1966; M.M., Southwestern Baptist Theological Seminary, 1976.

PATRICIA A. BICKNELL, *Associate Professor Emeritus of Psychology* (1989)  
B.S.O.E., Wayland Baptist University, 1985; M.Ed., *ibid*, 1987.

DONAL BIRD, *Professor Emeritus of Chemistry and Biology; Dean, School of Science and Mathematics*  
(1982)  
B.S., Sam Houston State Teachers' College, 1961; M.S., University of Missouri, 1964; Ph.D., *ibid*, 1966.

MARJORIE BIRD, *Associate Professor Emeritus of Chemistry and Mathematics* (1995)  
B.S., Sam Houston State University, 1961; M.S., University of Missouri, 1963.

JACK BOTTOMS, *Professor Emeritus of Music* (1980)  
B.S., Sam Houston State University, 1953; B.M., Baylor University, 1957; M.A., Sam Houston State  
University, 1963; Ph.D., University of Colorado, 1972.

GERALDINE FULLER BOYD, *Professor Emeritus of Mathematics* (1981)  
B.S., Howard Payne University, 1950; A.M., University of Illinois, 1961; Ph.D., Texas Christian University,  
1967.

PAUL BUTLER, *Professor Emeritus of Education* (1987)  
B.A., Howard Payne University, 1962; M.Ed., Texas Tech University, 1967; Ed.D., *ibid*, 1977.

VIRGINIA BUTLER, *Instructor Emeritus of Developmental Studies; Head, Developmental Programs*  
(1992)  
B.A., Howard Payne University, 1960.



ANNE COX, *Associate Professor Emeritus of Social Work; Director, Social Work Program* (1992-99; 2000-01; 2002-04)  
B.S. Howard Payne University, 1986; M.S., University of Texas at Arlington, 1989.

HOWARD O. DAVIS, *Assistant Professor Emeritus of Agriculture* (1966)  
B.S., Texas A&M University, 1959, M.S., *ibid*, 1969.

RUSSELL O. FUDGE, *Professor Emeritus of Political Science* (1962)  
B.J., University of Missouri, 1933; M.A., George Washington University, 1949.

MARIE GRAMANN, *Assistant Professor Emeritus of Geology* (1965)  
B.S., University of Texas, 1936.

RAY C. HARVEY, JR., *Professor Emeritus of Social Sciences; Head, Department of Psychology* (1991)  
B.A., Baylor University, 1956; B.D., Southwestern Baptist Theological Seminary, 1960; M.S., East Texas State University, 1967; Ph.D., *ibid*, 1971.

MARILYNN JACKSON, *Associate Professor Emeritus of Psychology; Director, Academic Testing* (1974-1982, 1983)  
B.A., Howard Payne University, 1973; M.A., Abilene Christian University, 1976.

ANN R. KNOBEL, *Associate Professor Emeritus of Education* (1975-78, 1980)  
B.S., Howard Payne University, 1970; M.Ed., University of North Texas, 1974.

HAL B. LANE, JR., *Professor Emeritus of Mathematics* (1960)  
B.A., North Texas State College, 1954; M.A., *ibid*, 1961.

JEAN H. LAW, *Instructor Emeritus of Education; Director of Continuing Education* (1973-84; 1990)  
B.A., Wayland Baptist University, 1955; M.Div., New Orleans Baptist Theological Seminary, 1958; M.Ed., North Texas State University, 1966; Ed.D., Texas Tech University, 1973.

ROBERT C. PETERS, *Associate Professor Emeritus of Education* (1996)  
B.A., University of Texas at Austin, 1966; M.A., North Texas State University, 1973; Ed.D., *ibid*, 1975.

WALLACE ROARK, *Professor Emeritus of Christian Studies* (1974)  
B.S., Oklahoma A&M College, 1955; M.Div., Southwestern Baptist Theological Seminary, 1962; M.Th., *ibid*, 1968; Th.D., *ibid*, 1972.

ROBERT L. SARTAIN, *Professor Emeritus of Mathematics; Head, Department of Mathematics* (1964-67, 1971-81, 1996)  
B.S., Wayland Baptist University, 1961; M.S., University of Iowa, 1963; Ph.D., Texas Tech University, 1972.

ROBERT L. SMITH, *Distinguished Professor Emeritus of Christian Studies* (1984)  
B.A., Centenary College, 1947; M.Div., Southwestern Baptist Theological Seminary, 1953.

JACK STANFORD, *Professor Emeritus of Biology* (1966)  
B.A., Baylor University, 1958; M.S., Texas Technological College, 1966; Ph.D., Oklahoma State University, 1971.

CLINTON E. STEWART, *Professor Emeritus of Education* (1972-1977; 1986)  
B.A., Baylor University, 1950; M.S., *ibid*, 1951; M.A., *ibid*; Ed.D., *ibid*, 1970.

JOE T. TIMMONS, *Shelton Professor Emeritus of History* (1973)  
B.A., Texas Christian University, 1946; M.A., University of Chicago, 1949; Ph.D., University of Chicago, 1973; Post-doctoral study, summers, Exeter College, Oxford, 1980; University of Edinburgh, 1981.

JEFF R. TURNER, *Associate Professor Emeritus of Business Administration; Head, Department of Business Administration* (1989)  
B.S., Howard Payne University, 1967; M.B.A., St. Mary's University, 1975; M.P.A., Nova Southeastern University, 1979.

**Page 19 - Administrative Staff and Faculty**

**Others With Emeritus Status (2010-2011)**

LINDA DAUGHERTY, *Secretary, School of Science and Mathematics* (1993)

DOROTHY DuPREE, *Payroll Clerk* (1983)

CLARENCE FOTHERGILL, *Computer Network Administrator* (1999)

GRACE GRAY, *Assistant Director, Financial Aid* (1969)

MARY ANNE HARDCASTLE, *Secretary, School of Social Sciences* (1973)

GEORGE HUSEMAN, *Custodial Supervisor* (1984)

HANNA LIPPE, *University Nurse* (1970)  
R.N., Shannon School of Nursing, 1940; B.S.N., Angelo State University, 1983.

DON NEWBURY, *Chancellor* (1985)  
B.A., Howard Payne University, 1961; M.J., The University of Texas, 1966; Ph.D., University of North Texas, 1973.

CHARLES PATTILLO, *Head Men's Basketball Coach* (1993)  
B.S., Howard Payne University, 1965.

BARBARA SMITH, *Admissions Assistant* (1991)

LaVON SNIDER, *Technical Services Assistant* (1955)

Emeritus status is granted to persons who provide at least 10 years of service to Howard Payne University and whose last institution of full-time service was HPU. Years in parenthesis are those of initial employment at HPU.

## Organization and Support

### History of the University

Howard Payne College was founded by the Pecan Valley Baptist Association at Indian Creek, Texas, on June 20, 1889. J. D. Robnett, pastor of the First Baptist Church in Brownwood, a leader in the movement, became president of the first Board of Trustees. Robnett busied himself in raising funds for the school during the summer of 1889. Visiting Missouri in August, he was successful in securing a sizable gift from his brother-in-law, Edward Howard Payne, and before November 1, 1889, the Board of Trustees resolved to name the school Howard Payne College.

The first session opened on September 16, 1890, with A. J. Emerson as president and a faculty of twelve. A separate preparatory department furnished instruction below the freshman level.

The school granted its first academic degree in 1895 and continued as a degree-conferring institution until 1900. It operated as a member of the Baptist correlated system of schools with junior college status from 1900 to 1914, when it again became a senior college.

The school was built on seven acres of land near the business district of Brownwood. Endowment funds before 1934 amounted to less than \$100,000. In 1934 John G. Hardin included the college in a bequest of \$305,000 which became available upon Hardin's death in 1939. The endowment was increased by an added one million dollars upon the death of J. A. Walker in 1942.

In 1953, Daniel Baker College, which originally had been a Presbyterian college and in 1950 had become the Episcopal College of the Southwest, was consolidated with Howard Payne. The Douglas MacArthur Academy of Freedom, Guy D. Newman Hall, and the Bettie and Robert Girling Center for Social Justice stand on the original campus of Daniel Baker.

In 1974, Howard Payne College became Howard Payne University upon approval of the Baptist General Convention of Texas.

As of May 31, 2009 the university had a market value endowment of \$37,739,902.

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Presidents and acting presidents of Howard Payne, together with their terms, are shown below:

Andrew Jackson Emerson .....	1890-1893
John D. Robnett.....	1893-1896
James Harvey Grove .....	1896-1908
John Strother Humphreys (Acting President) .....	1908-1910
Robert H. Hamilton .....	1910-1911
John Strother Humphreys.....	1911-1913
James Milton Carroll .....	1913-1914
Anderson E. Baten (Vice President and Acting President).....	1915-1917
Judson Allen Tolman .....	1917-1919
Lee Johnston Mims.....	1919-1922
William R. Hornburg (Vice President and Acting President).....	1922-1923
Edgar Godbold.....	1923-1929
Thomas H. Taylor .....	1929-1955
Guy D. Newman.....	1955-1973
Roger L. Brooks.....	1973-1979
Charles A. Stewart (Chief Executive Officer).....	1979-1980
Ralph A. Phelps, Jr. ....	1980-1985
Don Newbury .....	1985-1997
Rick Gregory.....	1997-2002
Russell Dilday (Interim President).....	2002-2003
Lanny Hall .....	2003-2009
William N. Ellis .....	2009-

**Location**

Howard Payne University is located in Brownwood, Texas, about 120 miles southwest of Fort Worth and about eighty miles southeast of Abilene. Brownwood is almost exactly in the geographical center of the State of Texas and is in the edge of the hill country found in west central Texas.

Brownwood has a population of 20,000 including the student body of Howard Payne University.

**Page 21 - 22 - Organization and Support****MISSION STATEMENT**

Howard Payne University is a Christ-centered academic community dedicated to excellence by developing and equipping the whole person for intellectual inquiry, personal and professional integrity, and service to God and humanity. *Approved by the Howard Payne University Board of Trustees, July 27, 2010*

**Page 21 - 22 - Organization and Support****University Heritage**

Founded in 1889 for the purpose of preparing students for Christian ministry, Howard Payne University remains dedicated to honoring Christ and serving His Church by providing an educational experience that integrates faith, learning, and living. The university has expanded its original scope to include a full array of undergraduate programs, and a limited number of graduate programs, offered in a traditional residential academic community, where relationships are nurtured and individuals matter. Students, faculty, staff, and administration work together under the shared values of academic excellence, service to others, and Christian integrity. The university also offers selected graduate and undergraduate course work by electronic means and at extended learning centers responsive to the academic needs of the communities served. Howard Payne University maintains a low student-teacher ratio, which contributes to the university's reputation of being "a place where everybody is somebody."

**Nondiscrimination Statement**

The university complies with all applicable federal and state nondiscrimination statutes and does not engage in prohibited discrimination on basis of race, creed, color, national or ethnic origin, sex, religion or handicap.

**Government, Programs, and Support**

**The University.** The university is governed by a Board of Trustees elected by the Baptist General Convention of Texas. The general program is administered by the president of the university.

**Instructional program.** The instructional program of the university is administered by the provost and chief academic officer with faculty members who are well educated in their teaching fields. More than four hundred courses, organized into six different schools, are currently offered by the university.

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**Off-campus Centers.** Howard Payne University provides coursework at two extension centers – Corpus Christi and El Paso. The primary purpose of these centers is to offer work in Christian studies, or limited other programs, to those students who are unable to attend classes on campus.

**Page 25 - Organization and Support****Program Endowments**

**Howard Payne University Athletic Program Endowment.** This endowment was established in 2010 by the Howard Payne University Alumni Association Athletic Chapter in honor and memory of all former Yellow Jacket athletes to help the athletic programs of HPU.

## Admission

Howard Payne University welcomes applications from prospective students. The Application for Admission is found online at [www.hputx.edu/apply](http://www.hputx.edu/apply) or students may contact the Office of Admission by phone at 800-880-4478 or on-line at [enroll@hputx.edu](mailto:enroll@hputx.edu).

### Unconditional Admission for Beginning, First-Year Students

Unconditional admission is offered to students who have maintained a "B" (80 and above) average or better throughout high school, whose ACT composite score is 19 or above or whose SAT I score (Critical Reading plus Math) is 910 or above, and who meet all other admission requirements.

If an individual ACT subject score falls below 19, or if the SAT I Critical Reading score falls below 420 or the SAT I Math score falls below 430, the student may be required to take a computerized skills assessment to determine appropriate college-course levels to help support academic success.

In addition to submitting an application for admission and official standardized test scores, an official transcript from an accredited high school must be provided. These transcripts become the property of the university once they are received and cannot be released to the student.

Preferred academic preparation for all beginning, first-year students follows the Recommended High School Program defined by the Texas State Graduation Requirements. Within a minimum, 18 academic units, it is recommended that four credits be taken in English; four credits in mathematics, to include Algebra I, Algebra II and Geometry; four credits in science (students are encouraged to take Biology, Chemistry and Physics); four credits in social science and/or history, to include one-half credit in Economics and one-half credit in U.S. Government; and two credits in a language other than English (must consist of Level I and Level II in the same language).

Graduates of high schools or home school programs that are not accredited by a regional or state accrediting agency will have their work reviewed by the Admission Committee on an individual basis in accordance with the university's current admission requirements. High school transcripts as provided and signed by parents of homeschooled students may be accepted.

Supporting materials required to complete an application for admission:

- Official results of the ACT or SAT I test scores (non-traditional students may be required to take a computerized skills assessment in place of the ACT or SAT I).
- Official copy of the high school transcript

A Housing Contract will be mailed to the student by the Office of Admission upon acceptance to the university and should be returned to the Office of Student Life. In order to ensure timely processing of application materials, students are encouraged to apply by the **Priority Application Date** of March 15 for the fall and December 15 for the spring semester.

## Provisional Admission for Beginning, First-Year Students

The provisional program is a specialized, one-semester program designed to accommodate the student that requires additional assistance. Enrollment in this program is limited. The provisional program provides group tutoring, as well as lab and study sessions to reinforce a specially-designed program of classroom instruction. (This program addresses the general needs of the student.)

**Provisional admission may be offered to students with a high school average of "B" (80) or below and/or who have an ACT composite score of 18 or below or an SAT I (Critical Reading plus Math) score of 900 or below. Students with these credentials may be required to interview with an admission counselor. Additional requirements may include submitting a written essay and letters of recommendation from academic instructors, as well as taking a computerized skills assessment for enrollment determination by the Admission Committee.**

**Provisional students may be admitted upon the completion of a contract which stipulates, but is not limited to, the following conditions:**

- Enroll in a minimum of 12, but no more than 15, semester hours in the first semester at HPU, including any developmental studies classes determined necessary by skills assessment. While only six (6) semester hours of the developmental studies classes may be applied to a degree as elective credit, all work becomes part of the academic record.
- Agree to see academic advisor at least once per month to evaluate progress.
- Enroll in Foundations of University Life (FUL 1301) as a part of the 12-15 semester hour load.
- Complete computerized skills assessment in English, math, and reading prior to academic advisement.
- Students must achieve a minimum semester grade point average of 1.75 to be eligible to continue at HPU the following semester.

## Transfer Admission

Unconditional admission may be granted to transfer students from colleges and universities accredited by a regional accrediting agency, who meet HPU's general admission requirements, and who are eligible to return to their last college or university attended. The enrollment status of students currently on academic suspension from another college or university will be determined by the Howard Payne University Admission Committee. Students from accredited junior or senior colleges and universities will receive full credit for work done in such institutions, but are subject to certain limitations herein stipulated.

Official transcripts must be submitted to the Office of Admission from all colleges or universities previously attended. These transcripts become the property of the university once they are received and cannot be released to the student.

An official high school transcript showing date of graduation must be submitted by applicants transferring less than 12 semester hours of college work. If the applicant is not a high school graduate, please submit official GED scores.

Transfer students must submit official academic records of all work from every college attended before being advised and before an application file is considered complete. A transfer student's cumulative grade point average and transferred work must meet the following conditions:

- Grade point average of 1.60 or above, exclusive of activity classes, when a student has attempted thirty (30) or less semester hours and completed a minimum of twelve (12) semester hours of non-activity classes.
- Grade point average of 1.80 or above, exclusive of activity classes, when a student has attempted thirty-one (31) to sixty (60) semester hours and completed a minimum of twelve (12) semester hours of non-activity classes.
- Grade point average of 2.00 or above, exclusive of activity classes, when a student has attempted over sixty (60) semester hours and completed a minimum of twelve (12) semester hours of non-activity classes.

## Conditional Transfer Admission

If the cumulative transfer grade point average and work do not meet the previously stated conditions, the transfer application and transfer work may be reviewed by the Admission Committee for enrollment determination. An interview with an admission counselor and skills assessment may be required.

Students admitted in this manner will be required to complete a contract that includes stipulations for continued enrollment at Howard Payne University.

## Special Admission Programs

Students also may apply through one of the special admission programs listed below:

### **DUAL ENROLLMENT**

For students with outstanding, high school academic records, and who demonstrate maturity and a willingness to perform work at the university level, Howard Payne University offers a Dual Enrollment Program. This program allows qualifying students to take college-level classes before high school graduation.

The Texas Education Agency has authorized a procedure by which students may earn dual credit for high school and possibly college work. Interested students must obtain permission from their high school principal or counselor to enroll in this program and should contact the HPU Office of Admission for specific information.

### **High School Seniors.**

High school seniors who meet the following stipulations may be admitted to the Dual Enrollment program at Howard Payne University:

- Complete an application for early admission (form available in the Office of Admission, including principal or counselor recommendations section and certification)
- Provide an official high school transcript.



- Provide official ACT or SAT I score results.
- Students wishing to receive credit under the Dual Enrollment program must, in addition to the above, also obtain a letter from their respective high schools verifying acceptance of coursework taken at Howard Payne University toward high school graduation requirements. The level of prior preparation in high school and high school counselor recommendation will determine eligibility for enrollment in certain coursework at Howard Payne University.

A transcript of college work will not be established until high school graduation is verified by the official final transcript and all admission requirements have been met. Transfer of credit for this work will not be granted unless all Howard Payne admission requirements have been met. If a student chooses to enroll full-time at Howard Payne University following graduation from high school, a new application for admission must be completed. A student must be approved through the normal application process for beginning, first-year students.

### **High School Juniors**

High school juniors may be accepted to the Dual Enrollment program in the summer following their sophomore year in high school, if the following conditions are met:

- Complete an application for early admission (form available in the Office of Admission, including principal or counselor recommendation section and certification).
- Provide an official high school transcript.
- Must have verification that the student successfully completed the sophomore year of high school and is classified as a junior when the college-course term begins.

In addition to the above, students seeking credit under the Dual Enrollment program must obtain a letter from a high school official verifying acceptance of coursework taken at Howard Payne University toward high school graduation requirements. The level of academic preparation in high school will determine eligibility for enrollment in certain coursework at Howard Payne University.

Students will be allowed to take the same course load, as outlined above, in summer school. A transcript will be established only after all admission requirements have been met, including HPU's receipt of an official transcript verifying high school graduation.

Students entering the college under either of the above programs must abide by all rules and regulations of the college as published in the catalog and the student handbook. Failure to do so will result in the immediate suspension from Howard Payne University. An agreement stipulating all of the above conditions must be signed by the student, the parents, and the student's high school principal.

No advanced-standing tests, such as CLEP, will be allowed under this program.

### **HIGH SCHOOL EQUIVALENCY**

Students who have successfully completed the General Educational Development (GED) testing program and have submitted acceptable scores on the ACT or SAT I may be admitted to Howard Payne University. The student must submit official GED test scores with an application for admission. Students submitting GED scores may be considered on a provisional admission basis.

### **TRANSIENT ADMISSION**

A student desiring to enroll in Howard Payne University for a summer or for one semester only and not desiring to transfer hours to Howard Payne University must so state on his/her application. A student admitted in this manner may be allowed to enroll in up to six semester hours in any enrollment period for credit without submitting academic documentation. If a transient student elects to continue at Howard Payne University as a degree-seeking student, he/she must reinitiate application procedures and be approved through the normal patterns for admission.

### **NON-DEGREE ADMISSION**

A student not in pursuit of a degree desiring to enroll in Howard Payne University must state so on his/her application. A student admitted in this manner may be allowed to enroll for credit one semester only without submitting academic documentation. If the student wishes to continue enrollment beyond the first semester, he/she must reinitiate application procedures, submit all requested academic documentation, and be approved through the normal patterns for admission.

### **CERTIFICATE IN MINISTRY TRAINING**

Students who have not graduated from high school or achieved a high school equivalency may be admitted to study in the Certificate in Ministry Training program. Such students will be required through testing to demonstrate language proficiency in reading and writing to ensure successful study in the program. Students desiring to continue study in other programs in the university must meet all regular admission requirements prior to enrollment in other programs.

### **READMISSION**

**Students who discontinue coursework at Howard Payne, for one or more semesters, must reapply and be readmitted in order to re-enroll. The readmission process involves input from the following offices: Office of Admission, Office of Student Life, Office of Financial Aid, the Business Office and the Registrar's Office. A student must be cleared and approved for readmission by each of these offices before admission is granted. To begin the process of readmission, contact the Office of Admission.**

## **How to Apply for Admission**

Admission to Howard Payne University is by application. Students may apply on-line at [www.hputx.edu/apply](http://www.hputx.edu/apply), or application forms are available from the Office of Admission. Applications should be filled out completely and sent either electronically or mailed to the Office of Admission.

Formal approval of the application for admission is the prerogative of the university administration acting through the Office of Admission. Notification of admission comes only from the Office of Admission. Applications for financial aid will not be processed and financial awards will not be made by the Office of Financial Aid until the student has been accepted for admission. In the event a student is denied admission to the university, the student has the right to appeal that decision. See "Appeals Process" (page 117) in the 2009-2011 Catalog.

## International Student Admission

International students, except those who are permanent U.S. residents or who have immigrant status, will be sent a university prospectus and advised to submit the following before any consideration will be given:

- An official application
- Application fee of \$50, non-refundable
- Official TOEFL (Test of English as a Foreign Language) minimum examination score of 550 (paper test) or 213 (computer test) or 79-80 (internet-based test). ACT or SAT I scores also may be required.
- Official transcripts from all schools attended
- Official international transcripts evaluated (course-by-course) by one of the following service providers:

Foreign Credentials Service of America  
1910 Justin Lane  
Austin, Texas 78757  
Phone: 512/459-8428  
Web: <http://www.fcsa.biz>

Global Credential Evaluators  
P. O. Box 9203  
College Station, Texas 77842  
Phone: 979/690-8912  
Web: <http://www.gcevaluators.com>

International Academic Credential  
Evaluators, Inc.  
P. O. Box 2465  
Denton, Texas 76202-2465  
Phone: 972/664-1584  
Web: <http://www.iacei.net>

International Education Research  
Foundation  
P. O. Box 66940  
Los Angeles, California 90066  
Phone: 310/390-6276  
Web: <http://www.ierf.org>

Josef Silny and Associates  
7101 SW 102 Avenue  
Miami, Florida 33171  
Phone: 305/273-1616  
Fax: 305/273-1338  
Translation Fax: 305/273-1984  
Web: <http://www.jsilny.com>

World Education Services  
P. O. Box 745  
Old Chelsea Station  
New York, New York 10113-0745  
Phone: 212/966-6311  
Web: <http://www.wes.org>

- Room deposit, for residence hall students, of \$100.
- Current health forms including certification of current immunizations and inoculations. (The university reserves the right to require of students from certain geographical areas, when warranted, additional medical tests or inoculations to be administered by a U.S. physician.)
- Proof of an insurance policy for hospital or medical expenses.

- **A current, notarized bank statement from parent or sponsor verifying available funds to cover the cost of one year of study and personal expenses at Howard Payne University.**

Admission to Howard Payne University constitutes academic admission only and does not qualify a student for admission into any particular school or program. Howard Payne University is authorized under Federal law to enroll non-immigrant students.

## Financial Information

The Howard Payne University Board of Trustees, establishing policies for the financial management of the university, strives to keep student tuition, fees and charges for services as affordable as possible.

The university's Controller has been charged with the responsibility of applying and enforcing all regulations which have to do with the collection of student accounts due the university. The university reserves the right to revise charges, as needed, for the effective operation of the university and the general welfare of students.

### Block Tuition Rate

Beginning with Fall, 2009 the Block Tuition Rate **is no longer guaranteed**, unless the optional guaranteed tuition rate is selected. The block rate is subject to change each sub-sequent Fall semester, at the discretion of the Howard Payne University Board of Trustees.

Students who began classes in the Fall, 2004 through the Fall of 2008, and who are currently on the Guaranteed Block Tuition Rate, are grand-fathered in at the rate each one is currently charged as long as the requirements set forth below are met.

### Guaranteed Block Tuition Rate

Under The Guaranteed Block Tuition Rate, a student's full-time block tuition rate will not increase as long as the student continues to meet the following **eligibility** criteria:

1. The student continues to be enrolled as a full-time student for consecutive fall and spring semesters, and
2. The student continues to make satisfactory progress toward his/her degree, and
3. The student's account must be paid according to the Payment of Accounts section of this catalog, and
4. The student must remain in good standing with the university in all other matters.

Should students fail to meet the criteria above, their tuition for the next academic year will be re-determined by the block rate tuition in place at that time. **It is critical** for students to complete and submit all financial aid applications early. This will help ensure the student's account is credited with all financial aid for which the student is eligible, before the payment deadline date. Late filing and processing of financial aid applications will not allow a student to maintain the tuition guarantee.

Part-time students are not eligible for guaranteed tuition and are charged on a per-credit hour basis as listed in the following section.

Beginning in the Fall, 2007, an overload tuition rate will be charged for incoming freshman/ transfer students who take more than 18 hours. **Each hour over 18 will be charged \$625 per hour, along with the regular block rate.**

**Current Block Tuition Rates are as follows:**

Fall 2010 (12-18 hours).....	\$9,425 per semester
Fall 2010 (19 plus hrs) .....	\$.625/per hour plus \$9,425

**Guaranteed Tuition Option - Application required by July 31, 2010:**

Tuition (Guaranteed Option) – Block Rate 12-18 hours .....	10,175 per semester
Tuition (Guaranteed Option) – Overload undergraduate – 19 plus hrs .....	\$.625/per hour plus \$10,175

**Current Guaranteed Block Tuition Rates are as follows:**

For eligible students who began Fall 2008 (12-18 hours) .....	8,175 per semester
For eligible students who began Fall 2008 (19 plus hrs) .....	.625/per hour plus \$8,175
For eligible students who began Fall 2007 (12-18 hours) .....	\$7,500 per semester
For eligible students who began Fall 2007 (19 plus hrs) .....	\$.625/per hour plus \$7,500
For eligible students who began Fall 2006 .....	\$6,720 per semester
For eligible students who began Fall 2005 .....	\$6,000 per semester
For eligible students who began Fall 2004 .....	\$5,500 per semester

**Other Tuition Rates**

Part-time tuition rate for regular semesters (students enrolled in less than 12 credit hours).....	\$575 per credit hour
Overload tuition rate - 19 plus hours beginning Fall 2008 .....	\$.625 per credit hour
Summer sessions I and II 2009, and May term 2010 .....	\$350 per credit hour
Audit classes (no credit).....	\$75 per audit hour
Senior citizens (age 60 and above) .....	\$195 per credit hour
Senior citizens (age 60 and above) .....	\$50 per audit hour
Early admissions tuition for High School Students .....	\$250 per class
Certificate in Ministry courses (all locations).....	\$205 per credit hour
Certificate in Ministry courses (all locations).....	\$75 per audit hour
Extension campuses tuition rate (except Corpus Christi) .....	\$260 per credit hour
Extension campuses on-line tuition (except Corpus Christi) .....	\$260 per credit hour
Extension campuses - audit tuition (except Corpus Christi) .....	\$75 per audit hour

**Graduate Tuition**

Graduate Program .....	\$450 per credit hour
Graduate Program Audit classes (no credit).....	\$75 per audit hour

An undergraduate student, who is within 12 hours of graduation and who is simultaneously enrolled in one HPU graduate class, will be allowed to include the graduate tuition charge in their full-time block undergraduate tuition rate.

## Fees

The following fees and charges apply for 2010-2011.

**Student Services fee** (full-time students) .....\$550

This fee is a general university fee charged to all full-time students each semester. Designed to fund a variety of activities and services to students, the student services fee provides the following: athletic events, student activities, equipment and maintenance for the HPU Wellness Center, parking, internet connectivity in campus housing, technology in student labs, library and building usage, and more.

Parking and transportation fee (per semester) .....\$25

Fees for laboratory or activity courses (per course) ..... \$5 - \$40

Online course fee (per online class) .....\$50

Course change fee - add, drop or withdrawal (per change) .....\$10

**Fees for new students only (non-refundable):**

Application fee ..... No Charge

Tuition deposit - required before scheduling classes .....\$100

New student testing fee .....\$25

**Other fees:**

Registration fee (only if registration is not completed by due date).....\$50

Late registration fee .....\$25

Deferred payment fee ..... \$40-60

Financial Aid cash advance fee - no exceptions .....\$15

Returned check fee .....\$25

C.L.E.P. Test ..... \$65-100

**(\$15 proctoring fee for non-HPU students)**

Official Transcript (each) .....\$5

Placement testing fee .....\$5

Undergraduate Graduation fee (cap and gown, diploma, and other costs) .....\$60

Graduate Program Graduation fee (cap and gown, diploma, and other costs).....\$80

Graduation late order fee .....\$20

Diploma Re-order Fee .....\$35

Duplicate Student ID Fee .....\$10

Yearbook .....\$49

Financial aid cash advances are limited to a maximum amount of \$1,000 and are not available until approximately two (2) weeks after classes have begun each semester. There is a \$15 charge per advance (no exceptions), which will be added to the student's account.

The university may cash checks, not to exceed \$50, at the Cashier's window. The university does not cash two-party checks. A charge of \$25 will be made for presenting an insufficient funds check that is not honored by the bank. The university reserves the right to refuse a check from a student whose check or checks have been returned by their bank.

## Housing Rates

A housing deposit of \$100 is required, but is refundable to the student's account upon request within one year after vacating campus housing. If the student account balance is zero, a check will be issued to the student.

Residence hall rates (per semester)

Taylor Hall (men's facility) - first floor suites .....	\$1,300
Taylor Hall (men's facility) - second floor .....	\$1,200
Jennings Hall (men's facility) - first floor suites.....	\$1,300
Jennings Hall (men's facility) - second, third, and fourth floors .....	\$1,200
Veda Hodge Hall (women's facility) - first floor suites .....	\$1,300
Veda Hodge Hall (women's facility)- second, third, and fourth floors.....	\$1,200
Private room charge .....	\$400

Residence hall rates (per term / session)

May term .....	\$210
Summer sessions I or II.....	\$250

Other housing options for juniors and seniors:

The university offers apartment-style housing options for juniors and seniors on a limited basis. The purchase of a meal plan is optional for residents of apartments and duplexes. Water and internet connection is provided free-of-charge. Newbury Place Apartments include private washers and dryers at no additional charge. Residents are responsible for their own electricity service.

Rates listed are per person, per regular semester.

Newbury Place apartment (electricity not provided).....	\$1,500
Center Avenue duplexes (electricity not provided).....	\$1,200

May and Summer Housing Rates

Newbury Place May term rate (plus electricity below).....	\$165
Electricity for 1-2 occupants (per occupant).....	\$68
Electricity for 3-4 occupants (per occupant).....	\$48
Newbury Place Summer rate per session (plus electricity below).....	\$250
Electricity for 1-2 occupants (per occupant).....	\$110
Electricity for 3-4 occupants (per occupant).....	\$77

The student assumes responsibility to arrange and pay for electricity services directly with a local electricity provider, and to initiate a disconnection of service with the provider when vacating their apartment unit. Failure to do so may result in an interruption of service or additional charges to the student by the provider. Names of local electricity providers may be obtained from the Student Life Office.

### Meal Plans Rates

Students living in the residence halls must purchase one of the following three weekly meal plans. Meals are served all-you-can-eat style. Amounts shown below are per semester and include sales tax.

#1 Unlimited meals per week: includes \$100 in Jacket Bucks/\$125 in Stinger Bucks .....	\$1,737.93
#2 15 meals per week, includes \$150 in Jacket Bucks/\$125 in Stinger Bucks .....	\$1,672.98
#3 12 meals per week, includes \$200 in Jacket Bucks/\$125 in Stinger Bucks .....	\$1,645.91

Jacket Bucks may be used to purchase additional meals in the dining hall or food and beverages in Fambrough's, a sports restaurant located upstairs in the Mabee University Center.

Stinger Bucks may be used to purchase additional meals in the dining hall, food and beverages in Fambrough's, or meals at approved off-campus vendors. Additional Stinger Bucks may be purchased at any time and added to a meal plan for the student's convenience. A minimum of \$50 must be purchased.



Students living in university apartments, duplexes or off campus are not required to, but may, purchase any meal plan, including the following reduced plans. Amounts are per semester and include applicable sales tax.

#4 5 meals per week plan, includes \$250 in Stinger Bucks .....	\$802.08
#5 55 meals per semester plan, includes \$150 in Stinger Bucks .....	\$528.88
#6 33 meals per semester plan, includes \$150 in Stinger Bucks .....	\$377.33

Unused Jacket Bucks roll over from the fall semester to the spring semester, however, all must be used by the end of the spring semester to avoid forfeiture of any remaining Jacket Bucks.

Unused Stinger Bucks will roll over continuously from semester to semester until the student is no longer enrolled at the University, at which time any unused Stinger Bucks will be forfeited.

### Applied Music and Special Courses

Private music instruction .....	\$100 per hour, plus tuition
Accompanying fee (except for piano, organ, and percussion concentrations) .....	\$100 per semester
Recital fee (voice or orchestral instrument) .....	\$150
Recital fee (piano, organ, or percussion) .....	\$50

### Payment of Accounts

All accounts are due and payable at the time of registration. Registration is not finalized until satisfactory arrangements are made for payment of the student's account. This includes May term, as well as Summer I and II sessions. A full-time student who does not adhere to the university's Payment of Accounts policy will lose his/her eligibility to receive the guaranteed block tuition rate.

Students eligible to receive Veterans Education benefits, whose benefit payments are not sent directly from the Veterans Administration to Howard Payne University, are expected to pay any balance owed after grants, scholarships, and loans. If the student does not pay the balance in full at the time of registration, the deferred payment plan through TMS is required to be set up and followed. When the student begins receiving the Veterans Education benefits, they can then reimburse them self for any payments made from their personal funds.

Howard Payne University accepts cash, checks, American Express, Visa, MasterCard, and Discover cards for any payment due to the university. A 3% convenience fee will be added to all credit card payments of \$100 and above. An ATM (automatic teller machine) is located in the Mabee University Center for the student's convenience.

If a balance is owed after grants, scholarships and loans, and the student elects to pay the balance of their account in full, Howard Payne University, through Tuition Management Systems Inc, (TMS), offers a payment gateway to give students the ability to pay their account in full on-line 24 hours a day, seven days a week. Go to [www.afford.com/hputx](http://www.afford.com/hputx) and Pay in Full.

#### **Deferred Payment Plan:**

If a balance is owed after grants, scholarships and loans, and the student elects to set up a payment plan, rather than paying in full at the time of registration, Howard Payne University has partnered with Tuition Management Systems, Inc. (TMS) to offer a deferred payment plan with smaller, interest free payments, instead of one large payment. This plan offers easy choices that reduce the need to borrow, is tailored to the needs of the student, and there is guaranteed acceptance. Early enrollment in this plan

affords the user the opportunity to spread education expenses over five monthly payments. There is a \$40 per semester enrollment fee for the plan that is paid directly to TMS upon enrollment. Further information may be obtained by visiting the TMS website at [www.afford.com](http://www.afford.com), by calling 1-800-356-8329 to reach a TMS representative, or by calling HPU's student account coordinator at 325-649-8053.

The deferred payment plan with TMS is **mandatory** if the balance owed, after scholarships, grants, and loans, is not paid in full at the time of registration. Failure to comply with the agreed upon terms of the payment plan will result in students becoming ineligible to remain on the meal plan, or in university housing. In addition, a student will lose his/her eligibility to receive the block guaranteed tuition rate.

**Student's Responsibility to Secure Student Financial Aid and Pay Balances:**

University personnel will assist students in their application for student financial aid, but much of the information must be furnished by the students and/or their parents. Some of the entities or individuals who grant student aid send verification directly to the students' homes. The university cannot obtain the aid for students without their cooperation; therefore, students' account balances remain their responsibility until paid in full.

**FINANCIAL AID APPLICATIONS MUST BE COMPLETED AND SUBMITTED TO THE OFFICE OF FINANCIAL AID FOUR TO SIX WEEKS BEFORE REGISTRATION.**

Students who are recipients of scholarships from religious or fraternal organizations, foundations, corporations, and individuals should arrange with their donors to have a check for their account in hand at the time of registration, or furnish written verification of awards to the Office of Financial Aid.

**Payment in full of all accounts must be made to the Cashier before a student may schedule classes for an ensuing semester, or obtain a transcript of credits.**

**Under no circumstances will an official transcript of credits be issued by Howard Payne University to any student until all financial obligations are paid in full or loan notes are current.**

## Refunds

**Complete Withdrawal from Classes:**

Refunds of tuition will be considered in cases where students officially withdraw from the university prior to the end of the fourth week of the regular semester. Withdrawals must be made through the Office of the Registrar. Under no circumstances will notification of professors constitute official withdrawal from the university. The amounts to be refunded will be computed on a decreasing scale as follows:

<i>Prior to the end of the:</i>	<i>Fall / Spring</i>
First full week classes are offered .....	90%
Second full week classes are offered .....	80%
Third full week classes are offered .....	70%
Fourth full week classes are offered .....	25%
After the end of the fourth full week of classes .....	No refund

<i>Prior to the end of the:</i>	<i>May Term and Summer I &amp; II</i>
First full day of classes offered .....	100%
Second and third full day of classes offered .....	80%
Fourth & fifth full day of classes offered .....	50%
After fifth day .....	No refund

**Dropping a Class or Classes:**

Students enrolling initially for less than 12 credit hours who later drop a class will have their tuition refunded within the parameters listed above. The date of the official drop slip will govern the amount of refund. An immediate refund will not be made, but upon request, a check covering the refund will be mailed to the address left by the student withdrawing from the university within forty-five (45) days of withdrawing.

Students enrolling for 12 or more credit hours, who later drop a class or classes, will have their tuition refunded within the parameters listed above.

No **refund of housing charges** are made if a student vacates his/her room before the end of the contract period. Prepaid board is credited to the student's account less a charge for excessive Jacket Buck usage, if any, effective with the date student turns in his/her meal card (I.D.) to the Cashier, less a service deduction of \$50.

If a student is suspended from Howard Payne University and/or dismissed from university housing for disciplinary reasons, there will be no refund of the housing deposit or charges. The normal refund policy for tuition, fees and board will apply.

**The following refund policies and definitions are required by federal regulations:**

**Institutional Charges:** For the purpose of calculating the refund, institutional charges are defined as a charge for educational purposes by the school for which the school requires direct payment. These charges may include (but are not limited to) tuition, fees, dorm, and prepaid board.

**Title IV Aid:** includes (but is not limited to) Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Supplemental Opportunity Grant (FSEOG), Federal Perkins Loan, Federal Work-Study, Federal Direct Student Loans, and Federal Direct Parent Loans.

**Please Note:** More detailed information concerning refunds and withdrawals in regard to financial aid recipients is available in the Office of Financial Aid.

**Pages 41 - 68 - Financial Information****Financial Aid Programs**

The Office of Financial Aid at Howard Payne University operates as a service to our students. The primary purpose of this office is to administer and coordinate all financial aid funds including (but not limited to) federal, state, institutional funds and "outside" resources. The Office of Financial Aid provides assistance in a nondiscriminatory manner to those students who meet established eligibility requirements.

The following definition of "academic year" will apply to all eligible programs, including graduate programs, and will be used when administering all Title IV financial aid programs. An academic year consists of two long semesters (Fall and Spring) with a full-time under-graduate student required to enroll in and complete a minimum of 12 credit hours per semester for a total of no less than 24 credit hours over 30 weeks (15 weeks per long semester).

The academic year begins on June 1 and ends on May 31. HPU offers two summer terms: Summer I and Summer II. The Summer I and Summer II sessions are combined into a single term for the purposes

of financial aid. Enrollment status is based on the student's combined enrollment for all summer sessions. An undergraduate student must be enrolled for a minimum of 12 hours during the combined summer sessions to be considered a full-time student. When combined, the summer sessions enrollment period becomes a "cross-over period" between award years. It is Howard Payne University's policy to always designate the summer sessions as part of the up-coming award year.

Enrollment requirements for graduate students are provided in the Master of Arts section of this catalog.

A student who wants to apply for federal and/or state financial aid must complete the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA). Students may apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The HPU Institutional Financial Aid Application will also need to be completed. Documentation may be required as the evaluation of an application progresses. No award will be finalized until all required documentation is on file in the Office of Financial Aid.

In order to apply for federal financial aid, the applicant must be pursuing a degree that can be obtained from Howard Payne University.

Processing of a financial aid application requires approximately four weeks. Students will be given notification of the status of their eligibility by a letter from the Office of Financial Aid. Where funding permits, each student will receive an amount equal to, but not greater than, the financial need. Financial need is defined as the cost of education less what the family, including the student, can reasonably be expected to contribute. Financial assistance from the university is viewed only as supplementary to the efforts of the family.

Financial assistance may consist of scholarships, grants, loans, and student employment. Assistance may be offered singly or in a combination which will best suit the needs of the student according to the availability of funds. Institutional scholarships must be applied to the student's account. They will not be paid in cash.

When a financial aid package has been prepared by the Office of Financial Aid, adjustments may be required when a student receives additional resources. It is the student's responsibility to inform the Office of Financial Aid upon receipt of scholarships or other funds not administered by the university. The university is to be notified in writing about any change in the financial status of the applicant, so that aid applications can be re-evaluated.

Each student is encouraged to apply early for financial aid. Preferred filing dates are: March 15 for the fall semester; November 1 for the spring semester and April 15 for the summer terms. Any misinformation or omission of information relative to facts such as academic probation or suspension, disciplinary probation or suspension, or other factors which would cause a student to be ineligible for enrollment, would automatically cancel any consideration or award of financial assistance. Students must re-apply for financial aid each academic year.

If a student who is receiving financial aid withdraws from the university, the amount of student aid to be refunded will be determined according to the formula provided by the department of education. A copy of this formula is available from the Office of Financial Aid upon request.

### **SATISFACTORY ACADEMIC PROGRESS POLICY**

**It is the responsibility of the student to read this policy and be familiar with the requirements to maintain Satisfactory Academic Progress.**

Academic progress will be checked at the end of each semester. A student who does not meet the requirements will be placed on probation for one semester. A student who fails to meet the criteria to be removed from financial aid probation will be ineligible for financial aid consideration until such time as he/she earns sufficient hours and achieves the required minimum cumulative grade point average to meet the criteria for satisfactory progress. Students placed on financial aid probation or suspension will be notified by mail (at the student's permanent address on file) after grades are released at the end of the fall and spring semesters.

**FAILURE TO RECEIVE NOTICE OF PROBATION OR SUSPENSION DOES NOT EXEMPT THE STUDENT FROM THE CONSEQUENCES OF THIS POLICY.**

If a student is placed on academic probation, he/she will also be placed on financial aid probation. If a student is placed on academic suspension, he/she is NOT eligible to receive (or be awarded) student financial aid.

Only students who are enrolled in credit courses and seeking a degree or educational certificate that can be obtained from Howard Payne University will be eligible to participate in the student financial aid programs. Regulations for federal and state aid programs require that students make satisfactory academic progress to receive financial aid funding. Students are evaluated on the basis of grade point average, credit hour completion, and maximum time frame limitation.

Academic hours earned through Dual-Credit, Advanced Placement, ACT/SAT score credit, and CLEP credit are considered in the computation of cumulative hours earned for determination of Satisfactory Academic Progress.

Federal and state financial aid programs covered by this Satisfactory Academic Policy are Federal Pell Grant, Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Supplemental Educational Opportunity Grant (FSEOG), Tuition Equalization Grant (TEG), Leveraging Education Assistance Partnership (LEAP), Federal Direct Student Loans, Federal Direct Parent Loans, Federal Perkins Loans, and Federal Work-Study. (See specific program descriptions for additional requirements.)

A regular full-time student will be expected to complete the requirements for an under-graduate degree within five (5) academic years. An academic year equals two semesters. The academic year begins on June 1 and ends on May 31. If a financial aid applicant has not completed his/her degree program within the specified time frame, or has not made satisfactory progress due to a history of course incompletes, course withdrawals, or course repetitions, then he/she will be denied financial aid.

The student must complete the following number of cumulative hours for each academic year attended and maintain the minimum cumulative grade point average as outlined in the academic requirements. The semesters completed refer to fall and spring semesters. If the student attends summer school at HPU to meet satisfactory progress requirements, the student cannot receive federal or state aid.

ACADEMIC YEARS COMPLETED	1	2	3	4	5					
SEMESTERS COMPLETED	1	2	3	4	5	6	7	8	9	10
SEMESTER HOURS REQUIRED TO BE COMPLETED	9	24	36	48	60	72	84	99	113	Complete

Only those courses for which credit is awarded are counted as completed courses. Courses with a final grade of "F", "W", "WP", "WF", "I" or "NG" will not be used in computing earned hours.

A student who has not officially withdrawn from the university and fails to earn any credit (except skill courses i.e. physical activity, piano) in a semester will be suspended from the federal and state financial aid programs until the required number of hours has been completed and the cumulative grade point average has been achieved based on the number of hours attempted.

A student who has officially withdrawn from the university and whose final grades are a combination of "WF" and "WP" will not be suspended from financial aid; however, the semester will be included in determining the number of completed hours for satisfactory academic progress.

A student who has officially withdrawn from the university and whose final grades are all "WF" (except skill courses i.e. physical activity, piano) will be suspended from the federal and state financial aid programs until the required number of hours has been completed and the cumulative grade point average has been achieved based on the number of hours attempted.

Grades of "W", "WP", "WF", "I", or "NG" do not count as completed courses for Satisfactory Academic Progress assessment.

If an undergraduate student is enrolled on a half-time basis (6,7, or 8 hours per semester) or three-quarter (9,10,11 hours per semester) basis, then the maximum time frame for degree completion as enumerated above will be re-evaluated on a proportional basis equivalent to the student's enrollment status.

A student, who has completed credits at HPU and is applying for financial aid for the first time, or after a period of not receiving financial aid, must have maintained satisfactory progress during the time that he/she was enrolled at HPU and not receiving financial aid.

#### MAXIMUM TIME FRAME

A student may receive financial aid for an approved degree program for no longer than 150% of the credit hours required for the program.

#### GRADE POINT AVERAGE (GPA) REQUIREMENTS

30 or less semester hours attempted:	cumulative GPA of 1.60 or above
31 to 60 semester hours attempted:	cumulative GPA of 1.80 or above
Over 60 semester hours attempted:	cumulative GPA of 2.00 or above

## TRANSFER STUDENTS

Because of the diversity of post-secondary programs and individual circumstances, a transfer student is initially assumed to be making satisfactory progress upon his/her enrollment at Howard Payne University. The number of hours accepted from the student's previous institution(s) will be used in placing a transfer student within the maximum time frame for degree completion, according to the following schedule.

0-11 semester hours accepted:	equivalent to an incoming freshman
12-23 semester hours accepted:	equivalent to one semester completed
24-35 semester hours accepted:	equivalent to two semesters completed
36-47 semester hours accepted:	equivalent to three semesters completed
48-64 semester hours accepted:	equivalent to four semesters completed
65-76 semester hours accepted:	equivalent to five semesters completed
Over 76 hours will be reviewed on an individual basis	

Credit hours transferred to HPU for the purpose of updating a student's unsatisfactory academic progress, will not be counted in the "number of transfer hours accepted" in determining a student's total number of full-time semesters. However, credit hours transferred in excess of the number of hours needed to update the student's unsatisfactory academic progress will be included in determining that student's total number of full-time semesters.

Credit hours transferred by former HPU students will be counted in the "number of transfer hours accepted" in determining a student's total number of full-time semesters if the former student was making satisfactory academic progress at the time of their last enrollment at HPU.

### **COURSES NOT CONSIDERED FOR FINANCIAL AID FUNDING INCLUDE:**

1. Courses taken for audit.
2. Credit hours earned by examination or articulation.
3. Courses not needed for the student's degree.
4. Previously passed courses for which the student has already received credit. (The only exceptions will be for classes that require enrollment in multiple semesters (e.g. Private Voice, Concert Choir, Moot Court.)

### **COURSE INCOMPLETE**

When determining the number of credits received for a semester, the "Incomplete" will not be considered until a grade is assigned. If a student receives an "I" in every course attempted in one semester, the student will not be eligible for financial aid consideration for subsequent semesters until a grade is assigned for each "Incomplete".

### **REPEATING A COURSE AND COURSES NOT REQUIRED FOR DEGREE**

Courses not required for the student's degree are not eligible for financial aid funding and will not be counted in the enrollment status. Previously passed classes are not eligible for financial aid funding and will not be counted in enrollment status. (The only exceptions will be for classes which require enrollment in multiple semesters (e.g. Private Voice, Concert Choir, Moot Court.)

A student may include a course not required for the degree or a previously passed course in the student's schedule under the flat tuition rate for full-time students, if the student has a minimum of twelve (12) credit hours exclusive of the ineligible course.

When determining the number of credits completed, a course that is being repeated will only be counted once. For example, if a student receives a grade of "D" in a three-hour course, repeats the course, and achieves a grade of "C", a total of three hours will be used when determining the student's progress toward degree completion. If it is determined that the student is repeating a previously passed course for the purpose of obtaining additional financial aid, the student will be administratively withdrawn from the repeated course(s) and financial aid will be adjusted accordingly.

### APPEAL PROCESS

A student may request that his/her academic records and any extenuating circumstances be reviewed if he/she is denied financial aid based on lack of satisfactory progress. Extenuating circumstances may include, but are not limited to:

- Personal injury or illness of the student
- Death of a relative of the student
- Family difficulties, such as divorce or illness
- Interpersonal problems with friends, roommates, significant others
- Time management difficulties

The student must submit a SUSPENSION APPEAL form. This form is available in the Office of Financial Aid. Appeals will be reviewed on an individual basis. The student will be notified in writing of the decision concerning the appeal.

**Questions concerning the Satisfactory Progress Policy may be directed to the Office of Financial Aid.**

### ENROLLMENT STATUS

Some financial aid programs have specific enrollment requirements. The following chart shows how enrollment status is defined:

- 01-05 credit hours = less than half-time enrollment
- 06-08 credit hours = half-time enrollment
- 09-11 credit hours = three-quarter time enrollment
- 12 + credit hours = full time enrollment

HPU locks "enrollment status" on the census date which is usually the eighth class day of the fall and spring semesters. The number of hours for which the student is enrolled as of this date will determine the enrollment status for that semester/session and financial aid will be disbursed accordingly. If the change in enrollment status causes the student's charges to become unpaid due to an adjustment in financial aid, it is the student's responsibility to make arrangements to pay the remaining charges.

**If the student receives financial aid for a certain enrollment status and then subsequently drops to a lower enrollment status (for example, from full-time to three-quarter time), the satisfactory progress will be based on the original enrollment status and requirements. For any student who has loans and drops below half-time enrollment, the student's lender will be notified and the grace period for the loan will begin.**



## **CHANGE IN ENROLLED HOURS**

Students who consider dropping hours should contact the Office of Financial Aid prior to dropping the hours to determine the effect on scholarship and financial aid eligibility. A reduction in hours may result in an adjustment to the award package and may also affect satisfactory progress. It is the responsibility of the student to notify the Office of Financial Aid of any reduction in hours.

## **Student Employment**

Howard Payne offers two types of student employment for students desiring to work while attending school—Institutional Employment and College Work-study. Employment is offered on a part-time basis, and students can earn a portion of their educational costs by working. One of the objectives of the employment program is to provide job opportunities which will help students develop useful skills and responsibility and, at the same time, perform worthwhile services.

The *Institutional Employment Program* is an institutionally-funded work program. Students submit a timesheet showing hours worked and are paid minimum wage. Students will receive a paycheck for hours worked. This is not a need-based form of employment. Earnings from this program must be included when completing the FAFSA.

The *Federal Work-Study Program* is a cash program whereby students receive a check for the number of hours worked. Jobs are offered on campus to those students who qualify for the program. The program is funded in part by the federal government and by Howard Payne University. Students are paid minimum wage. This is a need-based program.

The Federal Work-Study Program also offers off-campus employment opportunities to qualified students. Off-campus employment must be “community-service” related. These services include such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement. Also included are support to students with disabilities and activities in which a student serves as a mentor for such purposes as tutoring, supporting educational and recreational activities, and counseling.

Current off-campus locations include the Latch Key Program, Small World Child Development Center, the Heart of Texas Literacy, Family Service Center, Boys and Girls Club, and Extended Day Reading Program. Other locations may be added.

Students in off-campus locations are paid in the same manner as the students employed on campus.

## **Federal and State Grants**

*Federal Pell Grant:* Public Law 92-318 and the Educational Amendments of 1972 established a program of “entitlement” grants which may provide up to \$5,550 to all students less the family contribution as determined by a Federally-approved need analysis system, or one half the college cost, whichever is less.

*Federal Supplemental Educational Opportunity Grants (SEOG):* This program, formerly known as Educational Opportunity Grants, is re-authorized by the enactment of Public Law 92-318 and the Educational Amendments of 1972. Priority is given to Pell Grant recipients. Eligible students may receive up to \$2,000 per academic year, depending upon the availability of funds. Grants are made for one year only, and students must reapply in order that the institution can determine whether or not a subsequent grant can be made.

*Academic Competitiveness Grant (ACG):* Available to students who meet the following criteria:

1st academic year:

1) full-time undergraduate student enrolled in an eligible program, 2) Pell Grant recipient, 3) U. S. citizen, 4) completed a rigorous secondary school program of study, 5) graduated from High School after January 1, 2006 and 6) not have previously enrolled as a regular student in an undergraduate education program. The grant is up to \$750.00 for first academic year undergraduate students.

2nd academic year:

1) full-time undergraduate student enrolled in an eligible program, 2) Pell Grant recipient, 3) U. S. citizen, 4) completed a rigorous secondary school program of study, 5) graduated from High School after January 1, 2005 and 6) have a minimum cumulative grade point average of 3.00 for the first academic year for their eligible program. The grant is up to \$1,300 for second academic year undergraduate students.

*National Science and Mathematics Access to Retain Talent Grant (National SMART Grant):* This is a grant program for full-time undergraduate students who are enrolled in the third or fourth academic year of an eligible program, who receive Federal Pell Grants and are U.S. citizens. The award is up to \$4,000 for each of the third and fourth academic years. Students must:

- Be pursuing an eligible major in physical, life, or computer sciences, engineering, technology, mathematics or a critical-need foreign language, and
- Have at least a 3.00 cumulative grade point average

*Tuition Equalization Grants (TEG):* Tuition Equalization Grants were authorized by Texas Senate Bill No. 56, Sixty-second Legislature, Regular Session, 1971, to provide grants to Texas residents enrolled in approved private Texas colleges and universities. These grants help to equalize the tuition cost between private and public schools and the intent that students will be encouraged to enroll in private colleges to maximize the utilization of existing college and university facilities. Grants are based on financial need. Students who were awarded TEG after September 1, 2005 must maintain a minimum cumulative grade point average of 2.50 and complete a minimum of 24 hours in an academic year.

## Federal and State Loan Programs

*Federal Perkins Loan Program:* This program, formerly known as the National Direct Student Loan Program, was authorized by the enactment of Public Law 92-318 under the Educational Amendments of 1972. This is a need-based program.

Annual loan limits for the student are as follows: \$5,500 for a student who has not yet completed a program of undergraduate education and \$8,000 for a graduate or professional student. Maximum aggregate loan amounts for an eligible student are as follows: \$27,500 for a student who has not yet completed a program of undergraduate study and \$60,000 for a graduate or professional student.

These loans are made through the university and repayment is required. Borrowers begin repayment of their loans following graduation, termination or after ceasing to be at least a half-time student. Information concerning cancellation and/or deferment benefits, minimum monthly payments and the current interest rate may be obtained by contacting the Office of Financial Aid.

*Federal Direct Loans:* Due to recent legislation, the William D. Ford Direct Loan Program was mandated. This program allows students and parents to borrow funds directly from the Federal Government. All students will use the Direct Loan Program for the 2010-2011 academic year. This loan is provided by the U.S. Department of Education. This loan requires half-time (minimum of 6 credit hours per semester) enrollment.

First Time Borrower at HPU:

Entering freshman and transfer students will be required to complete Entrance Counseling and the Master Promissory Note (MPN). This is an on-line process. Complete information regarding this process will be included with the Award Notification.

Previous Borrower:

FEDERAL DIRECT LOAN CONFIRMATION PROCESS: The Master Promissory Note (MPN) is a very important contract between the borrower and the lender. The MPN allows borrowers to receive multiple subsidized and/or unsubsidized Federal Direct Loans over a ten year period. This feature is called a Serial Loan. Each year that a student receives a Serial Loan under the MPN, the student is required to confirm that he or she wishes to receive subsequent loans under the MPN. A student will be defined as a "previous borrower" if all of the following conditions are met:

- **Previously borrowed from the Federal Direct Loan while a student at HPU**
- **Has a valid promissory note on file with the Department of Education as the lender**

To confirm that the student wants to continue to receive loans under the MPN using the Serial Loan feature, the student must accept the loan(s) on the Award Notification, sign the Award Notification, and complete a Serial Loan Form for the academic year in which the student is requesting the loan.

Under certain circumstances, a student can receive periods of deferment or forbearance that allow for postponement of loan repayment. A deferment is a period of time during which no payments are required and interest does not accrue. To qualify for a deferment, the student must meet specific eligibility requirements. The most common loan deferment conditions are enrollment in school at least half-time, inability to find full-time employment (for up to three years) and economic hardship (for up to three years). In some circumstances, there are deferment provisions for active duty military. The lender can provide information on deferments, including deferment for the following services:

- I. Service under the Peace Corps Act (22 U.S.C. 2501)
- II. Service under the Domestic Volunteer Service Act of 1973 (42 U. S.C. 4951); or
- III. Comparable service as a volunteer for a tax-exempt organization of demonstrated effectiveness in the field of community service.

A forbearance occurs when the lender or loan-servicer agrees to either temporarily reduce or postpone the student loan payments. Interest continues to accrue during a forbearance.

A student cannot get a deferment or forbearance for a loan that is already in default.

Additional information concerning loan amounts, interest rates and deferment provisions can be obtained by contacting the Office of Financial Aid.

There are other types of loans available. Additional information and applications can be obtained by contacting the Office of Financial Aid.

## Institutional Loan Funds

Various loan funds are available to assist worthy and needy students with their school-related expenses.

*Eloise Anderson Loan Fund*  
*Sally Joy Boyce Loan Fund*  
*Calvary Baptist Church of Waco Loan Fund*  
*East Fourth Street Baptist Church Loan Fund*  
*R. L. Estell Loan Fund*  
*Howard Payne University General Student Loan Fund*  
*Donald H. Howe Memorial Loan Fund*  
*Braswell and Billie Locker Loan Fund*  
*H. L. Locker Memorial Loan Fund*  
*Dr. and Mrs. James W. McCarver Loan Fund*  
*Thomas W. and Eunice C. McKneely Student Loan Fund*  
*W. E. Miller Loan Fund*  
*General Carl L. Phinney Student Loan Fund*  
*Harry Pierce Loan Fund*  
*Floyd Prather Loan Fund*  
*Marjorie and Kenneth Precure Loan Fund*  
*Presidential Loan Fund*  
*Sid and Patricia Sers Loan Fund*  
*Annie Shelton Loan Fund*  
*W. S. Wagley Loan Fund*  
*Rev. and Mrs. T. Bentley Warrington Loan Fund*  
*Luther Watson Memorial Loan Fund*

## Academic Scholarships

Only one academic scholarship (Freshmen or Transfer) will be awarded to any one student. Students may not receive a combination of academic scholarships based on varying criteria. No changes in the initial scholarship level will be permitted after the first day of the student's beginning semester. Academic Scholarships are for tuition only, and when combined with other "tuition specific" scholarships, cannot exceed the amount of tuition charged for the semester in which the scholarships are received. Students must be enrolled full-time on the Brownwood campus to be considered for an Academic Scholarship. Scholarships are not available during summer sessions or mini-terms.

When determining cumulative grade point averages, only those grades earned in residence at Howard Payne University and those grades transferred in from other accredited institutions of higher learning will count toward eligibility for these scholarships. Other grades appearing on the transcript for credit earned in the ACT/SAT or CLEP program, as well as grades earned in a similar manner, will not be included in the computation of the grade point average for the purpose of these scholarships.

STUDENTS ENROLLED PRIOR TO FALL 2007: For information on Academic Scholarships, please refer to the applicable catalog based upon your entry date to Howard Payne University.

NEW STUDENTS - FALL 2007

ACADEMIC SCHOLARSHIPS -

FRESHMEN ACADEMIC SCHOLARSHIPS

<u>Scholarship</u>	<u>Total Amount</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
<i>Presidential Scholar</i>	\$30,000 over four years	\$7,500 per year	Top 10% at an accredited high school and an ACT of 27 or an SAT of 1230 (Mathematics & Critical Reading Score Combined) 2.5 Cumulative GPA required for renewal
<i>Honors Scholar</i>	\$20,000 over four years	\$5,000 per year	Top 25% at an accredited high school and an ACT of 24 or an SAT of 1120 (Mathematics & Critical Reading Score Combined) 2.5 Cumulative GPA required for renewal * Note: Students who are unconditionally admitted to the University and are in the top 10% or rank #1 or #2 in their class from an accredited high school will automatically qualify for this scholarship regardless of test score.
<i>Academic Incentive Grant</i>	\$16,000 over four years	\$4,000 per year	Top 50% at an accredited high school and an ACT of 21 or an SAT of 1000 (Mathematics & Critical Reading Score Combined) 2.5 Cumulative GPA required for renewal *Note: Students who score an ACT of 27 and higher or an SAT of 1230 or higher (combined Mathematics & Critical Reading Score) will automatically qualify for the Academic Incentive Grant regardless of class rank.

Scholarship Notations: Academic Scholarships are for tuition only. Students must be fulltime on the Brownwood campus to receive one of the above Academic Scholarships. Only one Academic Scholarship will be awarded to any one student. If a student should increase test scores or meet one of the higher eligibility criteria within a higher scholarship range prior to the first day of classes, then the lower scholarship will become void and the higher scholarship will be awarded. (This could necessitate an adjustment in other financial aid awards.) No change in scholarship level will be permitted after the first day of the student's beginning semester. Residual test scores will not be considered in determining

scholarship eligibility. Student scores from the "New SAT" will be evaluated for admission and scholarship offerings on both the Mathematics and the Critical reading sections of the exam without including the Writing or Essay portion of the test. Students applying for freshmen level scholarships must meet the criteria above in the academic year following high school graduation as stated in the HPU Catalog. Students who enroll at HPU during the first long semester following high school graduation will be classified as a freshman for scholarship purposes. College hours obtained through dual-enrollment classes will not be considered when determining scholarship eligibility.

#### **TRANSFER ACADEMIC SCHOLARSHIPS**

<b><u>Scholarship</u></b>	<b><u>Amount</u></b>	<b><u>Eligibility Criteria/Renewal</u></b>
<i>Transfer Scholar</i>	\$5,000 per year	3.5 Cumulative GPA in at least 12 transferable credit hours 2.5 Cumulative GPA required for renewal
<i>Transfer Scholar II</i>	\$4,000 per year	3.25 Cumulative GPA in at least 12 transferable credit hours 2.5 Cumulative GPA required for renewal
<i>Transfer Scholar III</i>	\$3,000 per year	3.00 Cumulative GPA in at least 12 transferable credit hours 2.5 Cumulative GPA required for renewal

Academic Scholarships are for tuition only. Students must be full-time on the Brownwood campus to receive one of the above Transfer Academic Scholarships. Only one Transfer Academic Scholarship will be awarded to any one student. The student must have a minimum of twelve (12) transferable credit hours in order to be considered for the Transfer Academic Scholarship. (This scholarship is not available to a student in the first academic year immediately following high school graduation.) Only one academic scholarship will be awarded to any one student. The level of scholarship is based on the student's cumulative grade point average (CGPA) and the number of transferable credit hours. Official college transcripts are required to substantiate the cumulative grade point average and the number of transferable credit hours. If the scholarship is awarded, a letter will be sent outlining specific requirements. If a student should provide evidence of a higher CGPA prior to the first day of classes of the beginning semester, then the lower scholarship will become void and the higher scholarship will be awarded. (This could necessitate an adjustment in other financial aid awards.) No change in scholarship levels will be permitted after the first day of the student's beginning semester.

The student's cumulative grade point average (CGPA) will be checked at the end of the spring semester each academic year. If the student's cumulative grade point average (CGPA) does not meet the scholarship requirements, the student may attend summer school to raise the CGPA to meet the requirements. It is the student's responsibility to provide verifiable documentation (based on an official transcript) that the required cumulative grade point average has been achieved. The student must provide this documentation prior to the beginning of the subsequent semester following loss of the scholarship. (Re-instatement of the scholarship could necessitate an adjustment in other financial aid awards.) The Transfer Academic Scholarship is available for a maximum of six (6) consecutive semesters or as determined to complete degree requirements.

NEW STUDENTS - FALL 2008MERIT-BASED SCHOLARSHIPS

To be eligible for these Merit-Based Scholarships, students must enter Howard Payne University in Fall 2008 or Spring 2009. Academic Scholarships for current students are described in the HPU Catalog.

MERIT-BASED SCHOLARSHIPS\* - These scholarships apply to students entering HPU during the 2008-2009 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

<u>Scholarship</u>	<u>Total Amount</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
<b>Presidential Incentive Grant</b>	\$16,000 over four years	\$4,000 per academic year	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admissions to HPU. <b>2.00 cumulative GPA required for renewal</b>
<b>Yellow Jacket Scholar</b>	\$20,000 over four years	\$5,000 per academic year	(Top 40% at an accredited high school <b>OR</b> 3.00 GPA) <b>and</b> (ACT composite score of <b>21</b> or SAT of <b>1000</b> [Verbal/Critical Reading & Math scores Combined]) <b>OR</b> Top 10% <b>OR</b> an approved home school student <b>2.00 cumulative GPA required for renewal</b>
<b>University Scholar</b>	\$30,000 over four years	\$7,500 per academic year	(Top 25% at an accredited high school <b>OR</b> 3.00 GPA) <b>and</b> (ACT composite score of <b>24</b> or an SAT I of <b>1100</b> [Verbal/Critical Reading & Math Scores Combined]) -- AWARDS ARE LIMITED AND ARE AWARDED ON A FIRST COME, FIRST SERVED BASIS. STUDENTS SHOULD APPLY FOR ADMISSION EARLY FOR THE BEST CONSIDERATION. <b>2.00 cumulative GPA required for renewal</b>

**AN INTERVIEW WITH A MEMBER OF HPU'S ADMISSION STAFF BY APRIL 1ST IS REQUIRED FOR THE DEAN'S SCHOLAR AND THE PRESIDENTIAL SCHOLAR AWARDS. STUDENTS SHOULD APPLY FOR ADMISSION EARLY FOR THE BEST CONSIDERATION.**

<u>Scholarship</u>	<u>Total Amount</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
<b>Dean's Scholar</b>	\$40,000 over four years	\$10,000 per academic year	(Top 20% at an accredited high school <b>OR</b> 3.50 GPA) <b>and</b> (ACT composite score of <b>25</b> or SAT I of <b>1150</b> [Verbal/Critical Reading & Math scores Combined]) <b>3.00 cumulative GPA required for renewal</b>

<b>Presidential Scholar</b>	\$50,000 over four years	\$12,500 per academic year	(Top 10% at an accredited high school <b>OR</b> 3.70 GPA) <b>and</b> (ACT composite score of <b>26</b> or SAT of <b>1200</b> [Verbal/Critical Reading & Math scores Combined]) <b>3.00 cumulative GPA required for renewal</b>
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<u>Scholarship</u>	<u>Amount</u>	<u>Eligibility Criteria/Renewal</u>
<i>Transfer I Scholar</i>	\$5,000 per academic year	3.50 Cumulative GPA in at least 12 transferable credit hours 2.50 Cumulative GPA required for renewal
<i>Transfer II Scholar</i>	\$4,000 per academic year	3.25 Cumulative GPA in at least 12 transferable credit hours 2.50 Cumulative GPA required for renewal
<i>Transfer III Scholar</i>	\$3,000 per academic year	3.00 Cumulative GPA in at least 12 transferable credit hours 2.50 Cumulative GPA required for renewal

\* Students must have paid their Enrollment Deposit by May 1, 2008 to receive one of the above Merit-Based Scholarships. **Merit-Based Scholarships are applied against tuition only. Students must plan to enroll full-time on the Brownwood campus to receive one of the above Merit-Based Scholarships. Only one Merit-Based Scholarship will be awarded to any one student.** If a student should meet one of the higher eligibility criteria within a higher scholarship range prior to the first day of classes, the lower scholarship will become void and the higher scholarship will be awarded. No change in scholarship level will be permitted after the first day of the student's beginning semester. Residual test scores will not be considered in determining scholarship eligibility. Concerning admission to the university and eligibility for scholarships, only the Math and Verbal/Critical Reading scores of the SAT will be considered (Writing portion of SAT is excluded). Students receiving first-year, merit-based scholarships must meet the criteria above in the academic year following high school graduation as stated in the HPU Catalog. Students who enroll at HPU during the first semester following high school graduation will be classified as a first-year student for scholarship purposes. College hours obtained through dual-enrollment classes will not be considered when determining scholarship eligibility. Students who have an earned bachelor's degree will not be considered for the Transfer Scholarships listed above. Howard Payne University reserves the right to calculate the secondary school GPA based on academic courses completed. Students are encouraged to complete a college preparatory curriculum in order to receive the best opportunity to qualify for merit-based scholarships.

#### NEW STUDENTS - FALL 2009

#### MERIT-BASED SCHOLARSHIPS

To be eligible for these Merit-Based Scholarships, students must enter Howard Payne University in Fall 2009 or Spring 2010. Academic Scholarships for current students are described in the HPU Catalog.

MERIT-BASED SCHOLARSHIPS\* - These scholarships apply to students entering HPU during the 2009-2010 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.



<u>Scholarship</u>	<u>Total Amount</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
<b>Presidential Incentive Grant</b>	\$16,000 over four years	\$4,000 per academic year	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admissions to HPU. <b>2.00 cumulative GPA required for renewal</b>
<b>Yellow Jacket Scholar</b>	\$20,000 over four years	\$5,000 per academic year	(Top 40% at an accredited high school <b>OR</b> 3.00 GPA) <b>and</b> (ACT composite score of <b>21</b> or SAT of <b>1000</b> [Verbal/Critical Reading & Math scores Combined]) <b>OR</b> Top 10% <b>OR</b> an approved home school student <b>2.00 cumulative GPA required for renewal</b>
<b>University Scholar</b>	\$30,000 over four years	\$7,500 per academic year	(Top 25% at an accredited high school <b>OR</b> 3.00 GPA) <b>and</b> (ACT composite score of <b>24</b> or an SAT I of <b>1100</b> [Verbal/Critical Reading & Math Scores Combined]) -- AWARDS ARE LIMITED AND ARE AWARDED ON A FIRST COME, FIRST SERVED BASIS. STUDENTS SHOULD APPLY FOR ADMISSION EARLY FOR THE BEST CONSIDERATION. <b>2.00 cumulative GPA required for renewal</b>

**AN INTERVIEW WITH A MEMBER OF HPU'S ADMISSION STAFF BY APRIL 1ST IS REQUIRED FOR THE DEAN'S SCHOLAR AND THE PRESIDENTIAL SCHOLAR AWARDS. STUDENTS SHOULD APPLY FOR ADMISSION EARLY FOR THE BEST CONSIDERATION.**

<u>Scholarship</u>	<u>Total Amount</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
<b>Dean's Scholar</b>	\$40,000 over four years	\$10,000 per academic year	(Top 20% at an accredited high school <b>OR</b> 3.50 GPA) <b>and</b> (ACT composite score of <b>25</b> or SAT I of <b>1150</b> [Verbal/Critical Reading & Math scores Combined]) <b>3.00 cumulative GPA required for renewal</b>
<b>Presidential Scholar</b>	\$50,000 over four years	\$12,500 per academic year	(Top 10% at an accredited high school <b>OR</b> 3.70 GPA) <b>and</b> (ACT composite score of <b>26</b> or SAT of <b>1200</b> [Verbal/Critical Reading & Math scores Combined]) <b>3.00 cumulative GPA required for renewal</b>

<u>Scholarship</u>	<u>Annual Amount</u>	<u>Eligibility Criteria/Renewal</u>
Transfer Incentive	\$4,000	Demonstrate strong academic promise Minimum 12 transferable credit hours  2.00 Cumulative GPA required for renewal
Transfer Scholar	\$5,000	3.5 Cumulative GPA in at least 12 transferable hours  2.50 Cumulative GPA required for renewal

\* Students must have paid their Enrollment Deposit by May 1, 2009 to receive one of the above Merit-Based Scholarships. **Merit-Based Scholarships are applied against tuition only. Students must plan to enroll full-time on the Brownwood campus to receive one of the above Merit-Based Scholarships. Only one Merit-Based Scholarship will be awarded to any one student.** If a student should meet one of the higher eligibility criteria within a higher scholarship range prior to the first day of classes, the lower scholarship will become void and the higher scholarship will be awarded. No change in scholarship level will be permitted after the first day of the student's beginning semester. Residual test scores will not be considered in determining scholarship eligibility. Concerning admission to the university and eligibility for scholarships, only the Math and Verbal/Critical Reading scores of the SAT will be considered (Writing portion of SAT is excluded). Students receiving first-year, merit-based scholarships must meet the criteria above in the academic year following high school graduation as stated in the HPU Catalog. Students who enroll at HPU during the first semester following high school graduation will be classified as a first-year student for scholarship purposes. College hours obtained through dual-enrollment classes will not be considered when determining scholarship eligibility. Students who have an earned bachelor's degree will not be considered for the Transfer Scholarships listed above. Howard Payne University reserves the right to calculate the secondary school GPA based on academic courses completed. Students are encouraged to complete a college preparatory curriculum in order to receive the best opportunity to qualify for merit-based scholarships.

#### NEW STUDENTS - FALL 2010

#### MERIT-BASED SCHOLARSHIPS

MERIT-BASED SCHOLARSHIPS\* - These scholarships apply to students entering HPU during the 2010-2011 academic year. Academic Scholarship information for current HPU students is available in the Howard Payne University Catalog.

<u>Scholarship</u>	<u>Four-Year Award</u>	<u>Annual Award</u>	<u>Semester Award</u>	<u>*Eligibility/Renewal Criteria</u>
Academy Scholar Level I	Full Tuition	Full Tuition	Full Tuition	<b>(Top 10% at an Accredited High School or 3.80 GPA) and (ACT of 29 or SAT I of 1300 [Mathematics &amp; Critical Reading Combined]).</b> <b>3.25 cumulative GPA required for renewal.</b> A maximum of 5 awards will be made and an interview with the Director of the Academy is required. Determination will be made by February 15 <sup>th</sup> . Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources.

<b>Academy Scholar Level II</b>	<b>\$60,000</b>	<b>\$15,000</b>	<b>\$7,500</b>	<p><b>(Top 20% at an Accredited High School or 3.70 GPA) and (ACT of 27 or SAT I of 1200 [Mathematics &amp; Critical Reading Combined]).</b>  <b>3.25 cumulative GPA required for renewal.</b>  Awards are limited and an interview with the Director of the Academy is required. Determination will be made by February 15<sup>th</sup>.  Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources.</p>
<b>Academy Scholar Level III</b>	<b>\$52,000</b>	<b>\$13,000</b>	<b>\$6,500</b>	<p><b>(Top 25% at an Accredited High School or 3.50 GPA) and (ACT of 24 or SAT I of 1100 [Mathematics &amp; Critical Reading Combined]).</b>  <b>3.25 cumulative GPA required for renewal.</b>  Awards are limited and an interview with the Director of the Academy is required. Determination will be made by February 15<sup>th</sup>.  Academy Scholar awards may be comprised from a combination of institutional and Academy scholarship sources.</p>
<b>Presidential Scholar</b>	<b>\$50,000</b>	<b>\$12,500</b>	<b>\$6,250</b>	<p><b>(Top 10% at an Accredited High School or 3.80 GPA) and (ACT of 29 or SAT I of 1300 [Mathematics &amp; Critical Reading Combined]).</b>  <b>3.00 cumulative GPA required for renewal.</b></p>
<b>Dean's Scholar</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<p><b>(Top 20% at an Accredited High School or 3.70 GPA) and (ACT of 27 or SAT I of 1200 [Mathematics &amp; Critical Reading Combined]).</b>  <b>3.00 cumulative GPA required for renewal.</b></p>
<b>University Scholar</b>	<b>\$34,000</b>	<b>\$8,500</b>	<b>\$4,250</b>	<p><b>(Top 25% at an Accredited High School or 3.50 GPA) and (ACT of 24 or SAT I of 1100 [Mathematics &amp; Critical Reading Combined]).</b>  <b>2.00 cumulative GPA required for renewal.</b></p>

<b>Yellow Jacket Scholar</b>	<b>\$26,000</b>	<b>\$6,500</b>	<b>\$3,250</b>	<b>(Top 50% at an Accredited High School or 3.00 GPA) and (ACT of 21 or SAT I of 1000 [Mathematics &amp; Critical Reading Combined]). 2.00 cumulative GPA required for renewal.</b>
<b>Academic Incentive Grant</b>	<b>\$16,000</b>	<b>\$4,000</b>	<b>\$2,000</b>	Awarded to students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. <b>2.00 cumulative GPA required for renewal.</b>
<b>Heart of Texas Scholarship Program for First-Year and Transfer Students</b>	<b>\$48,000</b> Combined total of awards	<b>\$12,000</b> Combined total of awards	<b>\$6,000</b> Combined total of awards	Howard Payne University is expanding its commitment to local area students with an exciting new scholarship program to benefit 2010 high school graduates or first-time transfer students who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCullough, Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester).

The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Full-time transfer students will be awarded \$6,000/semester based on the estimated number of full-time semesters remaining to complete their degree. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

**\* Scores represent averages and are based on the new ACT and SAT excluding the writing portion. Students graduating from a Home School will be evaluated for scholar-ship based on GPA and test scores. All Merit-Based Scholarships are for tuition only.**

<u>Scholarship</u>	<u>Annual Award</u>	<u>Semester Award</u>	<u>Eligibility Criteria/Renewal</u>
<b>Presidential Transfer Scholar</b>	<b>\$10,000</b>	<b>\$5,000</b>	3.80 Cumulative GPA based upon transferable credit from a regionally accredited institution. <b>3.00 cumulative GPA required for renewal</b>
<b>Dean's Transfer Scholar</b>	<b>\$8,500</b>	<b>\$4,250</b>	3.60 Cumulative GPA based upon transferable credit from a regionally accredited institution. <b>3.00 cumulative GPA required for renewal</b>

<b>University Transfer Scholar</b>	<b>\$7,500</b>	<b>\$3,750</b>	3.50 Cumulative GPA based upon transferable credit from a regionally accredited institution. <b>2.00 cumulative GPA required for renewal</b>
<b>Yellow Jacket Transfer Scholar</b>	<b>\$6,500</b>	<b>\$3,250</b>	3.00 Cumulative GPA based upon transferable credit from a regionally accredited institution. <b>2.00 cumulative GPA required for renewal</b>
<b>Transfer Academic Incentive Grant</b>	<b>\$4,000</b>	<b>\$2,000</b>	Awarded to transfer students who demonstrate strong academic promise. Determination will be made immediately following admission to Howard Payne University. <b>2.00 cumulative GPA required for renewal</b>
<b>Heart of Texas Scholarship Program for First-Year and Transfer Students</b>	<b>\$12,000</b> Combined total of awards	<b>\$6,000</b> Combined total of awards	Howard Payne University is expanding its commitment to local area students with an exciting new scholarship program to benefit 2010 high school graduates or first-time transfer students who graduated high school from one of the following counties: Brown, Callahan, Coleman, Comanche, Eastland, McCullough, Mills and San Saba counties. Students must meet unconditional admission requirements at the university and enroll full-time in the fall and spring semesters (12 or more hours each semester).

The Heart of Texas Scholarship Program is made possible through the generosity of the Harris Family Scholarship, the Sam and Nettie Hughes Scholarship, the Charley and Mary Swindle Scholarship and numerous other sources including merit scholarship awards. Scholarship awards are for tuition only. Students must remain continuously enrolled in fall and spring semesters and maintain Satisfactory Academic Progress toward a degree to continue to receive the award. Full-time transfer students will be awarded \$6,000/semester based on the estimated number of full-time semesters remaining to complete their degree. Students may not receive both a merit scholarship and the Heart of Texas Scholarship.

***Transfer scholarships are awarded to students who have completed a minimum of 12 transferable credit hours. Transfer scholarships are not awarded to students in the first academic semester immediately following high school graduation and college hours obtained through dual enrollment classes will not be considered when determining scholarship eligibility. Official college transcripts are required to substantiate the cumulative GPA and the number of transferrable credit hours.***

## Scholarships

Scholarships awarded from the university endowment and general funds are not payable in cash. They will be credited to the student's account. If the award produces a credit balance on the account, it will be carried forward until the next semester, or the award will be adjusted to the correct amount to pay the balance due on the account. This enables the university to help the maximum number of students with the funds available. Part-time students are not eligible to receive unfunded scholarships. Early application is encouraged due to limited scholarship funding.

**ALL-STATE MUSIC SCHOLARSHIP:** Awarded to both state (Texas or any other state) and Baptist All-State Band and Choir members who are music majors or minors. Scholarship award is \$250 per long semester during the freshman and sophomore years as long as the student meets all other requirements. No scholarship application or audition is required. Verification of participation is required. Awarded by the School of Music and Fine Arts. Funding is limited.

**ALUMNI ASSOCIATION SCHOLARSHIP:** Dependents of dues-paying members of the HPU Alumni Association may apply for this scholarship by completing the Alumni Association Student Scholarship Application. Recipients are selected by the Scholarship Committee of the HPU Alumni Association. Applications are available from the Office of Financial Aid or the HPU Alumni Relations Office. Additional information may be obtained at 800-950-8465 or 325-649-8044.

**BAPTIST MINISTERIAL SCHOLARSHIPS:** Baptist ministerial students applying for this scholarship must present a license, certification of ordination, or letter of certification from a Baptist church, and meet all requirements set by the Christian Education Commission of the Baptist General Convention of Texas. Applications must be approved by the dean of the School of Christian Studies prior to each registration period and cannot be made retroactive during a semester. The scholarship is paid by the Baptist General Convention of Texas.

**BAPTIST MINISTER'S DEPENDENT SCHOLARSHIP:** This scholarship is available to unmarried dependent children (age 23 or less) and wives of active full-time Baptist ministers or Baptist ministers who are inactive due to age or health. The scholarship is \$750.00 per semester. It requires fulltime enrollment (12 credit hours or more) each semester and must be applied to tuition only. Application must be obtained from and approved by the dean of the School of Christian Studies prior to each registration period and cannot be made retro-active during a semester. This scholarship is funded by Howard Payne University and all decisions regarding eligibility for this scholarship are made by the dean of the School of Christian Studies.

**DEPARTMENTAL SCHOLARSHIPS:** Each department has its own criteria and eligibility requirements. Contact the appropriate dean to make application for departmental scholarships.

## ENDOWED SCHOLARSHIPS

The following is a listing of our endowed scholarships. To apply for these scholarships, the student must complete the scholarship section of the Institutional Application for Financial Aid. Students who are awarded scholarships are notified in writing. Endowed scholarships are not automatically renewed. The student must re-apply for scholarship assistance each year.

*Air Castle Assistance Fund*  
*Roy Akers Scholarship*  
*Bill and Dick Alexander Scholarship*  
*Alumni Association Scholarship*  
*Lois Stribling Anderson Memorial Endowment*  
*Arlene Austin Memorial Scholarship*  
*William B. (Bill) and Ruth Pratt Anders Memorial Voice Scholarship*  
*Ralph O. and Katie Antilley Scholarship*  
*Josie Mae Baird Scholarship*  
*George and Sara Baker Scholarship*  
*Glen W. and Lucy G. Bales Memorial Scholarship*  
*Madge Carver Barron Scholarship*  
*John L. Beard Memorial Scholarship Fund*  
*John Lee and J.L. Beard, Jr. Scholarship*  
*Mr. and Mrs. Thomas Benton Scholarship*  
*Donal and Marjorie Bird Endowed Scholarship for Science and Math*  
*Hazel Tyson Black Scholarship Endowment*  
*Carroll W. Bowden Scholarship*  
*Kenneth and Susan Brown Scholarship*  
*William Henry Brown Endowment*  
*Kenneth E. and Viola Burg 21st Century Scholarship*  
*Viola and Kenneth Burg Christian Education Scholarship*  
*Viola and Kenneth Burg Christian Education Scholarship No. 2*  
*Burke-Carpenter Women in Ministry Scholarship*  
*Ivan Campbell Burkhart Scholarship*  
*Byrom-Burns Education and Ministerial Endowed Scholarship*  
*Ray and Shirley Caldwell Scholarship*  
*Deborah R. Camacho Memorial Scholarship*  
*Zenaido & Petra Camacho Endowed Scholarship*  
*Jackson L. Carroll Scholarship*  
*Jane Morrow Carroll Scholarship*  
*Winnie Mae Carter Memorial Scholarship*  
*E.C. and Sally B. Cash Memorial Scholarship*  
*Alma and Frederick F. Cavel Memorial Scholarship*  
*Laverne Cearley Teacher's Scholarship*  
*O.B. Chambers Memorial Scholarship*  
*Hardy, Beulah and Donna Lee Childress Memorial Scholarship*  
*Childs-Kitchen Scholarship*  
*Edward L. Clark Memorial Scholarship*  
*Mrs. Ossie Coalson Scholarship*  
*Adrian and Norma Coleman Scholarship*  
*R.D. and Irene Coley Scholarship*  
*Rev. and Mrs. Homer T. Connolly Ministerial Scholarship*  
*Noel W. Cowan Memorial Fund for Pre-Professional Studies*  
*John Max Cox Endowed Scholarship*  
*Jack and Faye Craft Scholarship*  
*Gertrude Rumbo Crume Scholarship*  
*Miss Lola Mae Daniel Foreign Missionary Scholarship*

*Daniel Baker Ex-Students Association Endowed Scholarship*  
*Tom and Madge Bean Dauphin Memorial Scholarship*  
*C.J. (Red) Davidson Scholarship*  
*Creath Davis Scholarship*  
*Hallie Davis Scholarship*  
*J. Ray Davis Scholarship*  
*Grace Edwards Dennis Family Scholarship*  
*Daniel A. and Audra B. DeViney Endowed Scholarship*  
*Dr. James H. Dickinson Scholarship*  
*Dr. Bobbie Morrow Dietrich Scholarship*  
*Dr. Russell Dilday Endowed Scholarship*  
*Downtown Bible Class Endowed Scholarship Fund*  
*David H. Dunks Scholarship*  
*Gary D. Dyer Ministerial Scholarship*  
*Elmer and Elizabeth Edgington Scholarship*  
*Iona Ege Memorial Endowment Fund*  
*Gary D. Elliston Endowed Scholarship*  
*Earl B. and Beatrice B. Ethridge Endowed Scholarship*  
*The Mr. and Mrs. J. Ernest Evans Scholarship*  
*J.D. and Gladys Everett Scholarship*  
*Carl N. Fambrough Scholarship*  
*Paul and Pauline Fairbanks Music Scholarship*  
*Fannie Maude and Joel Fergeson Memorial Fund*  
*Myra V. Fisher Scholarship*  
*Josephine and Fred Flynn Scholarship*  
*Guy and Ruby Foster Scholarship*  
*Lillian Gandy Scholarship*  
*Joann Zavala Garcia Scholarship*  
*Dan and Mary Belle Garrett Scholarship*  
*Edward N. Garrett Ministerial Scholarship*  
*A.C. Garvin Scholarship*  
*Gates-Crawford Scholarship Endowment*  
*Earl Gill Scholarship*  
*Dr. Joshua Grijalva Scholarship*  
*Gromatzky-Jeske Memorial Scholarship*  
*Mattie Anderson Hale Memorial Scholarship*  
*Hardin Memorial Scholarship*  
*Harrelson-Barger Endowed Scholarship*  
*Harris Family Scholarship*  
*Rayford Bruce Harris Memorial Scholarship*  
*William Pickney Hatchett and Lela Hatchett Memorial Fund*  
*Bobby J. Haun Scholarship*  
*Drs. Harold W. and Janice Goolsby Havard Endowed Scholarship*  
*Mottie F. Havins Memorial Scholarship*  
*Lee and Julia Hearn Endowment*  
*Vivian and Paul Henderson Endowed Scholarship*  
*Heritage Club Golden Circle*  
*Hispanic Alumni Fellowship Scholarship*



*Hispanic Student/Alumni Fellowship Scholarship*  
*Veda Wells Hodge Scholarship*  
*E. Nell Hoffman Scholarship*  
*Opal and Bill Howard Scholarship*  
*Howard Payne University Endowed Scholarship*  
*Ray and Ruth Hoyle Endowed Scholarship*  
*Roy Dellwyn Hughes, Jr. Memorial Scholarship*  
*Sam and Nettie Hughes Memorial Scholarship*  
*Tom and Ora Simmons Hymer Education Scholarship*  
*Lucill Hargis Isaacks Scholarship*  
*Jackson-Harvey Scholarship*  
*Ganelle Nabors Jarvis Elementary Education Scholarship*  
*John Johnson-Estill Allen Scholarship*  
*Landon C. and Edna Fay Johnson Work Scholarship*  
*C. Leon Jones Memorial Scholarship*  
*Don C. and Nita Jones Endowed Scholarship*  
*Jesse H. and Mary Gibbs Jones Scholarship*  
*Mike and Jayne Jones Family Endowment*  
*Nathalie Nabers Jones String Scholarship*  
*Nellie Grace Jones Memorial Scholarship*  
*Sharron Lynn Jones Memorial Scholarship*  
*Don Jopling Evangelistic Association Endowed Scholarship*  
*McAdoo Keaton Scholarship*  
*Mr. and Mrs. George Kidd Memorial Scholarship*  
*Billy Kim Scholarship Fund*  
*Alice Heyman King and Thomas H. King Memorial Scholarship*  
*Ernest and Lucille King Scholarship*  
*Kingdom Building Foundation Scholarship*  
*Scott and Deana Kirtley Endowment*  
*Jack and Juanita Lamkin Scholarship*  
*Lamkin Brothers Endowed Scholarship*  
*Cecile Lancaster Scholarship*  
*Montie and Thelma Lane Scholarship*  
*Mr. and Mrs. W.H. Lane Scholarship*  
*Phillip Edward Laughlin and Francis Bacon King Memorial Scholarship*  
*Levisay Family Scholarship*  
*Cecil and Lucille Lewis Memorial Scholarship*  
*Jeremy L. Lewis Memorial Scholarship*  
*Frederick Libke Piano Competition*  
*A.B. and Rose Lightfoot Scholarship*  
*C.C. Lockwood Business Scholarship*  
*Mr. and Mrs. Frank London Memorial Scholarship*  
*Elizabeth C. Looby Scholarship Fund*  
*W. Carroll Lowe Endowed Church Music Scholarship*  
*Charles A. and Ella Luzzi Scholarship*  
*William and Mary Lynch Scholarship*  
*Lucile T. McDaniel Book Fund for Preachers' Wives*

*Amanda McDonough Memorial Scholarship*  
*Jim and Arlene McEachern Scholarship*  
*Malcolm McNair and Linnie Anderson McEachern Endowed Scholarship*  
*Dr. Dorothy McIntosh Endowed Music Scholarship*  
*Richard Warren McKinney Journalism Scholarship*  
*Charles M. and Dorothy "Dete" Maddin Endowed Chemistry Scholarship*  
*Moselle S. Mann Memorial Scholarship*  
*James N. and Lucile Glover Martin Scholarship*  
*Wendy Mast Memorial Scholarship*  
*Wendell Mayes Scholarship*  
*Erma Medcalf Scholarship*  
*Dr. Frances Lewis Merritt Memorial Scholarship*  
*Annie and Milton Miller Memorial Scholarship*  
*C.O. Mitchell Memorial Fund*  
*Kevin Moore Scholarship Fund*  
*Rev. David R. Morrison Scholarship Fund*  
*Charles L. and Dorothy Wilcox Myers Scholarship Fund*  
*Merle Compton Nash Scholarship*  
*Nathan's Jewelers (Mr. and Mrs. Nathan Donsky) Scholarship*  
*Don and Brenda Newbury Scholarship Fund*  
*Gladys Hicks Newman Student Scholarship Fund*  
*Ross J. and Louise Newton Scholarship*  
*Ninety and Nine Presidential Scholarship*  
*The O'Rear Scholarship*  
*Old Main Endowed Presidential Scholarship Fund*  
*Owen Family Scholarship Endowment*  
*John William and Diorah Mae Owens Scholarship*  
*Mary Lou Packer Scholarship*  
*Ruben Packer Scholarship*  
*The Pass It On Endowment*  
*Dr. Frank W. and Pauline G. Patterson Endowed Scholarship Fund*  
*Tami Pattillo Memorial Scholarship*  
*George A. and Daisy Pfeiffer Scholarship*  
*Helen K. Phelps Scholarship*  
*Ralph and Betty Phelps Scholarship*  
*Dr. E. Grace Pilot Scholarship Fund*  
*Luther and Cassie Piper Endowed Presidential Scholarship*  
*Gene and Bernice Porter Endowed Scholarship Fund*  
*R.L. and Eris Porter Endowed Ministerial Scholarship Fund*  
*Eunice Powell Preston Scholarship*  
*Marlon Prichard Endowed Scholarship*  
*H. Shelton Prince, Jr. Memorial Scholarship*  
*Prospect Hill Baptist Church Scholarship*  
*Robert F. Radius Memorial Endowed Scholarship Fund*  
*Dr. Jose' Rivas Memorial Scholarship*  
*Lee and Eva Roberts Scholarship*  
*Harvey and Velma Robinson Ministerial Scholarship Fund*

*F. Yantis and Elizabeth Lee Robnett Scholarship*  
*Sonya Rohrman - Living Services Scholarship*  
*Oscar I. Romo Ethnic Scholarship*  
*Dr. Bryce N. Sandlin Endowed Scholarship*  
*L.A. and Naomi Sartain Mathematics Endowed Scholarship*  
*Martha St. Clair Scholarship Fund*  
*Rev. Carl J. and Mildred L. Schlomach Scholarship*  
*Jack Scott Scholarship Fund*  
*The Harold N. Shannon Endowed Scholarship*  
*James and Corrine Shields Scholarship*  
*William and Frances Sims Scholarship*  
*Myrtle Cecil Slaymaker Family Endowed Scholarship*  
*Tom G. Small Family Endowment*  
*Jack C. Smith Endowed Fund*  
*James Lowry Smith Scholarship*  
*James R.B. Smith Scholarship*  
*L.A. Smith, Jr., and Mr. and Mrs. Porter V. Smith Scholarship*  
*Dr. and Mrs. Robert Leonard Smith Scholarship Fund*  
*Truett B. Smith Memorial Scholarship*  
*Udell Smith Scholarship Fund*  
*E.L. Sparkman Scholarship*  
*Rev. and Mrs. E.L. Sparks Scholarship*  
*Dr. Allen Spence Memorial Scholarship Fund*  
*Agnes Arline Owen Spraberry Scholarship in Business Administration*  
*Dr. Jack Stanford Scholarship*  
*Marjorie L. Stewart Teachers' Scholarship*  
*Morris F. Stubbs Memorial Scholarship Fund*  
*Charley D. and Mary M. Swindle Endowed Scholarship Fund*  
*George and Myrtle Walker Taylor Scholarship*  
*Kenneth and Marilyn Taylor Scholarship*  
*Thomas H. Taylor Scholarship*  
*Bob J. Teddlie Scholarship*  
*Dr. W.C. and Gracie Tenery Memorial Scholarship*  
*Mr. and Mrs. R.B. Thomas Scholarship*  
*C.B. Thompson Family Memorial Scholarship*  
*Jo Dell Townsend Memorial Scholarship*  
*Dr. Nat Tracy Memorial Scholarship*  
*Trustees Endowed Scholarship*  
*Dr. Al Tucker Memorial Scholarship*  
*Felton and Annie Mae Underwood Endowment Fund*  
*Felton and Bernice Underwood Endowment Fund*  
*Mary Jo Underwood Music Scholarship Endowment*  
*Jeff Vardeman Memorial Scholarship*  
*Dorothy House Vieman Scholarship*  
*Jerry Wade Music Scholarship*  
*Dr. J.B.N. and Mary Walker Scholarship*  
*Charlotte Rucker Watson Scholarship Fund*  
*Mike Watson Memorial Endowed Scholarship*

*E.J. and Myrtle Weatherby, and Charles E. Moore Music Scholarship*  
*Joseph Norman Weatherby, Sr. Scholarship Fund*  
*Maxine Fletcher Weatherby Scholarship*  
*Robert Weaver Scholarship*  
*Arnett and Patsy Weeks Endowed Scholarship*  
*G.R. White Scholarship*  
*Edgar Allan and Erma Oliver Williams Scholarship*  
*Hicks and Lena Williams Memorial Scholarship*  
*Tallie and Minnie Williams Memorial Scholarship Fund*  
*James L. Williamson Scholarship*  
*C.C. Woodson Scholarship*  
*Carey Judson Wooley, Jr. Memorial Scholarship*  
*Yates Accounting Scholarship*  
*Yates Science Scholarship*  
*Charlotte Buff Yoes Scholarship*  
*Juel Ray Young Music Scholarship*  
*Clyde Zacharias Biology Scholarship*  
*Robbie Wiley Zunker Teachers' Scholarship*

### **Academy of Freedom Scholarships**

*Academy of Freedom Board of Directors Endowed Scholarship Fund*  
*Jane Woodward Bell Scholarship*  
*Anne Boddicker Bradley Memorial Scholarship*  
*Dr. H.L. Cravens, Jr. Scholarship*  
*Allen and M. Pearl Davis Scholarship*  
*DeHay and Elliston L.L.P. Endowed Scholarship*  
*Grace Lacy Dudley Scholarship*  
*Terry and Ouida Dunsworth Scholarship*  
*Josephine Flynn Scholarship*  
*Colonel Russell Fudge Academy Scholarship*  
*J. Edward Johnson Scholarship*  
*Carl B. and Florence E. King Foundation Scholarship*  
*Charles and Lena Lamkin Scholarship*  
*Evelyn Edell Cox Hignett Magna Charta Dames and Barons Scholarship*  
*Hobby H. McCall Scholarship*  
*Milton S. McGee, Sr. Scholarship*  
*Nan Massengill Texas Society Daughters of the American Revolution Scholarship*  
*Maj. Roy E. Massengill Scholarship Fund*  
*Kevin Moore Scholarship Fund*  
*Dr. Estelle Newman Memorial Scholarship*  
*Guy D. Newman Memorial Scholarship*  
*Groner Pitts Academy Scholarship*  
*Dorothy Jean Schroeder Memorial Scholarship*  
*Joseph Sidran Scholarship*  
*Dr. Don L. Smith Academy Scholarship*  
*Captain Mike Snell Memorial Scholarship*  
*Hatton W. Sumners Foundation Scholarship Program*

*Texas Pioneer Foundation Endowed Scholarship*  
*Dr. James Cleo Thompson Jr. Academy Scholarship*  
*Leonard Underwood Endowed Scholarship*  
*Paul W. and Katherine Ussery Scholarship*  
*John Norman Weatherby Family Scholarship*  
*Lottie Plummer Wooley Texas Society Daughters of the American Revolution Scholarship*

**Page 68 - Financial Information**

## **Instructions**

The Office of Financial Aid is located in Room 109 of the Packer Administration Building. Additional information and applications may be obtained by calling (325) 649-8015 or by writing to: *OFFICE OF FINANCIAL AID, HOWARD PAYNE UNIVERSITY, 1000 FISK STREET, BROWNWOOD, TX 76801-2794*, or e-mailing to [financial-aid@hputx.edu](mailto:financial-aid@hputx.edu).

## **Instructions for Veterans Affairs**

Veterans should notify the Veterans Administration of their intention to enroll at the university so that a Certificate of Eligibility may be received prior to enrolling. Veteran's affairs are handled by the veteran coordinator in the Office of the Registrar. Veterans should contact the office prior to enrolling and each term immediately after registration. Any change in course load or class attendance is to be reported to the veteran coordinator. **All** veteran benefit recipients are required to file a degree plan upon **initial enrollment**. Detailed information regarding Veteran's Education Benefit programs is available in the Appendix of this catalog.

## Student Life

### Student Conduct

When a student is admitted to Howard Payne University, he/she is required to know and abide by the regulations and policies of the university as published in the Catalog and the Student Handbook, copies of which are available to every student. Therefore, it is presumed that the student who elects to attend Howard Payne University does so with the intent of being in fact and spirit a cooperating member of this university community.

The university encourages students to conduct themselves as maturing men and women and invites them to participate in the formulation of rules and to assume responsibility in student judicial decisions. Students are selected to serve on several committees as voting members. At the same time, all participants in Howard Payne University life are reminded that, by the charter of the university, the Board of Trustees is ultimately responsible for the school and for its operation and that, therefore, the university is not legally a political democracy operated with the consent of the governed.

While students should consult the most recent Student Handbook and Residence Life Guidebook for specific policies and procedures, in general, the policies governing student behavior are outlined below:

1. Howard Payne University holds human dignity and worth inviolate: thus, respect for the thoughts, property and rights of other people must prevail.
2. The human body is considered to be God's temple: thus, the use or possession of alcoholic beverages, harmful or personality-degrading chemicals or narcotics is not tolerated.
3. Gambling, hazing, violence and the on-campus possession of firearms could threaten individual dignity and rights; consequently, they are not permitted.
4. Howard Payne University expects its students to abide by local, state and federal laws as well as the generally accepted moral standards of the university community. The university will not seek or support special treatment for those of its students who may be apprehended for violation of law.

When, in the opinion of the university, the conduct of a student at any place is reprehensible or detrimental to the best interests of the student, his/her fellow student or the university, appropriate disciplinary action will be taken.

The standards apply to all students both on and off campus as long as they are enrolled in Howard Payne. The authority of the university is exercised over all student groups or organizations bearing the name of the university or any student activities to the extent necessary to safeguard the good name and well-being of Howard Payne University and its students and faculty. The conduct of each student is expected to uphold, not detract from, the good name of Howard Payne University.

**Page 72 - Student Life****Chapel/Student Assembly Attendance****Chapel/Student Assembly is required of students attending Howard Payne University.**

Chapel services and student assemblies are offered throughout the semester according to a published schedule. The mission of chapel is to promote a vibrant relationship with Jesus Christ in a praise and worship format. Occasionally, a student assembly will be held for the purpose of promoting cultural awareness, academic life, student activities, and world events in a student-friendly setting that integrates faith and life. Those who sincerely participate may come to appreciate the wide-range concerns of the Christian faith in intellectual, social, political and artistic ideas and issues involved in everyday experience. **Four semesters, or credits, of chapel/student assembly attendance are a criterion for graduation from Howard Payne University.** Consult the latest edition of the Student Handbook for more information about Chapel/Student Assembly.

**Page 73 - 74 - Student Life****Dining Services**

Dining service arrangements, like those for housing, are a part of the overall educational plan of the university with efforts made to help students develop wholesome eating habits. The menu planning and meal services are provided by Sodexo Campus Services. Fambrough's, a restaurant located upstairs in the Mabee University Center, is open late at night for students to eat, play games, and visit with friends. **ALL RESIDENCE HALL STUDENTS WILL BE CHARGED FOR ROOM AND MEALS AT THE TIME OF REGISTRATION.** Students on the 12, 15, or unlimited meal plans have that many meals to eat in the cafeteria each week. Unused meals are forfeited as the plan rolls back to that starting number each Monday morning. Unused Jacket Bucks from the meal plans roll over from the fall semester to the spring semester, however all must be used by the end of the spring semester to avoid forfeiture of any remaining Jacket Bucks. Unused Stinger Bucks will roll over continuously from semester to semester until the student is no longer enrolled at the University, at which time any unused Stinger Bucks will be forfeited.

Requests for special diets or specific foods should be made with the dining services manager for approval. Dining Services would prefer to receive these requests prior to students' arrival on campus, but they understand that circumstances can change at any time. Every attempt is made to work with students regarding their special diets, but a physician's recommendation may be requested to guide menu planning if clarification is needed.

Resident students on a meal plan may enjoy service in the cafeteria during the hours listed below:

**Monday through Friday**

Breakfast.....	7:00 AM to 9:30 AM
Continental Breakfast .....	9:30 AM to 10:30 AM
Lunch .....	11:00 AM to 1:30 PM
Soup & Sandwich .....	1:30 PM to 4:00 PM
Dinner .....	5:00 PM to 7:00 PM

**Saturday and Sunday**

Breakfast.....	8:00 AM to 11:00 AM
Lunch .....	11:00 AM to 1:30 PM
Dinner .....	5:00 PM to 6:30 PM

Fambrough's hours are:

Monday through Friday.....	9:00 AM to 10:00 PM
Saturday .....	6:00 PM to 10:00 PM
Sunday.....	6:00 PM to 11:00 PM

## Counseling Services

Counseling is available for HPU students in choosing a major field of study or in working out academic, social or personal problems.

Areas of concern for which students seek confidential counseling may include family crises (for example, death or divorce in the family), dating problems, roommate problems, tension (headaches, fatigue, insomnia, stomach troubles), eating disorders, depression, anxiety, drug or alcohol problems, time management or problems related to academic studies and career possibilities.

These services are available through the University Counselor.

## Health Services

The university employs a nurse who maintains office hours for consultation on minor ailments and first aid at no cost to the student. Prescription medicine and injections may be given on orders of a physician, but the student must pay for all medicine and physician charges.

If a student needs to see a physician, it is the student's responsibility to choose his physician and pay the charges, unless they are covered by insurance. If a student does not have a local physician, the nurse will help make arrangements when requested.

In the event of an emergency, students will be sent to the hospital emergency room.

Students diagnosed with a contagious disease must make arrangements to leave the residence hall until recovered. When a student leaves the hall due to a contagious disease, he/she must obtain a statement from a physician certifying that he/she is free of the contagion and present that statement to the residence hall director before returning to the hall.

## Temporary Disabilities

Students wishing to discuss the availability of services for the temporarily disabled should contact the University Nurse.

**Page 77 - 81 - Student Life**

## Eligibility for Extracurricular Activities

To be eligible to participate in extracurricular activities at Howard Payne University, a student must be in good academic standing and be maintaining satisfactory progress toward an associate, baccalaureate, or graduate degree. The standards for good academic standing and satisfactory progress are defined in the Academic Probation and Suspension section in the current university catalog. Good academic standing will be based on **all** academic work at **all** institutions the student has attended.



## Intramurals

The purpose of the Intramural Program at Howard Payne University is to provide organized athletic competition among students. The university seeks to promote and conduct officially organized intramural sports for men and women. The specific objectives of these programs are as follows:

- A) To provide an opportunity for students to take part in a variety of recreational activities and to encourage and promote competition among groups of students, faculty, and staff.
- B) To present a varied program that will strive to interest everyone.
- C) To provide an opportunity to maintain better health through exercise.
- D) To provide the opportunity to develop sportsmanship of the highest order. Everything that sportsmanship implies should be developed on the playing field of HPU.
- E) To provide an opportunity for relaxation from the rigors of full-time academic work.

## The Wellness Center

The Elliston-Cassle Wellness Center provides Howard Payne University faculty, staff, their dependents, and students with a multipurpose facility for recreation, education and fitness. The university seeks to promote a positive wellness lifestyle as part of the total educational experience for its community by providing cardio respiratory fitness equipment, free weights, Nautilus weight machines, table tennis, a walking track and gymnasium for classroom as well as free time exercise. The Wellness Center provides facilities for intramural play and exercise and sport science laboratory experiences. An official university identification card is required to access and utilize the Wellness Center Facilities. Those not presenting the proper identification will not be permitted to use the facility until proper identification is obtained.

**Page 78 - 81 - Student Life**

## Student Organizations

The university is concerned with the total development of each student. Believing that student activities are vital functions which involve men and women in the life of the university by utilizing their participation in out-of-classroom experiences, Howard Payne University operates a system of student organizations and activities under the auspices of the Office of Student Life. The following system is in effect:

A club is defined as any organization that has its charter or constitution approved by the Office of Student Life and the Student Government Association. Students are not permitted to set up new organizations without chartering them through the designated channels.

The following organizations are presently operating within the framework of the university:

### **Student Government Association**

The Student Government Association consists of all students who are regularly enrolled in undergraduate study at Howard Payne. The students are organized in order to facilitate efficient self-government. SGA officers and representatives, elected by the student body, function as the official voice of the student body and act as a liaisons between the students and the university administration.

## **“Local Greek” (G) Organizations**

**CHI ALPHA OMEGA** — A social spirit organization created to promote leadership through sisterhood.

**DELTA CHI RHO** — A social service organization dedicated to serving the school and community.

**IOTA CHI ALPHA** — A men’s service organization created to serve HPU and the surrounding community and to exemplify the likeness of Christ by placing Him first.

**SIGMA THETA PHI** — A men’s social spirit organization intended to promote and enhance Christian fellowship throughout the university.

**ZETA CHI** — A social, spirit organization dedicated to promoting university spirit and Christian fellowship through brotherhood.

**ZETA ZETA ZETA** — A women’s organization dedicated to “being different, because He is different.”

## **“Departmental/ National-Affiliated” (A, Affiliated) Organizations**

**ALPHA PSI OMEGA** — An honorary dramatic organization promoting an honor society for those working in theater/arts.

**BETA BETA BETA** — An honor society for the life sciences.

**CHEERLEADERS** — A group of students supporting the varsity athletic program, serving as ambassadors for HPU and competing in the sport of cheerleading.

**CLASS ORGANIZATIONS** — Each of the four classes maintains an organization for furthering the interests of its members. Officers are elected each year to formulate programs and activities.

**EXERCISE AND SPORTS SCIENCE CLUB** — Open to all students, faculty, and staff interested in promoting overall health, fitness, and well being.

**GAMMA BETA PHI** — A national educational service organization dedicated to encouragement of scholastic effort, reward of academic merit and promotion of worthy character and leadership.

**KAPPA DELTA PI** — An honor society for junior and senior students in education.

**KAPPA KAPPA PSI** — A national service fraternity for band students.

**MINISTERIAL ALLIANCE** — Engaged in deepening the spiritual being of men and women preparing for the Gospel ministry.

**PI GAMMA MU** — A national honorary organization for junior and senior students in the social sciences.

**SIGMA ALPHA IOTA** — A national women’s music fraternity.

**SIGMA BETA DELTA** — An international business honor society.

**SOCIAL WORK CLUB** — An honorary organization for social work majors.

**STUDENT ACTIVITIES COUNCIL** - The Student Activities Council is the university's student-operate entertainment organization. It plans, coordinates and produces numerous events in an effort to provide the Howard Payne student body with quality entertainment and stimulating cultural programs.

**STUDENT AMBASSADORS** — A group of students devoted to promoting HPU and strengthening the student body by empowering current students to engage with prospective students. This campus service organization will encourage student leadership and advance institutional enrollment goals.

**STUDENT FOUNDATION** - A select group of students who assist in recruiting, public relations work and fund-raising for student scholarships, and generally serve as ambassadors for HPU.

**STUDENTS IN FREE ENTERPRISE** — A program dedicated to educational outreach in free market activities.

**TAU BETA SIGMA** — A national service sorority for band students.

**BAPTIST STUDENT MINISTRY** — A student-led ministry under the direction of the BSM director. This ministry seeks to follow the vision of I Thessalonians 2:8, summed up in saying that we will share the Gospel and our lives with those around us. The BSM is divided into three areas of focus:

**Evangelism** – This area of our ministry seeks to get students sharing the Gospel on a regular basis. Students can be involved in many ways including leading Disciple Nows through churches, performing with the Drama Ministry, tutoring children in low-income neighborhoods, being creative with the Art Ministry, or mentoring young inmates at the State Juvenile Correctional facility here in Brownwood.

**Discipleship** – We seek to help grow students with depth in their relationship to God and others. This area includes University Celebration (weekly worship held Thursdays at 9 p.m.), a leadership group for first-year students, and efforts to help students get plugged in with a local church congregation.

**Missions/Social Justice** – This includes the ministries that reach out to our community and our world. During the year, BSM will be taking various mission trips on weekends as well as during Spring Break and summer. Also during the summer, students have the opportunity to serve in the U.S. and through-out the world through Texas BSM and other Baptist mission agencies. Each week, students have the opportunity to be a part of many missions related prayer and awareness opportunities.

**Check this out!** – During the year, there will be other opportunities for students to grow through IMPACT, a two-day mission project in our community, leadership or evangelism conferences in the spring semester, and other conferences that happen periodically.

For more information, call 325-649-8319, e-mail [kblackshear@hputx.edu](mailto:kblackshear@hputx.edu), or visit the BSM office located in The Hub, across the street from the Mabee University Center between Veda Hodge Hall and the HPU duplexes.

## “Open” (O) Organizations

**FELLOWSHIP OF CHRISTIAN ATHLETES** — A program to confront students, student- athletes and coaches, and through them the youth of the nation, with the challenge and adventure of following Christ through the fellowship of the church.

**HOWARD PAYNE PAINTBALL CLUB** - A club to build interest, participation, enthusiasm, and skill in recreational and community paintball.

**HOWARD PAYNE OUTDOOR PURSUITS CLUB** – A club to build interest and enthusiasm in outdoor recreation and expand community recreation opportunities.

**POLITICAL AWARENESS CLUB** - A club chartered to promote awareness of political issues, encourage voting and civic involvement, and develop political skills and leadership abilities among students.

**VINYL CLUB** - An organization dedicated to discussion, appreciation, enjoyment and awareness of musical recordings.

**Page 81 - 83 - Student Life**

## Intercollegiate Athletics

Director of Athletics: Mike Jones

Coaches: Football-Steve Fanara, Roger Geise, Jordan Neal, Lance Unger; Steve Fox, Hunter Sims; Men's Basketball-Troy Drummond, Matt Zinser; Women's Basketball-Josh Prock, Lindy Hatfield; Baseball-Stephen Lynn, Jerry Don Gleaton; Men's Soccer-Kevin Wright; Women's Soccer-Sam McCutchen; Tennis-Sally Brown, Dalton Hutchins; Cross-Country-David Foster; Sports Information-Abram Choate; Women's Softball-Jose Mata; Volleyball-Ken Carver; Athletic Trainers-Mike Terrill, Gene Kirkpatrick, Christine Roach; Senior Women's Administrator-Sharon Riker.

### Statement of Purpose

In order to achieve the mission of Howard Payne University through athletics, we will view every student athlete as a distinct gift from God who is entrusted to our care. We will teach Christian values through modeling, program design, and individual relationships. Our goal is that each student athlete will be involved in the "whole" of the Howard Payne University student life experience and equipped to succeed in athletic competition, mature spiritually, emotionally, and physically, and develop meaningful personal relationships.

Objectives taught and modeled by our examples, which are critical to the success of the Howard Payne University athletic program, are:

- The desire for every student athlete to know Jesus Christ as Lord and Savior
- Self-discipline
- Sportsmanship
- Strong work ethic
- How to handle both success and disappointment
- Development of a strong and healthy self-esteem
- The importance of being a successful student and earn a college degree
- The skills of leadership

The athletic program is open to full-time, regularly enrolled students who are in good standing with the university and who are in compliance with the eligibility requirements of the National Collegiate Athletic Association (NCAA), the American Southwest Conference (ASC), and Howard Payne University Athletic policies. The standards for good academic standing and satisfactory progress are as defined in the Academic Probation and Suspension section in the current university catalog. Good academic standing will be based on **all** academic work at **all** institutions the student has attended.

Student-athletes at Howard Payne University are given the same considerations as all other students on campus. Admission to the university is granted through the Office of Enrollment Services with no member of the athletic staff serving on the Admissions Committee. In addition, all financial aid is awarded through the Office of Financial Aid with no consideration given to athletic ability.

The athletic programs are budgeted through a general budget allocation in the same manner as all other educational programs on campus.

### **Educational Program**

Intercollegiate athletics represent an important and integral part of the educational program at Howard Payne University. Every attempt is made by department personnel to promote and enhance the academic success of student/athletes. Class attendance, participation, and effort are supported in a variety of ways. Athletic activities are scheduled so that there is minimal conflict with academic endeavors. It is understood however, that there are times when conflicts are unavoidable. These occurrences are acceptable due to the college's belief that learning is a process that extends beyond the classroom and into every aspect of university life.

For many students, athletic participation is the most effective climate for learning the invaluable lessons of personal integrity, self-discipline, determination, self-confidence, proper mental attitude, leadership, poise, individual and group responsibilities, and the desire to achieve high goals. Other associated values and educational benefits for participants include lifelong health and the formation of lasting friendships. In addition, participation in athletics assists in the preparation and job placement of prospective coaches.

The athletic program is designed to contribute to and offer involvement to all students – as participants, support groups, or as spectators. It will also serve the university by providing entertainment and establishing a common ground of interest which will draw individuals together in support of the various sports activities.

### **American Southwest Conference**

Howard Payne University is a member of the American Southwest Conference (ASC), a non-scholarship athletic conference, which also includes: McMurry University, Abilene; The University of Mary Hardin-Baylor, Belton; Mississippi College, Clinton, Miss.; Sul Ross State University, Alpine; University of the Ozarks, Clarksville, AR.; Hardin-Simmons University, Abilene; Concordia University, Austin; Texas Lutheran University, Seguin; East Texas Baptist University, Marshall; LeTourneau University, Longview; University of Texas at Tyler, Tyler; University of Texas at Dallas, Richardson; Schreiner University, Kerrville; and Louisiana College, Pineville, LA; Centenary College, Shreveport, LA. Transfer students wishing to participate in ASC sports should contact the athletic director regarding eligibility requirements.

### **Athletics—Men**

Competing in the American Southwest Conference, Howard Payne's men athletes compete in football, basketball, tennis, soccer, baseball, and cross country.

### **Athletics—Women**

Competing in the American Southwest Conference, Howard Payne's women athletes participate in volleyball, basketball, tennis, soccer, softball, and cross country.

## University Publications

**The Catalyst.** **The Catalyst**, published annually, is a collection of poetry, essays and photography by students in the English department.

**Swarm.** The **Swarm** is the university yearbook published by the university and edited by a staff appointed by its student editor. Its main purposes are to crystallize college spirit and to provide a record of activities and events.

**Link.** The **Link** is an official publication of Howard Payne University published by the Office of University Advancement for communicating university news to alumni and friends.

**The Yellow Jacket.** A newspaper published approximately seven times per long semester by the university for covering campus news and furnishing students a medium for the expression of journalistic talent.

## Academic Information

### Degrees Granted

Howard Payne University confers the degrees of Master of Arts, Master of Education, Bachelor of Arts, Bachelor of Business Administration, Bachelor of Applied Arts and Sciences, Bachelor of Music, Bachelor of Science, Associate in Ministry, and Associate in Health Science.

Within the bachelor's degrees, students are required to complete the following:

*General Education Requirement:* a core of broad-based courses designed to provide experiences in communication, humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, physical education, and computer information systems. This requirement ranges from 49 to 62 credit hours depending on the degree selected. *Students who complete general education courses at other institutions should refer to the statement on transfer of general education courses on page 120 of the 2009-2011 Catalog.*

In keeping with our Christian mission and traditional concepts of a liberal arts education, the general education curriculum at Howard Payne University is a designated set of disciplines and courses that provides an academic foundation for each student - an exposure to varied thought and inquiry, with the invitation to pursue additional knowledge. These six foundations are Spiritual, Physical, Communicative, Scientific and Technological, Aesthetic, and Social.

**Spiritual Foundations** - Spiritual Foundations use the study of the Old and New Testaments to expose students to how Christian faith reflects the spiritual and religious dimensions of human experience in a rapidly changing social environment.

*Christian Studies:* Students who take BIB 1303 and 1304 will develop a greater understanding of, and appreciation for, the Bible. Also, students who take BIB 1303 and 1304 will find their encounter with the Bible to impact their values and/or their spiritual lives.

**Physical Foundations** - Recognizing that physical fitness is a requirement for good health, Physical Foundations provide students with concepts and activities that help to build lifelong skills, healthy lifestyles, and optimal fitness and wellness.

*Exercise Sport Science:* The student will demonstrate a level of competency commensurate with lifetime physical activity that allows for (1) physical fitness appropriate for maintaining good health, (2) neuromuscular skills and knowledge of physical activity appropriate for maintaining continued involvement in lifetime recreational activities, and (3) the understanding of the value of human movement as it relates to beneficial psychological and spiritual health.

**Communicative Foundations** - Communication is at the center of students' literacy and cultural understanding. Communicative Foundations teach students to think critically, communicate effectively in written and spoken modes, and read with understanding and appreciation. Exposure to a foreign language and its culture is essential to the concept of a liberal education and promotes an enlightened and culturally broadened Christian view of our world.

*English:* Students in general-education English courses will become adept at using information technology and at developing research skills, will improve their vital language skills, and will enrich their appreciation of the beauty and value of our literary heritage.

*Modern Language:* Students in the General Education sequence in Modern Languages will be able to communicate above the low intermediate level according to the ACTFL guidelines.

*Communication:* Students taking general education courses in Communication Studies will learn effective communication skills in the context of public speaking, interpersonal communication and small group communication.

**Scientific and Technological Foundations** - Scientific and Technological Foundations develop students' abilities to solve problems and reason analytically. They also provide tools and concepts that enable students to function capably in an information age. These foundations expose students to scientific ideas and methods critical to participating responsibly in the modern world.

*Computer Information Systems:* Students successfully completing The Introduction to Information Technology will learn about the role of information technology in the past and in today's global society; will develop competency in commonly used software programs; and will develop skills in on-line research.

*Science and Mathematics:* The general education purpose of the School of Science and Mathematics is to enable students to develop a scientific literacy, through: (1) appreciation of the contributions of science to modern life; (2) development of an awareness of measures necessary for personal safety and ecological responsibility in this scientific era; and (3) development of a background of information in the natural science discipline studied.

**Aesthetic Foundations** - Aesthetic Foundations foster students' understanding of the human spirit through art, music, and drama.

*Music:* Students taking general education courses in Music will achieve recognition and understanding of musical vocabulary and the ability to distinguish between the different families of musical instruments. They will be able to recognize music from a wide variety of styles and historical periods, and from these studies they will become informed listeners. In applied studies, students will learn the principles and techniques of musical performance, and through ensemble experiences they will gain an understanding of the individual's role and responsibility in a corporate musical experience.

*Art:* Students taking art courses for fine arts credit will learn to appreciate the contribution of the visual arts to world culture.

*Theatre:* Students taking general education courses in Theatre will learn general information about theatre history, theatre architecture, stage terminology, play analysis, and different theatre genres and literature as well as some basic acting theory and techniques.

**Social Foundations** - Social Foundations explore the intersections of the individual and society in many forms. History shows students how people lived in the past and how their cultures formed their world. American government acquaints students with the basic tenets of politics and encourages responsible participation in government. In addition to these required courses, students can enhance their understanding through courses in sociology, psychology, history, or government.

*History:* Students taking the general education course in history will develop the skills required to seek knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as have an improved understanding of American history



*Political Science:* Students taking the general education course in political science will develop the skills required to seek knowledge, analyze complex issues and present conclusions in a clear and thoughtful manner as well as learn the basic theoretical and philosophical tenets of politics and the American political system.

*Psychology:* Students taking a psychology course, as a part of the general education requirement, will learn to understand themselves and others better by taking into consideration the emotional, social, cultural, and environmental and hereditary factors which cause people to act as they do.

Individual majors may encourage or require additional coursework beyond this foundational core. Thoughtful students will synthesize and integrate these varied academic foundations as they develop their own individual interests, beliefs, life goals, and intellectual and spiritual priorities.

**Major:** a subject or academic discipline chosen as the primary field of study. **All students must have a major.** Within the Bachelor of Arts, Bachelor of Science, and Bachelor of Applied Arts and Sciences, this requirement ranges from 30 to 55 credit hours. Within the Bachelor of Music, this requirement ranges from 62 to 81 hours. A major in the Bachelor of Business Administration requires a common business core of 30 hours plus a major of 27 hours. Several majors within the university require that the student select an area of emphasis within the major, comprising a sub-level of intense concentration within the broad discipline of the major. Several majors within the university are considered Interdisciplinary majors, comprising a combination of courses from several disciplines to make up the primary field of study. Similar to interdisciplinary majors, a composite major is comprised of a combination of courses from several disciplines. A composite major should consist of up to a maximum of 60 semester hours with dual counting of general education courses.

**Optional Minor:** a series of courses, ranging from 18 to 24 credit hours, within a single department that constitutes a secondary field of study. Some programs may propose additional specific requirements or recommendations for their majors. A student choosing the traditional minor should check the information in the introductory statements of the appropriate department for the required courses.

**Electives:** individual courses selected at the discretion of the student in consultation with an academic advisor.

Within the associate degrees, students are required to complete the following:

The Associate in Ministry is a 64-credit hour program composed of three basic blocks: 29 hours of general education, 30 hours of ministry concentration, and 5 hours of electives.

The Associate in Health Science degree program is designed to allow a student to complete prerequisites for a program that is to be completed at another university.

The specific requirements for the degrees, majors, and minors available in each school are provided on the appropriate pages for the various schools of the university. Choosing a degree, major, and minor early in their academic career, will allow a student to select and enroll in courses which will lead to successful fulfillment of all requirements for their degree completion.

## GENERAL EDUCATION REQUIREMENTS

**Students should review the items listed below as they could affect their degree completion and delay their graduation.**

General Education Requirements are a core of broad-based courses designed to provide experiences in communication, humanities/fine arts, social/behavioral sciences, natural sciences/mathematics, physical education, and computer information systems. This requirement ranges from 49 to 62 credit hours depending on the degree selected.

The General Education for **education majors** includes additional course requirements; therefore, teacher education candidates should review the School of Education section of the catalog.

**Chapel/Student Assembly is required of students attending Howard Payne University. Four semesters, or credits, of chapel/student assembly attendance are required for graduation with a bachelor's degree. Two semesters, or credits, of chapel/student assembly attendance are required for graduation with an associate's degree.**

Two hours of ESS activity courses or ESS 2340 are required, **but only four hours ESS activity courses may be counted toward a degree.** More than four hours of physical activity classes may be counted toward a degree when the classes are required as part of a major, minor, or area of interest such as those in Exercise and Sport Science.

To fulfill the Foreign Language requirement in the Bachelor of Arts degree, all 12 hours must be completed in a single language. Sign Language, completed at an accredited institution, is approved as a foreign language.

To fulfill the requirement for 4 or 8 hours of Natural Science with a lab, students must complete a Life Science with a lab (Biology) and/or a Physical Science with a lab (Chemistry, Geology, Physical Science, or Physics).

A maximum of 6 hours from any one department (HIS, PSY, SOC, POS, GEG) may be used to fulfill the 12 hours of Social Foundations.

Students who score 14 or below on the English section of the ACT test (11 or below on the pre-1989 ACT) or 260 or below on the SAT are required to pass ENG 1304 Developmental English, a preparatory college English course, prior to enrollment in ENG 1311.

Students who score 16 or below on the mathematics section of the ACT test (11 or below on the pre-1989 ACT) or 340 or below on the SAT will be required to complete MAT 1303.

Six semester hours of Developmental Program courses may count toward a student's degree completion as elective credit, although all developmental courses completed become part of the student's academic record. Excess developmental course hours completed are deducted from the student's cumulative hours.

## Bachelor of Arts

### GENERAL EDUCATION:

<u>Spiritual Foundations - 6 hours</u>	
BIB 1303 Introduction to the Old Testament .....	3 hours
BIB 1304 Introduction to the New Testament.....	3 hours
<u>Physical Foundations - 2 or 3 hours</u>	
Exercise and Sport Science Activity	
2 Class A, or 1 Class A and 1 Class B, or	
ESS 2340 Personal Fitness and Wellness.....	2-3 hours
<u>Communicative Foundations - 24 hours</u>	
COM 1310 Fundamentals of Human Communication.....	3 hours
ENG 1311 English Composition I.....	3 hours
ENG 1312 English Composition II.....	3 hours
ENG 2351 or 2353 or 2373 .....	3 hours
Foreign Language (must be taken in a single language) .....	12 hours
<u>Scientific and Technological Foundations - 10 hours</u>	
MAT 1351 or above.....	3 hours
CIS 1339 Introduction to Information Technology.....	3 hours
Physical Science with lab or Life Science with lab .....	4 hours
<u>Aesthetic Foundations - 3 hours</u>	
Fine Arts - Theatre, Music or Art Courses	
chosen from the approved list.....	3 hours
<u>Social Foundations - 12 hours</u>	
POS 2311 American Government.....	3 hours
History - 3 hours .....	3 hours
6 hours chosen from Psychology, Sociology, or Geography	
or a combination of 3 hours Psychology, Sociology, or Geography	
and 3 hours History or Political Science (only 6 hours chosen from	
any one department - POS, HIS, PSY, SOC, GEG) .....	6 hours
Total General Education	56-57 hours
MAJOR .....	30-36 hours
OPTIONAL MINOR.....	18-24 hours
Electives (with optional minor).....	7-20 hours
Electives (without optional minor).....	31-38 hours
<b>TOTAL HOURS</b>	<b>124 hours</b>

## MAJORS UNDER THE BACHELOR OF ARTS DEGREE

### ACADEMY OF FREEDOM

with a Second Major  
 Bible  
 Biblical Languages  
 Biology  
 Christian Education  
 Criminal Justice  
 Elementary Education  
 English  
 Family Studies  
 Forensic Science  
 History  
 Political Science  
 Psychology  
 Social Studies  
 Social Work  
 Youth Ministry

### ART COMMUNICATION

#### BIBLE

#### BIBLICAL LANGUAGES

#### BIOLOGY

#### CHEMISTRY - Standard

#### CHEMISTRY - Biochemistry

#### CHRISTIAN EDUCATION

#### COMMUNICATION STUDIES

with Areas of Specialization:  
 Organizational & Leadership  
 Communication  
 Public & Media Communication

#### CRIMINAL JUSTICE

with Areas of Emphasis:  
 Restorative Justice  
 Forensic Science

#### CROSS CULTURAL STUDIES

#### EDUCATION

##### ELEMENTARY EDUCATION - EC - GRD 6

##### MIDDLE SCHOOL - GRD 4 - GRD 8

with Teaching Fields:  
 English Language Arts &  
 Reading  
 Mathematics  
 Science  
 Social Studies

##### HIGH SCHOOL - GRD 8 - GRD 12

with Teaching Fields:  
 Business Education  
 Technology Applications  
 English Language Arts & Reading

History  
 Life Science  
 Mathematics  
 Physical Science  
 Social Studies Composite  
 Speech Communication

#### ALL-LEVEL - EC - GRD 12

with Teaching Fields:

Art  
 Spanish  
 Theatre Arts

#### ENGLISH

#### FAMILY STUDIES

#### FORENSIC SCIENCE

with Concentrations:  
 Criminal Justice  
 Chemistry

#### HISTORY

with Areas of Emphasis:  
 American History  
 Modern European History

#### INTERDISCIPLINARY STUDIES

#### LIBERAL ARTS AND SCIENCES

#### MATHEMATICS

#### MUSIC

with Concentration:  
 Instrumental  
 Organ  
 Piano  
 Voice

#### POLITICAL SCIENCE

with Areas of Emphasis:  
 International Studies  
 Prelaw  
 Public Policy

#### PRACTICAL THEOLOGY

#### PSYCHOLOGY

with Specialty Tracks:  
 General Psychology  
 Counseling / Clinical Psychology  
 Family Psychology  
 Psychology & Ministry

#### SOCIAL STUDIES COMP

#### SOCIAL WORK

#### SPANISH

#### THEATRE

#### YOUTH MINISTRY

## Bachelor of Science

### GENERAL EDUCATION:

<u>Spiritual Foundations - 6 hours</u>	
BIB 1303 Introduction to the Old Testament .....	3 hours
BIB 1304 Introduction to the New Testament.....	3 hours
<u>Physical Foundations - 2 or 3 hours</u>	
Exercise and Sport Science Activity	
2 Class A, or 1 Class A and 1 Class B, or	
ESS 2340 Personal Fitness and Wellness.....	2-3 hours
<u>Communicative Foundations - 12 hours</u>	
COM 1310 Fundamentals of Human Communication.....	3 hours
ENG 1311 English Composition I.....	3 hours
ENG 1312 English Composition II.....	3 hours
ENG 2351 or 2353 or 2373 .....	3 hours
<u>Scientific and Technological Foundations - 21 hours</u>	
MAT 1351 or above.....	3 hours
MAT 1381 or above.....	3 hours
CIS 1339 Introduction to Information Technology.....	3 hours
Physical Science with lab - 4 hours and Life Science with lab - 4 hours.....	8 hours
Physical Science with lab or Life Science with lab.....	4 hours
<u>Aesthetic Foundations - 3 hours</u>	
Fine Arts - Theatre, Music or Art Courses	
chosen from the approved list.....	3 hours
<u>Social Foundations - 12 hours</u>	
POS 2311 American Government.....	3 hours
History - 3 hours .....	3 hours
6 hours chosen from Psychology, Sociology, or Geography	
or a combination of 3 hours Psychology, Sociology, or Geography	
and 3 hours History or Political Science (only 6 hours chosen from	
any one department - POS, HIS, PSY, SOC, GEG) .....	6 hours
Total General Education	56-57 hours
MAJOR .....	30-36 hours
OPTIONAL MINOR.....	18-24 hours
Electives (with optional minor) .....	7-20 hours
Electives (without optional minor) .....	31-38 hours
TOTAL HOURS	124 hours

## MAJORS UNDER THE BACHELOR OF SCIENCE DEGREE

### ACADEMY OF FREEDOM

with a Second Major

Biology  
 Business Administration  
 Criminal Justice  
 Elementary Education  
 Family Studies  
 Forensic Science  
 Political Science  
 Psychology  
 Social Studies  
 Social Work

### ART COMMUNICATION

#### BIOLOGY

#### BUSINESS ADMINISTRATION

#### CHEMISTRY - Standard

#### CHEMISTRY - Biochemistry

#### COMMUNICATION STUDIES

with Areas of Specialization:

Organizational & Leadership Communication  
 Public & Media Communication

#### COMPUTER INFORMATION SYSTEMS

#### CRIMINAL JUSTICE

with Areas of Emphasis:

Restorative Justice  
 Forensic Science

#### EDUCATION

##### ELEMENTARY EDUCATION - EC - GRD 6

##### MIDDLE SCHOOL - GRD 4 - GRD 8

with Teaching Fields:

English Language Arts & Reading  
 Mathematics  
 Science  
 Social Studies

##### HIGH SCHOOL - GRD 8 - GRD 12

with Teaching Fields:

Business Education  
 Technology Applications  
 English Language Arts & Reading

History

Life Science

Mathematics

Physical Science

Social Studies Composite

Speech Communication

#### ALL-LEVEL - EC - GRD 12

with Teaching Fields:

Art  
 Physical Education  
 Theatre Arts

#### EXERCISE & SPORT SCIENCE

with Areas of Specialization:

Coaching  
 Personal Trainer  
 Physical Education  
 Exercise & Sport Management  
 Intramural Recreation

#### FAMILY STUDIES

#### FORENSIC SCIENCE

with Concentrations:

Criminal Justice  
 Chemistry

#### INTERDISCIPLINARY STUDIES

#### MATHEMATICS

#### POLITICAL SCIENCE

with Areas of Emphasis:

International Studies  
 Prelaw  
 Public Policy

#### PSYCHOLOGY

with Specialty Tracks:

General Psychology  
 Counseling / Clinical Psychology  
 Family Psychology  
 Psychology & Ministry

#### SOCIAL STUDIES COMP

#### SOCIAL WORK

#### THEATRE

## Page 94 - 95 - Academic Information

**Bachelor of Business Administration**

## GENERAL EDUCATION:

<u>Spiritual Foundations - 6 hours</u>	
BIB 1303 Introduction to the Old Testament .....	3 hours
BIB 1304 Introduction to the New Testament.....	3 hours
<u>Physical Foundations - 2 or 3 hours</u>	
Exercise and Sport Science Activity	
2 Class A, or 1 Class A and 1 Class B, or	
ESS 2340 Personal Fitness and Wellness.....	2-3 hours
<u>Communicative Foundations - 15 hours</u>	
COM 1310 Fundamentals of Human Communication.....	3 hours
BUS 2332 Business Communication .....	3 hours
ENG 1311 English Composition I.....	3 hours
ENG 1312 English Composition II.....	3 hours
ENG 2351 or 2353 or 2373 .....	3 hours
<u>Scientific and Technological Foundations - 16 hours</u>	
CIS 1339 Introduction to Information Technology .....	3 hours
MAT 1351 or above .....	3 hours
MAT 2341 Finite Math .....	3 hours
MAT 2342 Introduction to Probability and Statistics.....	3 hours
Physical Science with lab or Life Science with lab .....	4 hours
<u>Aesthetic Foundations - 3 hours</u>	
Fine Arts - Theatre, Music or Art Courses	
chosen from the approved list.....	3 hours
<u>Social Foundations - 15 hours</u>	
POS 2311 American Government.....	3 hours
6 hours chosen from History, Psychology or Sociology; or	
a combination of 3 hours History, Psychology or Sociology	
and 3 hours Political Science.....	
ECO 2311 Principles of Microeconomic.....	3 hours
ECO 2321 Principles of Macroeconomics.....	3 hours
Total General Education	
	57-58 hours
Business Core	
ACC 2311 and 2321 .....	6 hours
BUS 1311, 3311, 3335, 3351 and 4351 .....	15 hours
CIS 2310.....	3 hours
FIN 2341, 3301 .....	6 hours
MGT 3303.....	3 hours
MKT 2302 .....	3 hours
	36 hours
MAJOR .....	27-36 hours
ELECTIVES .....	0-8 hours
TOTAL HOURS	
	128 hours

**MAJORS UNDER THE BACHELOR OF BUSINESS ADMINISTRATION DEGREE**

**ACCOUNTING  
MANAGEMENT  
MANAGEMENT INFORMATION  
SYSTEMS  
MARKETING**

**ACADEMY OF FREEDOM**  
with a Second Major  
Accounting  
Management

## Bachelor of Music

### GENERAL EDUCATION PLAN:

<u>Spiritual Foundations - 6 hours</u>		
BIB 1303 Introduction to the Old Testament .....	3 hours	
BIB 1304 Introduction to the New Testament.....	3 hours	
<u>Physical Foundations - 2 or 3 hours</u>		
Exercise and Sport Science Activity		
2 Class A, or 1 Class A and 1 Class B, or		
ESS 2340 Personal Fitness and Wellness.....	2-3 hours	
<u>Communicative Foundations - 12 hours</u>		
COM 1310 Fundamentals of Human Communication.....	3 hours	
ENG 1311 English Composition I.....	3 hours	
ENG 1312 English Composition II.....	3 hours	
ENG 2351 or 2353 or 23733 hours		
<u>Scientific and Technological Foundations - 10 hours</u>		
MAT 1351 or above.....	3 hours	
CIS 1339 Introduction to Information Technology.....	3 hours	
Physical Science with lab or Life Science with lab (Science of Music recommended).....	4 hours	
<u>Aesthetic Foundations - 3 hours</u>		
Fine Arts - Theatre, Music or Art Courses chosen from the approved list.....		3 hours
<u>Social Foundations - 9 hours</u>		
6 hours chosen from Psychology, History, Sociology, or Geography .....	6 hours	
POS 2311 American Government or		
POS 2321 State and Local Government.....	3 hours	
Total General Education	42-43 hours	
General Education .....	42-43 hours	
Music Major.....	78-81 hours	
Language (one semester of French) [Required for most majors] .....	3 hours	
Electives.....	3-11 hours	
TOTAL HOURS	128-136 hours	

### MAJORS UNDER THE BACHELOR OF MUSIC DEGREE

#### CHURCH MUSIC AND WORSHIP MUSIC EDUCATION - ALL-LEVEL

- EC - GRADE 12  
with Teaching Fields:  
Music: Choral  
Music: Instrumental

PERFORMANCE: INSTRUMENTAL  
CONCENTRATION (NON-KEYBOARD)  
PERFORMANCE:  
ORGAN CONCENTRATION  
PERFORMANCE:  
PIANO CONCENTRATION  
PERFORMANCE:  
VOICE CONCENTRATION  
PIANO PEDAGOGY AND ACCOMPANYING



## Bachelor of Applied Arts and Sciences

### GENERAL EDUCATION:

<u>Spiritual Foundations - 6 hours</u>	
BIB 1303 Introduction to the Old Testament .....	3 hours
BIB 1304 Introduction to the New Testament.....	3 hours
<u>Physical Foundations - 2 or 3 hours</u>	
Exercise and Sport Science Activity	
2 Class A, or 1 Class A and 1 Class B, or	
ESS 2340 Personal Fitness and Wellness.....	2-3 hours
<u>Communicative Foundations - 12 hours</u>	
COM 1310 Fundamentals of Human Communication.....	3 hours
ENG 1311 English Composition I.....	3 hours
ENG 1312 English Composition II.....	3 hours
ENG 2351 or 2353 or 2373 .....	3 hours
<u>Scientific and Technological Foundations - 14 hours</u>	
Computer Information Systems.....	3 hours
MAT 1351 or above.....	3 hours
Physical Science with lab and/or Life Science with lab .....	8 hours
<u>Aesthetic Foundations - 3 hours</u>	
Fine Arts - Theatre, Music or Art Courses	
chosen from the approved list .....	3 hours
<u>Social Foundations - 12 hours</u>	
POS 2311 American Government or	
POS 2321 State and Local Government.....	3 hours
6 hours chosen from Psychology, History, Sociology, or Geography .....	6 hours
3 hours Psychology, Sociology, Geography, History or Political Science .....	3 hours
(a maximum of 6 hours may be chosen from any one department - POS, PSY, HIS, SOC, GEG)	
Total General Education	49-50 hours
GENERAL EDUCATION.....	49-50 hours
MAJOR .....	30-36 hours
OPTIONAL MINOR.....	18-24 hours
Electives (with optional minor).....	18-31 hours
Electives (without optional minor).....	42-49 hours
TOTAL HOURS	128 hours

### MAJORS UNDER THE APPLIED ARTS AND SCIENCE DEGREE

#### BUSINESS ADMINISTRATION

#### CRIMINAL JUSTICE

#### GENERAL STUDIES

#### CHRISTIAN STUDIES

with Concentrations:

- Bible
- Biblical Languages
- Christian Education
- Cross-Cultural Studies
- Practical Theology
- Youth Ministry
- Composite of Christian Studies Courses

## Bachelor of Applied Arts and Sciences

This degree is designed to offer students with vocational-technical training the opportunity to obtain a baccalaureate degree. Students may obtain credit toward this degree via accredited college-level course work, certain types of professional and educational training, and/or credit by examination. Majors offered under the Bachelor of Applied Arts and Sciences are General Studies, Christian Studies, Business Administration, and Criminal Justice.

### Specific Requirements for the Degree

- Sixty-six hours of college-level credits earned at a junior college are applicable to this degree.
- A maximum of thirty semester hours may be accepted in this program by a combination of assessed evaluation or credit by examination. Credit by examination may be obtained through several sources – CLEP, DANTES, Excelsior (Regents College of New York), Thomas Edison College of New Jersey, etc. Students may contact the Office of Academic Testing to obtain additional information about the availability of tests and about sites where the tests may be taken.
- Technical/vocational courses will be accepted only as elective credit from accredited vocational/technical schools, or by assessment of credit accomplished in a non-collegiate setting (see page 109 for additional information on credit accepted from civilian training programs such as law enforcement training under TCLEOSE), which has been evaluated and recommended for credit by an organization generally recognized as an authority within higher education, such as the American Council on Education.
- This degree might be used for a post-baccalaureate teacher certification program. Additional information regarding a post-baccalaureate certification program may be found in the School of Education section of this catalog.

### Majors and Composite Majors

A **General Studies major** is intended for students interested in a broad, general program for personal enrichment. The General Studies major is acceptable in settings that may not require specific traditional degrees. Students electing this major are aware that this is a degree program which may not be acceptable for teacher certification, or admission to some professional or graduate schools. The General Studies major requires forty junior-senior level semester hours. A maximum of twenty-one junior-senior hours may be earned in any one department.

The **Christian Studies major** is a 36-hour major composed of a 24-hour core and a 12-hour concentration of upper-level Christian Studies courses. Concentrations are available in Bible, Biblical Languages, Cross-Cultural Studies, Practical Theology, Christian Education, and Youth Ministry in addition to a composite major chosen from Christian Studies courses. This major may be a significant component in preparation for bi-vocational Christian ministry.

The interdisciplinary **Business Administration major** is a 36-hour major composed of various required courses offered in the School of Business. The 30-hour **Criminal Justice major** is composed of an 18-hour core and 12 hours of Criminal Justice electives chosen from a specific list of courses.

The specific requirements of each major or composite major may be found in that department's section of the catalog.

### Semester Hour Requirements

GENERAL EDUCATION.....	49-50 hours
MAJOR .....	30-36 hours
OPTIONAL MINOR.....	18-24 hours
Electives (with optional minor) .....	18-31 hours
Electives (without optional minor) .....	42-49 hours
TOTAL HOURS	128 hours

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## Liberal Arts and Sciences Major under the Bachelor of Arts Degree

The Liberal Arts and Sciences major is an interdisciplinary degree program devoted to the integration and synthesis of classical disciplines addressing the concerns of humanity. The major seeks to build upon the knowledge and skills base of the general education core by allowing the student to pursue a broader spectrum of coursework in the humanities tradition. The liberal arts and sciences major is particularly relevant for those students seeking a broad based degree which stresses critical thinking, problem-solving, effective communication and reflective thought of the human experience.

The Liberal Arts and Sciences major is a 36-hour major comprised of three academic discipline areas. Two of the three areas must be in academic disciplines offered within the School of Music and Fine Arts, the School of Science and Mathematics, and/or the School of Humanities. The third area may be in any academic discipline from any school (except teacher certification in the School of Education). The 12 hours in each academic discipline must be in addition to the courses required for the general education core (no "double-dipping") and six hours in each area must be upper division (3000/4000).

Since the Liberal Arts and Sciences major leads to a Bachelor of Arts degree, the student is required to take 12 hours of a modern foreign language or 12 hours of biblical languages. Additionally, liberal arts and sciences majors are required to develop a related minor consisting of: PTH 1311 Introduction to Theological Reflection; PTH 3321 Theology and Culture; and 12 hours in any academic discipline (except teacher certification); a minimum of six hours must be upper division. The structure of this major, coupled with the minor related area, gives the student four areas of concentration and a foreign language.

Those students interested in pursuing a graduate degree should check with the respective graduate program to verify possible prerequisite course work.

#### *Major:*

- Area #1 — 12 hours in any academic discipline from the School of Humanities, the School of Music and Fine Arts, or the School of Science and Mathematics; six hours must be upper division.
- Area #2 — 12 hours in any academic discipline from the School of Humanities, the School of Music and Fine Arts, or the School of Science and Mathematics; six hours must be upper division.

Area #3 — 12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division.

**Total Hours - 36**

*Minor Related Area:*

PTH 1311 — Introduction to Theological Reflection

PTH 3321 — Theology and Culture

Area #4 — 12 hours in any academic discipline from any school (except teacher certification in the School of Education); six hours must be upper division.

**Total Hours - 18**

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## Other Degrees

Requirements for the **ASSOCIATE IN MINISTRY** may be found in the School of Christian Studies section.

Requirements for the **ASSOCIATE IN HEALTH SCIENCE** may be found in the School of Science and Mathematics section.

## Choosing a Minor

Minors are optional. Choosing a minor must be done in consultation with the academic advisor and approved by the head of the department minor. Some programs may propose additional specific requirements or recommendations for their majors. A student choosing a traditional minor should check the introductory statements of the appropriate department for the required courses. Traditional minors, when completed and upon graduation, will be noted on the official record of the student. Most traditional minors are composed of courses chosen with the same departmental prefix; however, composite minors, composed of courses from different departmental prefixes, are available in some departments.

**MINORS****SCHOOL OF BUSINESS**

Accounting  
 Business  
 Computer Information Systems  
 Economics  
 Interdisciplinary International Business  
 Marketing  
 Small Business Management

**SCHOOL OF CHRISTIAN STUDIES**

Bible  
 Biblical Languages  
 Christian Education  
 Cross-Cultural Studies  
 Practical Theology  
 Youth Ministry

**SCHOOL OF EDUCATION**

Exercise & Sport Science Athletic  
 Training  
 Exercise & Sport Science General  
 Exercise & Sport Science Coaching  
 Exercise & Sport Science Intramural  
 Recreation Leadership  
 Exercise & Sport Science Outdoor  
 Recreation Leadership  
 Exercise & Sport Science Soccer  
 Exercise & Sport Science Youth  
 Ministry

**SCHOOL OF HUMANITIES**

English  
 English Writing  
 Spanish  
 History  
 Political Science  
 Psychology  
 Family Studies  
 Criminal Justice  
 Sociology

**SCHOOL OF MUSIC & FINE ARTS**

General Music  
 Church Music  
 Music Performance  
 Art  
 Communication Studies  
 Journalism  
 Theatre

**SCHOOL OF SCIENCE & MATHEMATICS**

Biology  
 Health Science  
 Biomedical Sciences  
 Biodiversity  
 Mathematics  
 Chemistry  
 Forensic Science

**Fine Arts Requirement**

The following courses will fulfill the fine arts requirement. Students should choose three semester hours from one of the following categories in accordance with the general education requirement stated:

ART	1311	Drawing I
	1361	Art Appreciation
	2321	Painting and Composition I
	3312	History of Art I
	3322	History of Art II
	3332	Photography as an Art Form
	4306	Ceramics
	4311	Crafts

MUSIC	1302	Jazz Appreciation
	1353	Music Appreciation
	2237	Instrumental Techniques
	2353	Introduction to Music History
		Ensembles (band, choir, etc.)
		Applied Music (class or private lessons)
THEATRE	1311	Introduction to the Theatre
	2371	Fundamentals of Acting
	3300	S/S Theatre Tours
	4361	History of the Theatre I

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### General Requirements for Degrees

By the time students have completed 24 semester hours, they must have successfully completed or be enrolled in ENG 1311, CIS 1339, COM 1310 and be continually enrolled in the appropriate mathematics class until the mathematics requirement has been met.

By the time students have completed 36 semester hours, they must have successfully completed or be enrolled in ENG 1312. Compliance with this requirement is expected regardless of the catalog under which a student's degree is pursued. No waiver of this requirement can be made except by the provost and chief academic officer.

Evidence of good moral character, fulfillment of all general and specific academic requirements and formal approval by the faculty and the Board of Trustees are the essential conditions for receiving any of the degrees listed above.

**Chapel/Student Assembly is required of students attending Howard Payne University. Four semesters, or credits, of chapel/student assembly attendance are required for graduation with a bachelor's degree. Two semesters, or credits, or chapel/student assembly attendance are required for graduation with an associate's degree.**

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### Specific Requirements for a Bachelor's Degree

A candidate for the bachelor's degree must:

1. File a degree plan with the Office of the Registrar no later than the completion of sixty semester hours. A new degree plan or revisions to an existing degree plan for a graduate may not be filed later than two weeks prior to graduation.
2. Transfer students must complete a minimum of 62 non-junior college hours. Non-junior college hours may include senior college or university hours, ACE Guide credit, military credit, civilian training credit, CLEP testing, DANTES testing, and Regents College testing.
3. Complete in residence a minimum of twenty five percent of the credit hours required for the degree, of which at least eighteen semester hours must be advanced. Twelve of the eighteen advanced hours are required in the major.

4. A minor shall consist of 18 to 24 semester hours. A minimum of six semester hours must be advanced (3000-4000) unless otherwise stipulated in the department's description of the minor. An average of "C" (2.0) or better is required in the minor.
5. Present no more than thirty semester hours by credit by examination (including Advanced Placement, CLEP, ACT, SAT, DANTEs or other nationally recognized examinations), or credit for military and civilian training.
6. Make a minimum grade of "C" on all advanced hours taken. Upper-level courses (3000 or 4000 level) completed with a grade below a "C" cannot be counted toward a Degree.
7. Have at least a "C" average in the major or teaching field.
8. Have an overall grade point average of 2.00 or better.
9. All degrees require the completion of two hours of exercise and sport science activity courses - two class A or one class A and one class B. All students, with the exception of those pursuing an Exercise and Sport Science major, may use only four hours of ESS activity course credit toward the cumulative hours required for degree completion.

The four hours of ESS activity course credit include credit awarded for participation in varsity athletics (ESS 1142). Varsity athletic credit may be used for elective credit only and only one semester hour of varsity credit may be used in meeting degree requirements.

10. Bachelor of Arts and Bachelor of Science degrees, pursued under the 2009-2011 catalog, require the completion of a minimum of 124 cumulative semester hours. All other Bachelor degrees pursued under the 2009-2011 and all prior catalogs require the completion of a minimum of 128 cumulative semester hours.
11. Transfer credit - earned through distance learning or in-residence study at another university, which is needed to fulfill degree requirements for graduation - must be received by the Office of the Registrar by the following dates: December graduates – November 15; May graduates - April 1; August graduates - July.
12. Receipt of official transfer credit after the stated date will result in the graduate being moved to the next graduate date.
13. Pay all fees.
14. Have completed **University Seminar (UNS 1001)** or an equivalent course and four chapel/student assembly credits.
15. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.
16. Students completing degree requirements in December, May, or August must attend commencement unless officially excused by the provost and chief academic officer. A written request to graduate "in absentia" must be submitted to the Office of Academic Affairs.
17. Have a student account paid in full before graduating or participating in graduation ceremonies.

## Requirements for Teacher Certification

Students should see the School of Education section of this catalog and the dean of the School of Education for details and specific courses required.

Students seeking teacher certification must be jointly advised by the academic advisor from their major field and the Teacher Certification officer. Degree plans must bear the signature of both advisors.

### Specific Requirements for an Associate's Degree

A candidate for the associate's degree must:

1. File a degree plan with the Office of the Registrar no later than the completion of thirty semester hours. A new degree plan or revisions to an existing degree plan for a graduate may not be filed later than two weeks prior to graduation.
2. Complete a minimum of sixteen hours in residence.
3. Present no more than fifteen semester hours by credit by examination (including Advanced Placement, CLEP, ACT, SAT, DANTEs or other nationally recognized examinations), or credit for military and civilian training.
4. Make a minimum grade of "C" on all advanced hours taken. Upper-level courses (3000 or 4000 level) completed with a grade below a "C" cannot be counted toward a degree.
5. Have at least a "C" average in the concentration.
6. Have an overall grade point average of 2.00 or better.
7. Complete a minimum of 64 semester hours including one exercise and sport science activity course.
8. Transfer credit - earned through distance learning or in-residence study at another university, which is needed to fulfill degree requirements for graduation, must be received by the Office of the Registrar by the following dates: December graduates – November 15; May graduates - April 1; August graduates - July 15. Receipt of official transfer credit after the stated date will result in the graduate being moved to the next graduation date.
9. Pay all fees.
10. Have a student account paid in full before graduating or participating in graduation ceremonies.
11. Order diploma by October 1 for December graduates, February 1 for May graduates, and April 1 for August graduates.
12. Students completing degree requirements in December, May, or August must attend commencement unless officially excused by the provost and chief academic officer. A written request to graduate "in absentia" must be submitted to the Office of Academic Affairs.



13. Have completed **University Seminar (UNS 1001)** or an equivalent course and two chapel/student assembly credits. This requirement may be waived for students attending classes at Howard Payne's extension campuses.

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### Catalog of Graduation

Students have six years from their term of original registration to complete a degree program under the catalog in effect when they initially registered. A student may choose a subsequent catalog under which to complete graduation requirements, provided the student has completed at least one course during a semester in which the selected catalog was in effect. The student must complete all degree requirements under the subsequent catalog. Choosing a new catalog begins a new six-year time limit.

### General Academic Information

#### Course Numbering System

Courses are numbered using four digits. The explanation is as follows:

The first digit indicates level:

- 0—Pre-collegiate
- 1—Freshman
- 2—Sophomore
- 3—Junior
- 4—Senior

The second number indicates semester hour credit:

- 0—0 hour credit
- 1—1 hour credit
- 2—2 hours credit
- 3—3 hours credit, etc.

The third number is to denote courses within a department.

The fourth number is used to indicate a different course within the discipline.

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework. The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. The list of Howard Payne courses equivalent to TCCNS courses may be found in the Appendix on page 334 of the 2009-2011 catalog. Through SPEEDE, a technology used in administrative areas of education, student academic records may be moved electronically between colleges and universities. Howard Payne has the ability to send and receive electronic transcripts.

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## Academic Year

Howard Payne University defines an academic year as consisting of two long semesters (Fall and Spring) with a full-time undergraduate student required to enroll in and complete a minimum of 12 credit hours per semester for a total of no less than 24 credit hours over 30 weeks (15 weeks per long semester).

HPU offers three summer terms (May-Term, Summer I, and Summer II). A full-time undergraduate student in a summer term must enroll in no less than 6 credit hours. The academic year begins on June 1 (Summer I) and ends on May 31 (May-Term).

This definition will apply to all eligible programs, including graduate programs, and will be used when administering all Title IV financial aid programs.

## Maximum and Minimum Class Load

A semester hour represents one hour of classroom work per week per semester. The normal student load during a long semester is sixteen semester hours. A full-time student is one registered for twelve or more semester hours in a fall or spring semester. After their first semester of enrollment, a student who has a grade point average of 3.0 (B) or better may enroll in over eighteen hours if he desires **and** receives written approval from their advisor and the school dean of the student's major. Students will not be allowed to take more than twenty-one semester hours in any one semester. The overload approval must be presented to the Office of the Registrar.

A normal course load for a student enrolled in a four-week summer session is six semester hours. During the summer sessions, the student's advisor and the school dean of the student's major must approve enrollment over seven hours. The maximum load for a student enrolled in the three-week May Term is six semester hours. Students must obtain written approval from their advisor and the school dean of the student's major for enrollment exceeding six hours during May Term.

## Dual Counting of Courses

Students are encouraged to take general education courses that will also be appropriate for their major or minor degree requirements. Courses used to meet degree requirements in the major may not be counted in the minor or related minor or vice-versa. Additional hours will be required if the student's chosen major and minor require the same courses. Contact the Office of the Registrar for specific information concerning this restriction.

The semester hours, for courses used to meet general education and major or general education and minor or related minor requirements, may be counted only once in satisfying the 124 or 128 semester hour requirement for degree completion.

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## Repeated Courses

Courses may be repeated to improve a grade. While all coursework taken remains part of the student's permanent academic record, only the highest grade earned for the course will be counted toward University grade points and graduation recognition. Courses may be repeated at another university for transfer credit toward the degree.

Howard Payne students who wish to take coursework at another college or university must obtain written approval prior to enrolling in the other college or university. Students must complete a **Request for Transfer Course Approval** form and obtain the signature of their advisor, the dean of the school that offers the HPU course, and the provost and chief academic officer.

Howard Payne University is under no obligation to accept or apply the transfer credit toward the student's degree if the student fails to obtain approval prior to enrolling in the transfer course. The Request for Transfer Course Approval is critical for Howard Payne University students who need to repeat a course or courses at another college or university. To be counted as a repeat, the transfer course must be an exact match to the HPU course that needs to be repeated.

Students will not be allowed to repeat courses they have already passed if it is determined that the student is enrolling for additional hours in order to increase financial aid eligibility. The intent of the "Repeat" policy is to enable the student to improve individual course grades and/or grade point average. If it is determined that the student is repeating a previously passed course for the purpose of obtaining additional financial aid, the student will be administratively withdrawn from the repeated course or courses.

## Auditing

A student desiring to benefit from the instruction in a course may audit the course if the space is available. An auditor is not entitled to have work evaluated by the instructor and the degree of participation is determined by the instructor. No credit or grade is received. The decision to audit must be done at registration and cannot be changed after the close of the registration period. Applied music courses (private lessons) may not be audited.

## Special Studies

Each department within the university offers special studies courses of individualized work. These courses are designed for independent or group study in a field not often offered. Conference courses, directed studies, and courses not a part of the regular curriculum but offered on an irregular basis are considered to be special studies courses.

Special studies will be assigned a department designation, course number and prerequisites by the dean of the school in which the course is taken. The dean of the school and the provost and chief academic officer must approve all special studies.

**No more than six semester hours of special studies may be taken in a student's major, and no more than twelve hours of special studies may be applied to a bachelor's degree.**

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## Honors Courses

Any course, with the approval of the dean of the school in which the course is offered and the provost and chief academic officer, may be taken as an "honors" course. These courses involve a more intensive study of the subject than the same course taken regularly.

## Summer Session

The summer is divided into two sessions. A maximum of two courses and an exercise and sport science activity course may be taken during each session.

## Additional Majors or Degrees

A student may add any number of majors to a degree program as long as all requirements for each major are met.

A Second Degree: A student may obtain a second bachelor's degree by meeting the following criteria:

- The second degree must be earned in a different discipline.
- All requirements for the second degree must be met.
- The second degree requires a minimum of 24 semester hours beyond the requirements of the first degree.
- The second degree may be pursued only after the first degree has been completed.

## Dropping a Course

A student may withdraw from a class at any time during the semester **up to but not including examination week**. Class withdrawal forms, which must be submitted by the student, are available in the Office of the Registrar. A withdrawal grade request is sent to the instructor for a grade of **WP** or **WF** depending upon whether the student is passing or failing the course at the time of withdrawal.

A grade of **WP** will not affect the grade point average; however, a **WF** carries the same value as a grade of **F**. If the student has already failed a course because of absences, the instructor may assign a grade of **F** or **WF**.

A student may withdraw from a class in summer school up to **five class days prior** to the final examination. A **WP** or **WF** will be recorded just as it is for a regular semester.

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## Withdrawal from the University

Any student who finds it necessary to withdraw from the university during a semester should arrange for his official withdrawal through the Office of the Registrar. In the event of an emergency withdrawal, the student must notify the Office of the Registrar in writing of his/her intention to withdraw as soon as possible. The official date of withdrawal will be the date the request is received.

The university reserves the right to process an administrative withdrawal in the following circumstances:

- Disciplinary reasons
- Failure to meet admission requirements or contracts
- Failure to meet the terms of a financial contract
- Failure to meet the terms of an academic contract

The university refund schedule is applicable to administrative withdrawals. An administrative withdrawal is indicated on the student's transcript by the designation **WA**. An administrative withdrawal can only be given by the provost and chief academic officer.

Voluntary withdrawal from school will result in a **WP** or **WF** being recorded. If a student fails a course due to lack of success in the course or as the result of the absence policy and withdraws, a grade of **WF** will be given.

Absence from class does not constitute official withdrawal from the class or from the University. A student must initiate withdrawal from the class or from the University in the manner prescribed. If a student fails to officially withdraw from the university, he will continue to be enrolled and will receive a grade of **F** for his courses. This may result in his being suspended and could block his way if he desires to continue college work.

No refunds or reductions from fees will be made unless the withdrawal is officially completed. An official withdrawal may result in some refund. (See Financial Information.)

## Attendance

### In-Residence Attendance Policy

There is no system of free absences at Howard Payne University. **Students are expected and urged to attend all class sessions.** A student must attend class a minimum of 75% of the sessions in order to receive credit for the course. **Students who exceed the “allowable absences” automatically fail the course even if their work in the class is satisfactory.** The instructor in each course is expected to state an attendance policy in the course syllabus. Each student is expected to familiarize himself or herself with this policy at the beginning of each course. **EACH INSTRUCTOR MAY ESTABLISH A MORE STRINGENT ABSENCE POLICY IF IT IS OUTLINED IN THE COURSE SYLLABUS.** Absences are counted from the first day class meets, not from the date the student registers. All absences, excused or unexcused, are counted as classes missed. Work missed for an excused absence may be made up but the absence is still considered in the total count.

The following chart shows the number of allowable absences for students using the current attendance policy:

Class	Total Class Meetings	75% Attendance	Allowable Absences
MWF	41-42 plus exam prep. & exam	31-32	10
TTh	28 plus exam prep. & exam	21	7
Once weekly	15 plus exam prep. & exam	12	3
5 days weekly	69 plus exam prep. & exam	52	17
3 week term	15 including exam	12	3
4 week term	20 including exam	15	5

Instructors have the prerogative to drop or withdraw students who exceed the university's absence policy or the more stringent absence policy outlined in the course syllabus. The instructor may assign a grade of **F** or **WF**.

The sponsor of an organized group chosen to represent the university off campus shall present to the provost and chief academic officer, one week prior to an activity, a list of students who will be absent from class. The list shall include departure and return dates. Approval of this list by the provost and chief academic officer qualifies the absence as an excused absence.

### Online Attendance Policy

**Initial Online Course Participation** - Students must log in before the end of the course census day to satisfy the requirement for initial course participation. Students who do not before the end of the course census day have not satisfied the requirement for initial course participation.

**Online Course Attendance Policy** - Online courses follow the University's attendance policy. Professors count attendance based on participation in discussion boards each session, taking of exams, and the submission of assignments. Students are expected to check each individual course syllabus for specific instructions. Additional attendance policies for a course may be defined by the instructor in the course syllabus. The last date of attendance will be determined by the student's most recent participation in course activities.

## Classification

Students are classified as follows:

- Freshmen — Students with less than thirty semester hours credit.
- Sophomores — Thirty semester hours.
- Juniors — Sixty semester hours.
- Seniors — Ninety semester hours.

## Degree Audit Required

A degree audit must be filed by each student by the time he/she completes sixty hours. For teacher education candidates, the degree audit must be filed prior to admission to the teacher education program. A degree audit request is submitted to the Office of the Registrar by the student. The degree audit is official when submitted with the signature of the student, the student's advisor, the department head of the major, the department head of the minor, and the school dean of the major. If the student is seeking teacher certification, the teacher certification officer's signature must also be obtained. Students must accept the responsibility for filing degree audits on time and accept the consequences for late filing. A student who has completed sixty hours and has not filed a degree audit may be delayed from registering for additional courses until a degree audit is filed.

The student is ultimately responsible for the accuracy of the degree audit as specified in the catalog under which the plan was filed. Degree audits may be amended by filing a Degree Audit Substitution form which is available in the Office of the Registrar.

Extension campus students, who are requesting state or federal financial aid, must file an official degree audit during their first semester of enrollment as a means of verifying that the student is a regular, degree-seeking student.

*Recipients of VA educational benefits are required to file a degree audit upon their initial enrollment.* The degree audit is used by the university to fulfill the requirements set forth by the Veterans Administration and the Texas Workforce Commission in tracking the progress of VA educational benefit recipients toward their stated degree. All other requirements for signatures, accuracy, and amendments are as stated above for all other students.

## Student "Leave of Absence" Policy

Should a student be required to leave the university as a consequence of being called to active duty or other military service outside the student's control, the student may take a leave of absence. The student may choose between two options, whichever works best for the student.

*Option 1:* Withdraw from the university with 100% refund (excluding meal plans).

*Option 2:* Take an incomplete (I) in the enrolled courses until he/she can complete the coursework when he/she returns.

## Grades and Grade Points

At the end of each semester and summer term final grades are made available to students electronically through **CampusConnect** and are recorded on their permanent record in the Office of the Registrar. Grade reports are no longer mailed to students.

The system of grading and of calculating grade points is as follows:

<i>Grade</i>	<i>Interpretation</i>	<i>Grade Points</i>
A	Excellent	4 per semester hour
B	Good	3 per semester hour
C	Average	2 per semester hour
D	Passing	1 per semester hour
F	Failing	0 per semester hour
I	Incomplete	0 per semester hour
P	Passing	0 per semester hour
WP	Withdrew passing	0 per semester hour
WF	Withdrew failing	0 per semester hour
WA	Administrative withdrawal	0 per semester hour
NG	No grade	0 per semester hour

The lowest passing grade is a D. Incomplete grades must be removed by the end of the next regular semester, exclusive of summer school, or they will be changed automatically to an F. Grades are decided by the instructor. Any change or re-evaluation of a grade can only be done by the instructor, or as an outcome of the academic appeals process.

**All courses, including 3000 and 4000 level courses, completed with a grade of "D" are included in a student's cumulative hours earned. In order to be used to fulfill any degree requirement - General Education, Major, Minor, Elective Credit - 3000 and 4000 level courses must be completed with a grade of "C" or higher.**

No grade change can be made after the lapse of one calendar year unless there is a petition made by the instructor to the Dean's Council.

## Incomplete Grade (I) or No Grade (NG)

The decision to give an "incomplete" can be given under conditions that are beyond control of the student such as illness, injury, or death in the family. Forms for requesting an "incomplete" are available to students in the Office of the Registrar. Incomplete grades must be removed by the end of the next regular semester (Fall or Spring), exclusive of summer school, or the I grade will be changed to an F.

A student receiving an **NG**, no grade, from an instructor has one regular semester (Fall or Spring), exclusive of summer school, to remove it or the **NG** will be changed to an **F**.

### Pass/Fail Grading Option

Up to six semester hours, in addition to the required exercise and sport science activity courses, may be taken in the major or minor as pass/fail if specified in the course description, or if the course is an elective.

This option may not be chosen for general education courses or to repeat a course for which a grade was given. Once chosen, the option to have a course graded as a pass/fail cannot be changed.

In order to receive a "pass," the work in the course must be equivalent to a grade of "C" or better. A "pass" does not affect the grade point average in any manner, while a "fail" will be calculated in the grade point average as an "F."

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### Academic Honors Recognition

The academic honors lists compiled at the end of a semester show the names of undergraduate students whose grade records are considerably above average. The **Honor Roll** will list students who have achieved a grade point average for the semester of 3.50 to 3.64. The **Dean's List** will list students who have achieved a semester grade point average of 3.65 to 3.99. The **President's List** will list students who have a semester average of 4.00. A special citation goes to this group of students.

To qualify for each of these lists, students must be registered for a minimum of 12 semester hours and have no incomplete grades ("I" or "NG") or failing grades for the semester. One exception to this requirement is students who enroll in classes which require a travel component that occurs after the close of a semester. The grade of "NG", submitted at the end of the term, is changed after completion of the trip and the submission of required reports, journals, etc.

Instructors are required to submit final grade changes for the travel classes by February 1 for fall semester classes and August 1 for spring and summer semester classes. Semester grades will be reviewed a second time on February 1 and August 1 to determine if students enrolled in the travel classes qualify for the Honor Roll, Dean's List, or the President's List.

Graduation honors will be as follows: **Cum Laude** - a cumulative grade point average of 3.55 to 3.69, **Magna Cum Laude** - a cumulative grade point average of 3.70 to 3.84, and **Summa Cum Laude** - a cumulative grade point average of 3.85 to 4.0. The grade point average is based on all college work taken including work transferred from another college or university.



## Academic Probation and Suspension

All students will be placed on academic probation at the end of any semester in which the cumulative grade point average does not meet the following conditions:

- A grade point average of 1.6 or above when a student has attempted thirty (30) or less semester hours.
- A grade point average of 1.8 or above when a student has attempted thirty-one (31) to sixty (60) semester hours.
- A grade point average of 2.0 or above when a student has attempted over sixty (60) semester hours.

### Academic Probation

Students will be placed on academic probation at the end of any semester that the cumulative grade point average does not meet the published level noted above for each classification. Probation will be imposed only after the student has attempted a minimum of twelve semester hours. Students placed on academic probation are students in "academic peril" and the University is committed to assisting these students. A variety of academic support services are made available such as content tutoring, workshops, advising, and supplemental instruction.

### Academic Suspension

If at the end of that probation period a student has not been removed from probation, he/she will be suspended for one long semester, exclusive of summer school. Or, if a student fails to earn any semester hour credit, except in skills courses such as ESS activity courses or applied/private music, the student will be immediately suspended for one long semester. Only those courses for which credit is awarded are counted as completed courses or earned hours. Courses with a final grade of **F, WP, WF, I or NG** will not be used in computing earned hours.

A student who has not officially withdrawn from the university and fails to earn any credit, except in skills courses such as ESS activity courses or applied/private music, will be suspended for one long semester.

A student who has officially withdrawn from the university and whose final grades are **WF** for all classes, except in skills courses such as ESS activity courses or applied/private music, will be suspended for one long semester.

A student whose final grades are a combination of **WF and WP** for all classes, except in skills courses such as ESS activity courses or applied/private music, will not be academically suspended; however, the semester will be included in determining the number of completed hours for satisfactory academic progress.

Any student who has been withdrawn from all of their classes by the faculty due to excessive absences, excluding skill courses such as ESS activity courses or private music, shall immediately be suspended from the university and will, at that time, no longer be eligible to participate in extracurricular activities, or live in the dormitories, or be eligible to participate in the food service program. Refunds, if any, will be based on the schedule published in the university catalog.

No student under suspension may represent Howard Payne University in any activity at any time.  
**Coursework taken at another institution while on academic suspension from Howard Payne is not transferable to Howard Payne University.**

Students may reapply for admission after the period of suspension has been completed. If re-admitted, the student must improve the cumulative grade point average sufficiently so that he is not on probation or the process begins again.

### Satisfactory Academic Progress

Students are considered to be in good academic standing if they are making satisfactory progress toward a degree. Full-time students who complete a minimum of twenty-four (24) hours in each of their first three (3) academic years (two long semesters and three summer semesters) twenty-seven (27) hours in their fourth (4th) academic year, and twenty-nine (29) hours in their fifth (5th) academic year are considered to be making satisfactory progress toward a baccalaureate degree. Satisfactory progress will be evaluated at the end of each academic year in May. Students will be notified of their failure to meet the requirements for Satisfactory Academic Progress. Students who are not making satisfactory progress may not represent HPU in extracurricular activities.

This Satisfactory Progress policy does not apply to co-curricular activities. "Co-curricular activities" are activities in which participation is required by enrollment in a course that counts toward graduation requirements. The criteria of satisfactory progress for good academic standing follow.

- Students placed on Academic Probation and Academic Suspension are not considered to be making Satisfactory Academic Progress.
- Academic hours earned through Dual-Credit, Advanced Placement, ACT-SAT score credit, and CLEP credit are considered in the computation of cumulative hours earned for determination of Satisfactory Academic Progress.
- Typically, a full-time student will be expected to complete the requirements for an undergraduate degree within five (5) academic years. An academic year equals two long semesters plus three summer sessions.
- For those students enrolled on a half-time (6, 7, or 8 hours per semester) or three-quarter time (9, 10, 11 hours per semester) basis the maximum time frame for degree completion will be evaluated on a proportional basis equivalent to the student's enrollment status.
- Only those courses for which credit is awarded are counted as completed courses. Courses with a final grade of **F, WP, WF, I or NG** will not be used in computing earned hours.
- A student whose final grades are a combination of **WF and WP** for all classes, except in skills courses such as ESS activity courses or applied/private music will not be academically suspended; however, the semester will be included in determining the number of completed hours for satisfactory academic progress.
- A student who has not officially withdrawn from the university and fails to earn any credit, except in skills courses such as ESS activity courses or applied/private music, will be suspended **and will be considered to not be making satisfactory academic progress**, until the cumulative grade point average and required number of earned hours has been achieved based on the number of hours attempted.

- A student who has officially withdrawn from the university and whose final grades are **WF** for all classes, except in skills courses such as ESS activity courses or applied/private music, will be suspended **and will be considered to not be making satisfactory academic progress**, until the cumulative grade point average has been achieved based on the number of hours attempted.
- Students who fail to meet the requirements of this policy may re-establish their eligibility to participate in extra-curricular activities by earning the number of credit hours for which they are deficient or improving their GPA by earning hours at HPU during the summer sessions or at another institution during summer sessions or other short term semesters. Students must get prior approval from the Registrar's Office to ensure that courses taken at another institution will be accepted.
- Credit hours transferred to HPU for the purpose of updating a student's unsatisfactory academic progress, will not be counted in the "number of transfer hours accepted" in determining a student's total number of full-time semesters. However, credit hours transferred **in excess** of the number of hours needed to update the student's unsatisfactory academic progress will be included in determining that students total number of full-time semesters.
- Credit hours transferred by former HPU students will be counted in the "number of transfer hours accepted" in determining a student's total number of full-time semesters if the former student was making satisfactory academic progress at the time of their last enrollment at HPU.

### Criteria Used to Determine Satisfactory Academic Progress

Satisfactory Academic Progress is based on two criteria: the appropriate cumulative grade point average earned based on the number of semester hours attempted and the appropriate number of cumulative semester hours earned based on the number of full-time semesters of enrollment.

TABLE I: Cumulative Grade Point Average based on Number of Semester Hours Attempted.

- A grade point average of 1.6 or above when a student has attempted thirty (30) or less semester hours.
- A grade point average of 1.8 or above when a student has attempted thirty-one (31) to sixty (60) semester hours.
- A grade point average of 2.0 or above when a student has attempted over sixty (60) semester hours.

Table I shows the Cumulative Grade Point Average expected based on the Number of Semester Hours Attempted.

TABLE II: Cumulative Hours Earned based on the Number of Full-Time Semesters of Enrollment

ACADEMIC YEARS COMPLETED		1	2	3	4	5					
SEMESTERS COMPLETED		1	2	3	4	5	6	7	8	9	10
SEMESTER HOURS REQUIRED TO BE COMPLETED		9	24	36	48	60	72	84	99	113	Complete

Table II shows the number of Cumulative Semester Hours students are expected to complete by the end of each Full-Time Semester enrolled.

TABLE III: Number of Semester Hours Accepted in Transfer Converted to Full-Time Semesters

0-11 semester hours accepted:	equivalent to an incoming freshman
12-23 semester hours accepted:	equivalent to one semester completed
24-35 semester hours accepted:	equivalent to two semesters completed
36-47 semester hours accepted:	equivalent to three semesters completed
48-64 semester hours accepted:	equivalent to four semesters completed
65-76 semester hours accepted:	equivalent to five semesters completed
Over 76 hours will be reviewed on an individual basis.	

Table III shows how the number of semester hours accepted in transfer are converted into equivalent full-time semesters. Transfer students are initially assumed to be making satisfactory progress upon their enrollment at Howard Payne University. After their first semester of enrollment at HPU, the number of hours accepted from the student's previous institution(s) are used in conjunction with their HPU hours to determine the transfer student's satisfactory progress.

## Academic Standards for Recipients of VA Educational Benefits

The academic standards for a student who is receiving VA educational benefits will be governed by the Academic Probation and Suspension policy for all students as stated in this catalog.

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## Appeals Process

Students may appeal decisions related to student discipline, admissions, financial aid, academic suspension, or academic matters such as grades. By submitting an appeal form (available in the Registrar's Office) and a written explanation to the appropriate persons, a student may request that his/her academic records and any extenuating circumstances be reviewed. Appeals must include a detailed description of the extenuating circumstances that occurred during the semester in which the student failed to complete requirements. Extenuating circumstances may include, but are not limited to, the following: illness of a student or immediate family member or similar hardship circumstances, a change in the major course of study, or transfer hours not counting toward a degree or certificate. The appeal must also include all necessary documentation to support the existence of the circumstances described and evidence that the circumstances have been resolved or that a plan is in place to resolve the circumstances. Appeals may be denied, approved with conditions, or approved unconditionally.

### Required Documentation / Appeal Checklist

If all required documentation is not submitted, the appeal will not be reviewed. **Students are not allowed to attend class, utilize their meal plan, or reside in campus housing while their appeals are pending.**

Due to the amount of time involved in preparing an appeal, students cannot expect to begin gathering the required supporting documentation on the final submission date and still have their appeal reviewed. The last date to submit an appeal to the Student Services and Academic Standing Committee is **by noon three working days prior to the beginning of the semester**. The last date to submit an appeal to the Final Appeals Committee is **5:00 p.m. on the second day of classes at the beginning of the semester**.

Required documentation includes: 1) Appeal Form with detailed information submitted by the student. 2) Student requested letter from the student's advisor which will provide insight about the student's academic performance and the advisor's recommendation about approving or denying the appeal.

The letter from the advisor is to be submitted directly to the Student Services and Academic Standing Committee. The letter may be in the form of an email directed to Glenda Huff, Director of Student Aid (Financial Aid Suspension and/or Unsatisfactory Progress), Cheryl Mangrum, Associate Director of Admission (Provisional or Probational Admission), or Lana Wagner, Registrar (Academic Suspension and/or Unsatisfactory Progress). NOTE: If the student's advisor fails to submit the requested letter, the appeal will still be reviewed; **however**, the student must have requested the letter. Proof of the student's request, such as a copy of the letter to the advisor or a copy of an email to the advisor, must be submitted. 3) Students have the option of asking another faculty member or staff member to write a letter to the Committee in support of the appeal.

Appeals denied by the Student Services and Academic Standing Committee may be reviewed, at the student's request, by the Final Appeals Committee. The student is required to submit additional details and documentation of the extenuating circumstances that led to their unsatisfactory academic progress before the Final Appeals Committee will review the appeal. Students who desire to do so may appear before the Final Appeals Committee in support of their appeal. Note: The file containing all supporting documentation, submitted to the Student Services and Academic Standing Committee, will be forwarded to the Final Appeals Committee for review with the additional information required for the second appeal review. The diagram below indicates where to submit particular appeals. Additional information related to student appeals may be found in the current Student Handbook.

STUDENT LIFE	ADMISSIONS	FINANCIAL AID	ACADEMIC SUSPENSION/ SATISFACTORY PROGRESS	ACADEMIC AFFAIRS
Vice President for Student Life and Dean of Students	Student Services and Academic Standing Committee	Student Services and Academic Standing Committee	Student Services and Academic Standing Committee	Department Head
Student Life Appeals Committee	Final Appeals Committee	Final Appeals Committee	Final Appeals Committee	Dean of School Provost and Chief Academic Officer Dean's Council

## Academic Forgiveness

Academic Forgiveness gives students the option of electing to have course work, taken ten or more years prior to the starting date of the semester in which the students seeks to enroll, either to be counted as usual or to be ignored for admission purposes. Students who elect to apply for admission under Academic Forgiveness, and who are admitted, select the term at which Academic Forgiveness begins. Academic Forgiveness applies to all courses taken during the term selected, regardless of the grade earned, and to all courses taken prior to the term chosen. The academic work forgiven will remain on the student's permanent academic record but will not be included in the calculation of the cumulative grade-point average and will not be counted in the cumulative hours earned.

To request academic forgiveness, the student must submit a written request to the provost and chief academic officer. The request must be submitted when making application for admission to the University. After consideration of the request, the provost and chief academic officer will approve or deny the request and advise the Registrar's Office of the decision.

## Transcript Requests

A transcript of college work is an official copy of a student's permanent academic record bearing the college seal and the signature of the Registrar. A fee of \$5.00 will be charged for each official transcript. A transcript is available only at the written request of a student to the Office of the Registrar. No one may pick up a transcript for another person without the written consent of the owner of the transcript (Family Rights and Privacy Act-1974).

Students should allow a period of at least one week for delivery of the transcript after the request has been submitted. All financial obligations to Howard Payne must be paid and all loan notes must be current before a student's record may be released; therefore, transcript requests must be forwarded to other offices for verification of status. Additional processing time should be allowed for requests submitted during peak periods.

Official transcripts are mailed to the address provided on the request form unless the college or university to which the transcript is to be sent participates in SPEEDE. SPEEDE is a technology used in administrative areas of education to electronically move student academic records between colleges and universities. Unofficial transcripts are available through CampusConnect or by fax from the Office of the Registrar.

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## Sources of Academic Credit

Howard Payne University accepts transfer and limited other means of achieving academic credit, based on the *Principles of Accreditation* of the Southern Association of Colleges and Schools. These sources for achieving academic credit are described below. References in several locations in the Howard Payne University Catalog describe in more complete detail the university's policies and limitation on credit from sources other than Howard Payne University.

- **Credit for ACT/SAT Scores.** Credit will be awarded to beginning freshmen that enroll at Howard Payne University their first semester following high school graduation if the student's scores fall within the range determined by the university.
- **Transfer credit.** Academic and technical/vocational credits may be transferred from post-secondary institutions accredited by one of the six regional accrediting associations, or from institutions accredited by a professional accrediting association approved by the Council on Higher Education Accreditation (CHEA).
- **International Baccalaureate Program.** Credit may be awarded for higher level (HL) International Baccalaureate courses completed with a grade of 5 or higher by students who complete the IB Diploma Programme and submit a transcript of their grades.
- **International transfer credit.** Credit proposed to be transferred to Howard Payne University from an educational institution outside the United States must be evaluated by a service provider that specializes in the evaluation of international transcripts. Such an evaluation will produce a translation of the original transcript, an evaluation of the educational level of all coursework, and other information that is necessary to make appropriate transfer decisions. The evaluation of international transcripts must be course-by-course.
- **Credit by examination.** Credit may be earned through tests administered by one of the nationally recognized testing agencies such as CLEP, DANTES, Excelsior (Regents College of New York), etc.

- **Departmental challenge examinations.** The faculty in various departments within the university may prepare and administer credit examinations for specific courses in the Howard Payne University curriculum in those instances where there is not a national examination that corresponds to the academic content of the specific courses.

**Assessed credit.** Education achieved in a non-collegiate setting such as military service school or certain civilian employer training programs may be assessed for appropriate academic credit. The assessment is based on recommendations of organizations generally recognized as an authority by the higher education community. The American Council on Education (ACE) and the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) are examples of such organizations.

### Credit for ACT/SAT Scores

Credit will be awarded to beginning freshmen who enroll at Howard Payne University their first semester following high school graduation if the student's scores fall into the following categories:

<p><b>ENGLISH</b> ACT: 30 - 36 ENG 1311 (3 semester hours)</p>	<p><b>VERBAL</b> SAT I: 610-800 ENG 1311 (3 semester hours)</p>
<p><b>MATHEMATICS</b> ACT: 28 - 36 MAT 1351 (3 semester hours)</p>	<p><b>MATHEMATICS</b> SAT I: 570-800 MAT 1351 (3 semester hours)</p>
<p><b>READING</b> ACT: 26 or above - 3 semester hours of elective credit</p>	<p><b>SCIENCE REASONING</b> ACT: 26 or above - 3 semester hours of elective credit</p>

### Transfer of Credit

To complete Howard Payne University degree requirements, transfer students must complete a minimum of 62 non-junior college hours. Non-junior college hours may include senior college or university hours, ACE Guide Credit, military credit, civilian training credit, CLEP testing, DANTEs testing, and Regents College testing. No more than 104 hours from any other institution or institutions (senior college and junior/community college hours combined) will be counted toward a degree and no more than thirty semester hours will be accepted from an accredited theological seminary. The maximum number of junior or community college hours that may be used toward a student's degree completion is 66 hours.

To earn a degree at Howard Payne University, transfer students are required to complete **a minimum of thirty-two hours in residence**. At least **eighteen** of the thirty-two in residence hours **must be upper-division (3000-4000 level)** with the additional requirement that a **minimum of twelve** of the eighteen hours **must be completed in the major**. If a transfer student chooses to complete a minor, six of the eighteen upper-division hours in residence must be completed in the minor. Junior college hours cannot be accepted for upper-division credit.

All work accepted from another college or university becomes a part of the student's permanent academic record at HPU. Coursework transferred or accepted for credit toward a degree must be completed at an institution accredited as degree-granting by a post-secondary regional accrediting commission at the time the student completed the coursework. Subject to specific degree requirements, work may or may not be acceptable toward a degree. If HPU requires a minimum grade for a course, the same minimum grade will be required for transfer work.

General Education courses applicable to the degrees offered by Howard Payne University may be transferred from other post-secondary institutions as long as they are acceptable toward the general education requirement of the institution where the course was taken, and match the general education criteria found on pages 85-88 of the 2009-2010 Catalog. Specific reference should be made to the Catalog Appendix: Texas Common Course Numbering System for listings of courses offered by Texas community colleges and universities which meet the general education requirements at Howard Payne University.

Current Howard Payne students who wish to take coursework at another college or university and transfer the credit back to Howard Payne, must obtain written approval prior to enrolling in the other college or university. Students must complete a **Request for Transfer Course Approval** form and obtain the signature of their advisor, the dean of the school that offers the HPU course, and the provost and chief academic officer. Howard Payne University is under no obligation to accept or apply the transfer credit toward the student's degree if the student fails to obtain approval prior to enrolling in the transfer course.

The Request for Transfer Course Approval is critical for Howard Payne University students who need to repeat a course or courses at another college or university. To be counted as a repeat, the transfer course must be an exact match to the HPU course that needs to be repeated.

If additional information concerning repeated coursework is needed, review the catalog section titled "Repeated Courses."

Transfer work taken at another college or university while a student is academically suspended from Howard Payne University will not be accepted by HPU.

## Concurrent Enrollment at Other Institutions

Current students with individual hardship situations, which might be improved by their having concurrent enrollment at another college or university, may request permission for concurrent enrollment through proper academic channels. Students must complete a **Request for Transfer Course Approval** form and obtain the signature of their advisor, the dean of the school that offers the HPU course, and the provost and chief academic officer prior to concurrently enrolling in another institution. If permission is granted, the credit hours earned may be applied toward degree requirements at Howard Payne University. Semester course load limits at HPU are not waived for students seeking concurrent enrollment. (Concurrent enrollment includes distance learning and/or in-residence coursework taken for credit at another college or university while enrolled at Howard Payne University.)

## Vocational/Technical Courses

Vocational/Technical courses will be accepted from degree-granting institutions recognized by one of the six regional accrediting agencies or a professional accrediting body responsible for freestanding institutions within a specialty. Credit may not be awarded from unaccredited technical schools or commercial colleges. Vocational/Technical credit may not be applied to the general education, major, or minor requirements in any degree program. **Vocational/Technical credit will be accepted only as elective credit in the Bachelor of Applied Arts and Sciences degree.**

## International Transfer Credit

To be considered for transfer credit, official international transcripts must be evaluated by one of the following service providers before being submitted to Howard Payne University. This evaluation is required in addition to the submission of an official international transcript to Howard Payne University. The evaluation of international transcripts must be course-by-course.



Foreign Credentials Service of America  
1910 Justin Lane  
Austin, Texas 78757  
Phone: 512/459-8428  
Web: <http://www.fcsa.biz>

Global Credential Evaluators  
P. O. Box 9203  
College Station, Texas 77842  
Phone: 979/690-8912  
Web: <http://www.gcevaluators.com>

International Academic Credential  
Evaluators, Inc.  
P. O. Box 2465  
Denton, Texas 76202-2465  
Phone: 972/664-1584  
Web: <http://www.iacei.net>

International Education Research  
Foundation  
P. O. Box 66940  
Los Angeles, California 90066  
Phone: 310/390-6276  
Web: <http://www.ierf.org>

Josef A. Silney and Associates, Inc.  
7101 SW 102 Avenue  
Miami, Florida 33171  
Phone: 305/273-1616  
Fax: 305/273-1338  
Translation Fax: 305/273-1984  
Web: <http://www.jsilny.com>

World Education Services  
P. O. Box 745  
Old Chelsea Station  
New York, New York 10113-0745  
Phone: 212/966-6311  
Web: <http://www.wes.org>

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### Credit by Examination

Howard Payne University encourages academically gifted students by providing a system of earning credit through examination. These examinations do not satisfy residence requirements and will not be made a part of the student's transcript until the student has successfully completed twelve semester hours of college work at Howard Payne University. Students who have taken or plan to take such advanced standing examinations as Advanced Placement, CLEP, ACT, SAT, DAN TES or other nationally-recognized examinations are encouraged to submit scores or contact the Office of the Registrar. A maximum of 30 semester hours from CLEP, APP, and SAT/ACT scores may be applied toward a degree. A list of CLEP and APP Subject tests and required scores may be found in the Appendix of this catalog.

### College Level Examination Program (CLEP)

1. Any student enrolled in Howard Payne is eligible for the tests which are subject to approval by the specific school and department in which the subject appears.
2. No subject attempted in class may be repeated by advanced standing examination.
3. An unacceptable score on an advanced standing examination requires that the student take the appropriate class if it is required on the degree plan.
4. Howard Payne University does not accept CLEP general tests.
5. Tests are administered by Howard Payne University's academic testing services.
6. Credit will be granted for examination scores that are equivalent to a grade of "C" or better. A grade of "CR" will be given, not a letter grade. The student has the option of refusing credit on any test. If the student elects not to accept credit for such a test, he/she must do so in writing within fifteen days after notification of scores is received. After a decision is made either way, it cannot be changed. The student's request will be on file in the Office of the Registrar.

7. Test fees are determined by the testing service providing the test.
8. If a student is not given credit after taking the test, the test cannot be repeated.

### **Departmental Challenge Tests**

1. Departmental challenge tests may be taken in areas where the CLEP test is not available.
2. No subject attempted in class may be repeated by departmental challenge tests.

Procedure:

1. Present the approved permission card to the registrar who will schedule the examination.
2. Pay the cashier \$50 per semester hour of credit sought.
3. Present the approved examination schedule card to the head of the department on the day the examination is to be taken.
4. Department head will send the card to the registrar, showing the grade within three days after the examination.
5. If the examination is passed with a grade of "C" or better, credit (CR) will be given for the course and recorded as such on the transcript.
6. If the grade is less than "C", the examination fee will not be returned, nor may it be applied to the student's account since this fee is for the examination purposes only.

The material for the examination and the grade for the course will be determined by the department giving the examination.

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## **Assessed Credit College Credit for Military and Civilian Training**

College credit may be gained by students who have completed military service schools or certain civilian employer training programs such as the law enforcement training program under the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE). Credit for college work is based upon the recommendations found in "A Guide to the Evaluation of Educational Experiences in the Armed Services" and "The National Guide to Educational Credit for Training Programs." Such credit is applicable to Howard Payne University degree programs in a similar manner to transfer courses. The credit does not satisfy residence requirements.

Any person who has been honorably discharged from the military may receive four semester hours of credit for six months active duty. This credit may be used to fulfill the General Education-Exercise and Sport Science activity course requirement. A copy of VA Form DD-214 and an official transcript (such as AARTS or SMART) of training from the military branch in which the student served must be on file in the Registrar's Office before credit may be granted.

## Additional Academic Opportunities

Various Howard Payne University courses involve domestic or international travel as an integral component of the learning experience. Interested students should check course offerings each semester.

Opportunities for study abroad are available to students through the Council for Christian Colleges and Universities. Students may participate in a variety of off-campus study opportunities to broaden their understanding of God's world and their place in it. Course descriptions for semester and summer academic programs administered by the CCCU are available through BestSemester.com which is the portal for the off-campus study programs offered by the [Council for Christian Colleges & Universities](#) (CCCU). There are a total of eleven semester programs and one summer program designed to serve the academic interests of CCCU member institutions.

The Council for Christian Colleges & Universities is a higher education association of more than 150 intentionally Christ-centered institutions around the world. There are 111 member campuses in North America and all are fully-accredited, comprehensive colleges and universities with curricula rooted in the arts and sciences. In addition, 70 affiliate campuses from over 20 countries are part of the CCCU. The Council's mission is to advance the cause of Christ-centered higher education and to help its institutions transform lives by faithfully relating scholarship and service to biblical truth.

Additional study abroad opportunities are available through the Consortium for Global Education (CGE). CGE is a consortium of private U.S. colleges and universities, united by a commitment to international education, service, and sharing. CGE was organized as a consortium to assist in the development of international education. CGE has over 40 private U.S. universities and colleges, all on the cutting edge of higher education. Working as individual universities and colleges and as cohort groups, CGE member institutions have established an estimated 241 mutually beneficial partnerships with some of the world's most prestigious universities in more than 80 countries.

For additional information regarding international programs, students may contact the dean of the School of Christian Studies at 325-649-8408.

### Department Abbreviations

<b>Course</b>	<b>Course</b>
<b>Prefix Department Name Page</b>	<b>Prefix Department Name Page</b>
ACA Academy	MGT Management
ACC Accounting	MIN Ministry
ART Art	MKT Marketing
BIB Bible	MUS Music
BIO Biology	OCH Orchestral Instruments
BLA Biblical Languages	ORG Organ
BUS Business	PHY Physics
CCS Cross-Cultural Studies	PIA Piano
CED Christian Education	POS Political Science
CHE Chemistry	PSC Physical Science
CIS Computer Information Systems	PSY Psychology
CMP Composition	PTH Practical Theology
COM Communication Studies	REA Reading
CON Conducting	SCI Science
CRJ Criminal Justice	SOC Sociology
ECO Economics	SPA Spanish
EDU Education	SWK Social Work
ENG English	THR Theatre
ESS Exercise and Sport Science	VOI Voice
FIN Finance	YMN Youth Ministry
FRE French	
FRS Forensic Science	
FST Family Studies	<b>GRADUATE STUDIES</b>
FUL Foundations of University Life	BIB Bible
GEG Geography	EDU Education
GEO Geology	PTH Practical Theology
HIS History	YMN Youth Ministry
JOU Journalism	
MAT Mathematics	

## Academic Support Services

WENDY McNEELEY, Ph.D.,  
Dean, Advising and General Education

### The Collegium

The Collegium is committed to providing comprehensive learning assistance to meet the academic demands of all students. The Collegium seeks to be a campus resource that provides a variety of academic and personal growth support services which are made available to students, faculty, and staff using methods such as content tutoring, workshops, personal and career assessments, and academic advising. The Collegium seeks to help students become more competent learners. The Collegium is dedicated to equipping students for personal success during their university experience and into the future through ongoing learning activities. Information regarding The Collegium may be obtained by contacting 325-649-8616.

The Collegium includes:

#### Academic Advising

- Planning and Assistance
- University Seminar Program
- Career Exploration
- Advising Seminars and Workshops
- Web Resources

#### Career Services

- Career Assessments
- Exploration
- Coaching
- Resume Building
- Interview Skills
- Job Fairs and Workshops

#### Academic Support Services

- Academic Testing
- Learning Assistance Services
- Early Alert Program
- Developmental Studies

### Academic Advisement

Each student, upon enrolling at Howard Payne University, is assigned a first-year advisor. After the first two semesters of enrollment at HPU, when a major is declared, the student will be assigned to an advisor from the school in which that major is offered. Students who have not declared a major will be assigned to a special advisor until a major is chosen.

If a student decides to change his major, the dean of the school in which his new major is offered should be contacted for assignment of the student's new advisor.

## University Seminar

**University Seminar (UNS 1001)** is a foundational course for first-year students designed to help them be more successful at Howard Payne University. A framework for Christian learning is explored in an interactive small-group format in which the instructor also serves as the student's academic advisor and mentor. UNS 1001 will be offered during the fall and spring semesters.

University Seminar uses alternative assessment methods for all first-time incoming students. First-time first-year students are required to take the course. Students transferring to Howard Payne University with less than 24 semester hours completed are required to complete the course. Transfer students who have taken a similar course are exempted from the HPU course.

Students required to complete FUL 1301 Foundations of University Life due to their Provisional Admission Status will not be required to complete UNS 1001 University Seminar.

## Career Services

Career services are also part of The Collegium and provide students with assistance with many career and employment issues. Students desiring part-time or seasonal employment off-campus while attending school and students seeking resume or interview skills help to pursue career positions upon graduation may contact career services for assistance. Workshops and job fairs are held throughout the year to provide students with opportunities to prepare for life beyond their university experience. For information regarding any of these services, please contact The Collegium at 325-649-8616 or collegium@hputx.edu.

## Academic Testing Services

Through The Collegium, Howard Payne University administers the following tests. Contact The Collegium at 325 649-8616 for information about the test center location and testing.

**ACT (American College Testing):** Offered on national test dates only

**CLEP (College Level Examination Program):** Please contact The Collegium for additional information regarding scheduling a CLEP exam. The exam fee is established by CLEP and is a minimum of \$65. A \$15 proctoring fee will be required of all non-Howard Payne University students. Both fees may be paid at the time the exam is taken. Personal checks and credit cards are accepted for payment of CLEP fees.

**SAT I/II (Scholastic Aptitude Test):** Offered on national test dates only

**TEXES (Texas Examination of Educator Standards):** To receive a teaching certificate in Texas, one must pass the appropriate TEXES tests. Applications for these tests are available from the HPU School of Education. The tests are offered on state test dates only.

The Collegium also offers secured testing facilities available to faculty who need to test a student outside of regularly scheduled testing times.

## Tutoring

Tutoring is available to all Howard Payne students through The Collegium. Times for services vary but are posted around the tutoring center and on The Collegium website accessed through the University home page ([www.hputx.edu](http://www.hputx.edu)) under "Current Students".

## Services to Students with Learning Differences

Students with disabilities requiring accommodation should contact the Learning Assistance Coordinator at (325) 649-8618 immediately following admission to the University or as soon as possible after discovering the need for accommodation.

In order to gain accommodations for disabilities, a student will need to have the disability documented by a physician, psychological examiner, or licensed diagnostician, whose credentials are recognized by the University. Appropriate documentation will include a recent diagnosis of the disability, specific recommendations for accommodation which connect the disability to the accommodation, a statement of similar accommodations given in any previous setting, and a summary of all relevant data. The student should have the physician or other documenter send this material to:

The Collegium  
 Attn: Landry Blackstock  
 Howard Payne University  
 1000 Fisk Street  
 Brownwood, Texas 76801  
 (325) 649-8618

### Accommodation Policy for Students with Learning Differences

It is the policy of the university to provide reasonable accommodations pursuant to all applicable laws for students with disabilities, including students with learning disabilities, health impairments, and other disabling conditions.

Admission requirements for disabled students are the same as for all other students. The university is very concerned that students with disabilities who consider attending the university be competitive in this academic environment. Therefore, reasonable accommodations will be made upon proof both of disability and need for the accommodation. It must be understood that accommodations for disabilities are meant to equalize educational opportunities. Admission to the university and accommodations do not guarantee success. Therefore, in addition to accommodations, the university encourages utilization of auxiliary services available to all students to maximize opportunities for success.

It is the responsibility of the student who requests educational accommodations to provide documentation prepared by a professional qualified to diagnose disabilities as required by the university, including, but not limited to those appropriately certified or licensed as physician, educational diagnostician, learning disability specialist, or psychologist. The university does not offer students with disabilities the following:

- Diagnostic evaluation for disabilities;
- A reduced standard for academic performance;
- Exemption from essential graduation requirements; or
- Credit for effort in place of demonstrated competence in the content.

University programs and activities are conducted in such a manner that no otherwise qualified disabled individual shall, solely by reason of a disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any such program or activity. Notifications and inquiries regarding disabled student services should be directed to The Collegium.

## Relocation Policy

Although most classrooms are wheelchair accessible, in the event that a student is unable to access a class in which he/she has registered, the relocation of classes can be a viable option. In the event that a student needs to register for a class that is not accessible to him/her, the student should, prior to registering for the class, contact the The Collegium. The university will then work with the student to make arrangements for class accessibility.

## Developmental Studies

**Wendy McNeeley, Ph.D. - Head**

**FACULTY: Landry Blackstock, M.Ed.; Tom Johnson, M.S.**

**PART-TIME/ADJUNCT FACULTY: Shawn Matlock, M.Ed.; Cindy Proud, M.Ed.**

The developmental studies program provides academic training in the fields of English, mathematics, reading, and study skills for students who are admitted to the university on a provisional basis.

A developmental studies program is available to students who need to improve English, mathematics, reading, and study skills before entering regular university-level courses. Students may be required to complete certain courses in this program based upon test scores, faculty recommendations, past performance, or department head's approval.

**FOUNDATIONS OF UNIVERSITY LIFE 4101. TEACHING ASSISTANT FORUM.**

This course is designed to assist students in leadership positions, specifically those upper classmen serving as teaching assistants in the Foundations of University Life program. During the semester the students will be introduced to leadership principles and styles. This course will familiarize the student with the uniqueness and importance of Christian servant leadership. The course will also provide teaching assistants the forum to discuss their work in the FUL program and receive pertinent information to assist them in that work.

*Prerequisite: None.*

*One semester hour*

**ONLY SIX SEMESTER HOURS OF THE FOLLOWING COURSES MAY COUNT AS ELECTIVES ON A DEGREE ALTHOUGH ALL WORK BECOMES A PART OF THE ACADEMIC RECORD AND IS INCLUDED IN THE CUMULATIVE HOURS EARNED.**

**ENGLISH 1304. DEVELOPMENTAL ENGLISH.**

An intensive course in the fundamental structure of the English language. Required of students who score 14 or below on the English sub-score of the ACT or 340 or below on the verbal sub-score of the SAT I. Fall, Spring. Must have "C" or above to take ENG 1311.

*Prerequisite: None.*

*Three semester hours*

**FOUNDATIONS OF UNIVERSITY LIFE 1301. FOUNDATIONS OF UNIVERSITY LIFE.**

A course designed to assist students in developing skills and habits necessary to be successful in the university. Study and listening skills, as well as university policies, procedures and social organizations are emphasized. Required of students who have a composite score of 16-18 on the ACT and/or 780-900 on the SAT I. Must have a "C" or above or repeat the course the following semester. Fall, Spring.

*Prerequisite: None.*

*Three semester hours*



**FOUNDATIONS OF UNIVERSITY LIFE 1302. DEVELOPMENTAL READING.**

A course designed to improve basic reading skills with emphasis on comprehension, speed and vocabulary development. A major objective of this course is to prepare students for reading required in university-level work. Required of students whose placement test scores indicate a need for the course. Must have a "C" or above or repeat the course the following semester. Fall, Spring.

*Prerequisite: None.*

*Three semester hours*

**MATHEMATICS 1303. DEVELOPMENTAL MATHEMATICS.**

A study of the basic computational functions, including fractions, decimal notation, percentages, metric system, elementary algebra and geometry. Required of students who score 16 or below on the ACT math sub-score or 390 or below on the SAT I math sub-score. Does not satisfy the mathematics requirement for any degree. Must have "C" or above to take MAT 1321.

*Prerequisite: None.*

*Three semester hours*

## School of Business

LESLIE PLAGENS, Ed. D, Dean

FACULTY: **Charles Boland, CPA; ; Tim Cooper, M.S.; Trissa Cox, M.S.; Mike Daub, M.B.A.; Mike Dillard, M.B.A.; Lois Patton, Ph.D.; Mark Patton, D.B.A.; Shawn Shreves, M.S.; Lester Towell, M.S.**

PART-TIME/ADJUNCT FACULTY: **Larry Meadows, M.A., J.D.; Priscilla Monson, M.S.**

The School of Business offers the following degree programs:

- \* Bachelor of Business Administration Degree with majors in Accounting, Management, Marketing, and Management Information Systems.
- \* Bachelor of Science Degree with majors in Business Administration and Computer Information Systems.
- \* Bachelor of Applied Arts and Sciences Degree with a major in Business Administration.

The School of Business offers a quality educational experience within a Christian environment. Students will learn the language, techniques, and functions involved in today's business environment. They will develop critical thinking skills, oral and written communication skills, and analytical skills for business applications in a societal context from a Christian perspective. Students will gain an understanding and appreciation for the American Free Enterprise System as the force that has made possible the opportunity and realities of growth that American business has experienced.

The School of Business offers a Bachelor of Business Administration (BBA) and a Bachelor of Science (BS) degree. A student may choose to major in four areas which lead to a BBA degree: accounting, management, marketing, and management information systems. Additionally, a student majoring in management will choose either finance or marketing emphasis. A student may choose to major in business administration leading to a Bachelor of Science (BS) degree or a Bachelor of Applied Arts and Sciences (BAAS) degree. The BBA degree programs and the business administration major under the BS and BAAS degrees are accredited by the International Assembly for Collegiate Business Education.

The School of Business also offers minors in the following business related areas accounting, business, computer information systems, economics, interdisciplinary international business, marketing, and small business management.

All students seeking the BBA degree, regardless of their major, are required to take a 36 semester hour business core which consists of: ACC 2311 and 2321, BUS 1311, 3311, 3335, 3351, and 4351; CIS 2310; FIN 2341 and 3301; MGT 3303 and MKT 2302; BUS 4351 Business Strategy is a capstone for the business curricula and should be taken immediately before completion of degree requirements

### **Certificate in International Business Program**

The Certificate in International Business is a program for students majoring in a business field who have a desire to broaden their scope of knowledge and experience in today's global business environment. This is an interdisciplinary program which allows students the flexibility to customize their own individual program. Certificate requirements of 18 semester hours include:

- International business: 9 semester hours including BUS 3335, MKT 3352, and 3 semester hours from either an approved internship or special studies related to International business
  
- Foreign language and/or international culture:
  - 9 semester hours including 6 hours of university-level foreign language coursework in the same language and 3 hours from the list of approved international culture courses
  
  - OR**
  
  - 9 semester hours from the following courses related to international culture: ENG 2353, 4336, HIS 2320, 4303, POS 3321, 3361, or SOC 3301
  
- International experience: An approved 4 weeks, minimum, of international experience or study abroad.

### **Teacher Certification**

Students interested in teaching business subjects at the secondary level as outlined by the State Board for Educator Certification (SBEC) should review the requirements of the Teacher Education Program listed in the School of Education. An application for admission for the Teacher Education Program should be made to the dean of the School of Education thirty days prior to the beginning of the semester in which the student plans to begin education courses.

Students seeking secondary teacher certification in business may choose the BS degree with a major in business administration. Electives need to include the required education courses (see certification requirements in the School of Education section) and the following business courses: BUS 3321, BUS 2332, and MGT 4311. Students must be jointly advised by their major advisor and the teacher certification officer.

Students seeking teacher certification in technology applications must be jointly advised by their CIS advisor and the teacher certification officer. The required courses are listed in the School of Education section of this catalog.

**Page 130 - Business****Bachelor of Business Administration**

The Bachelor of Business Administration General Education requirements are found in the Academic Information section of this catalog – pages 94 to 95.

GENERAL EDUCATION.....	57-58 hours
Business Core	
ACC 2311 and 2321 .....	6 hours
BUS 1311, 3311, 3335, 3351 and 4351 .....	15 hours
CIS 2310.....	3 hours
FIN 2341, 3301 .....	6 hours
MGT 3303.....	3 hours
MKT 2302 .....	3 hours
	36 hours
MAJOR .....	27-33 hours
ELECTIVES .....	1-11 hours
	TOTAL HOURS
	128 hours

**Page 131 -132 - Business**

**Bachelor of Science Degree or  
Bachelor of Applied Arts and Sciences Degree  
with a Major in Business Administration**

The purpose of a Bachelor of Science (BS) degree or Bachelor of Applied Arts and Sciences (BAAS) degree with an interdisciplinary major in business administration is to prepare students for careers in pre-professional studies, such as health care administration, nursing, pharmacy, physical therapy, allied health science, dental hygiene, or athletic training. The degrees may also be appropriate for those business administration majors seeking a minor in mathematics, the sciences, physical education, or computer information systems. Students will select a minor that will satisfy their career objectives and will be chosen and approved in consultation with the student's advisor.

A minor in business administration requires 18-24 semester hours chosen from one field in consultation with the business faculty.

General Education (Bachelor of Science – see page 92).....	56-57 hours
General Education (Bachelor of Applied Arts & Sciences – see page 97) .....	49-50 hours
Major (See below).....	36 hours
Optional Minor.....	18-24 hours
Electives (with optional minor) .....	11-25 hours
Electives (without optional minor) .....	35-43 hours
	Total
	128 hours

## Required Courses for an interdisciplinary major in Business Administration:

ACC 2311 Principles of Accounting I.....	3 hours
ACC 2321 Principles of Accounting II.....	3 hours
BUS 3311 Business Law .....	3 hours
BUS 3351 Business Ethics.....	3 hours
BUS 4351 Business Strategy .....	3 hours
CIS 3319 Project Management .....	3 hours
FIN 2341 Principles of Finance .....	3 hours
MGT 3303 Principles of Management.....	3 hours
MKT 2302 Principles of Marketing.....	3 hours
ECO 1311 Survey of Economics <b>OR</b> ECO 2311 Principles of Microeconomics	
<b>OR</b> ECO 2321 Principles of Macroeconomics .....	3 hours
BUS 3335 International Business <b>OR</b> BUS 3309 International Trade	
<b>OR</b> MKT 3352 International Marketing .....	3 hours
3 semester hours of business electives.....	3 hours
Total	36 hours

Note: Students should consult their advisor in choosing MAT 2341 or MAT 2342 for their general education math requirement.

**Page 135 - Business Administration****Department of Business Administration**

**Leslie Plagens, Ed. D, Head**

Business, Economics, Finance,  
Management, and Marketing

**Business**

The purpose of the business administration department is to prepare students for business and management careers, to teach in business fields, to function effectively in a global business environment, and/or to experience success in future graduate studies. Students majoring in business administration will develop critical thinking, decision making, oral and written communications, quantitative analysis, and information technology. Students will also demonstrate an understanding of the underlying theories and practices of business, and nonprofit organizations in the American Free Enterprise System.

**BUSINESS 3309. INTERNATIONAL TRADE.**

A study of current research on the issues and trends pertaining to international trade in specific geographic regions and with specific United States trade partners. Spring, even years.

*Prerequisite: Junior standing and consent of instructor.*

*Three semester hours*

**Page 136 - Economics****ECONOMICS 3320. FUNDAMENTALS OF ECONOMIC DEVELOPMENT.**

Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing world. Cross-credited with GEG 3320 and POS 3320. Only three hours credit will be awarded for GEG 3320, POS 3320, or ECO 3320. Spring.

*Prerequisite: ECO 2350 or ECO 2311 and ECO 2321.*

*Three semester hours*

**Page 138 - 139 - Management / Marketing****Marketing**

The Bachelor of Business Administration degree with a major in marketing requires thirty-three (33) semester hours to include: MKT 3342, MKT 4301, and 18 hours chosen from MKT 1101-4609, MKT 3361, MKT 3302, MKT 3331, MKT 3352, MKT 4332, MKT 4302, MGT 4341, BUS 4301 and a nine-hour elective area of emphasis chosen in consultation with the Marketing Program Coordinator.

**MARKETING 3342. SALESMANSHIP.**

A study of personal selling and its role in the industrial and consumer market. Sales strategies, customer service techniques and ethical responsibilities are considered. Spring.

*Prerequisite: None.*

*Three semester hours*

**MARKETING 4301. MARKETING INTERNSHIP.**

A three semester hour internship designed to augment the curriculum with on-the-job training in marketing. A minimum of 135 clock-hours of training is required. Students must contact the Marketing Program Coordinator for specific requirements for the internship and for approval. Fall, Spring and Summer.

*Prerequisite: Consent of instructor.*

*Three semester hours*

**MARKETING 4302. MARKETING RESEARCH.**

A study of the research functions in solving business problems through the formulation of research designs and the methodology for collecting and analyzing marketing information. Fall.

*Prerequisite: Consent of instructor.*

*Three semester hours*

**MARKETING 4332. MARKETING MANAGEMENT.**

A study of operational problems faced by the marketing manager, including analyzing marketing opportunities, and planning, organizing, directing and controlling the marketing function.

*Prerequisite: MKT 2302 or consent of instructor.*

*Three semester hours*

**Page 139 - Computer Information Systems****Department of Computer Information Systems****Lester Towell, M.S. - Head**

The purpose of the computer information systems department is to serve the university in two major capacities. The department strives to prepare students for professional careers in computer information systems. Also, the department must prepare the general student body to become productive participants in our information society.

Students majoring in computer information systems will learn the language, techniques, and functions involved in information systems. Students will be prepared for an information technology position, for advanced studies in computer science, software engineering, or computer information systems, and to continue in the information technology profession.

The department of computer information systems offers the Bachelor of Business Administration (BBA) degree with a major in management information systems and the Bachelor of Science (BS) degree with a major in computer information systems.

Students seeking a Bachelor of Business Administration degree with a major in Management Information Systems (MIS) must complete the thirty-six (36) semester hour business core and thirty-three (33) semester hours of CIS courses. Required CIS courses are: CIS 1359, 2329, 3319, 3329, 3369, 3381, 3389, 2378, 4321, 4341, and 4351.

Students seeking a Bachelor of Science degree with a major in Computer Information Systems (CIS) must complete twenty-seven (27) semester hours of core CIS courses and fifteen (15) semester hours of directed elective courses chosen in consultation with the head of the computer information systems department. Required courses are: CIS 1359, 2329, 2348, 2389, 3319, 3329, 4321, 4341, and 4351. To fulfill the directed electives portion of the CIS major the following are provided as examples: Systems Development (CIS 2369, 3309, 3339, 3369, and 4348) and Multimedia (CIS 3334, 3338, 3379, 4319, and 4339). Additionally, CIS majors for the BS degree must take MAT 2341 and 2342.

All prerequisites must carry a grade of "C" or better and CIS majors and minors must carry a grade of "C" or better in all CIS courses.

**Page 141 - Christian Studies**

## School of Christian Studies

**DONNIE AUVENSHINE, Ph.D., Dean**

**FACULTY: Art Allen, Th.D.; Mary Carpenter, M.A.; Bill Fowler, Ph.D.; Gary Gramling, Ph.D.; Jay Smith, D.Min.; Russell Wheelington, Ed.D.**

**PART-TIME/ADJUNCT FACULTY: Donald Fawcett, M.A.; Chuck Gartman, M.Div.; Vicki Vaughn, D.Min.**

The School of Christian Studies is designed to make the practice of the Christian faith more relevant for our world. It shall always have as its primary goal the thorough training of the Christian student to be equipped to fulfill the command of Jesus Christ to make disciples and to teach them what He commanded. Therefore, the School of Christian Studies is dedicated to help students understand that the church is God's minister to His world and to help them live out their Christian faith as they confront the religious, moral, intellectual and social decisions of life, both now and later.

Three degrees and a certificate are offered by the School of Christian Studies:

Bachelor of Arts (BA) .....	124 hours
Bachelor of Applied Arts and Sciences (BAAS) .....	128 hours
Associate in Ministry (AM) .....	64 hours
Certificate in Ministry Training .....	18 hours

The program is designed so that each level of education becomes a stepping stone to and is incorporated into the next step. The 18 hours of the certificate can become a part of the 64-hour associate's degree, and the 64 hours of the associate's degree can become a component of the 124-hour bachelor's degrees.

The School of Christian Studies strongly recommends that traditional ministerial students seek a Bachelor of Arts degree and major in the School of Christian Studies as the best preparation for graduate study and/or vocational ministry. Students may choose from six majors: Bible, Biblical Languages, Christian Education, Cross-Cultural Studies, Practical Theology, and Youth Ministry. All six majors build on a core of courses designed to provide a broad-based foundation for all types of Christian ministry.

Students pursuing a major in the School of Christian Studies are not required to complete a minor, but students should work closely with advisors in formulating their academic plan.

The School of Christian Studies offers minors in the following areas: Bible, Biblical Languages, Christian Education, Cross-Cultural Studies, Practical Theology, and Youth Ministry.

**Page 147 - Christian Studies**

## Associate in Ministry

The Associate in Ministry program is designed to provide a good foundation in Christian ministry and to prepare students for successful study toward a baccalaureate degree if that is their desire. The 64 credit-hour program is composed of three basic blocks: 29 hours of general education, 30 hours of ministry concentration, and five (5) hours of electives.

The Associate in Ministry degree is designed so that it can function as a step in ministry education that builds upon the 18-hour Certificate in Ministry Training and becomes a component part of the 124-hour bachelor's degrees.

The specific courses for the Associate in Ministry degree are listed below:

**GENERAL EDUCATION:**

English.....	6 hours
ENG 1311 English Composition I	
ENG 1312 English Composition II	
Computer Information Systems .....	3 hours
CIS 1339 Introduction to Information Technology	
Fine Arts .....	3 hours
Courses to be chosen from Theatre, Music or Art	
Social Science .....	6 hours
3 hours from Psychology or Sociology/Social Work	
3 hours from Social Sciences	
Mathematics .....	3 hours
MAT 1351 College Algebra	
Natural Science with Laboratory (minimum).....	4 hours
Oral Communication .....	3 hours
COM 1310 Fundamentals of Human Communication	
Exercise & Sport Science Activity.....	1 hour
Course to be chosen from an activity class	
<b>Total General Education</b>	<b>29 hours</b>

**MINISTRY CONCENTRATION:**

BIB 1303 Introduction to the Old Testament .....	3 hours
BIB 1304 Introduction to the New Testament .....	3 hours
BIB 4391 Biblical Interpretation .....	3 hours
CED 2321 Survey of Christian Education.....	3 hours
PTH 1100 Introduction to the Ministry .....	1 hour
PTH 3200 Supervised Ministry .....	2 hours
3 hours chosen from .....	3 hours
PTH 1311 Introduction to Theological Reflection	
PTH 2331 Communicative Preaching	
3 hours chosen from:.....	3 hours
BIB 3311 Life and Teachings of Jesus	
BIB 3321 Life and Letters of Paul	



9 hours chosen from: .....	9 hours
Bible (BIB); Biblical Languages (BLA); Christian Education (CED);	
Cross Cultural Studies (CCS); Ministry (MIN); Philosophy (PHI);	
Practical Theology (PTH); Youth Ministry (YMN)	
Total Ministry Concentration	30 hours
ELECTIVES:	
Chosen in consultation with advisor .....	5 hours
TOTAL HOURS	64 hours

### Page 149 - Christian Studies

## Learning Centers

Howard Payne University operates two learning centers in Texas: Corpus Christi and El Paso. These centers offer ministerial education and Christian training on site; therefore, these centers are a functioning branch of the School of Christian Studies.

The curriculum offered at the centers is the same curriculum taught on the Brownwood campus, although the learning centers may offer only a portion of the curriculum available. The courses follow the same syllabi, utilize the same methods, receive the same credit, are taught by qualified, experienced faculty and are evaluated for direct comparability with the courses on the Brownwood campus.

### General Education:

Students in Howard Payne's off-campus centers are required to meet the general education requirement for the bachelor's degrees as described on page 84 of the 2009-2011 catalog or for the Associate in Ministry degree as described on page 134 of the same catalog. In Corpus Christi, students may enroll for courses other than Christian studies courses of this general education requirement through Del Mar Community College or Texas A&M University -Corpus Christi. Please contact the director of the center for a listing of the specific courses of these local institutions which match Howard Payne's requirement, plus information regarding transient enrollment at Corpus Christi.

In El Paso general education courses are offered by Howard Payne University or may be taken at local colleges and universities.

### Corpus Christi Learning Center

Rev. Tony Celelli, Director  
 South Texas School of Christian Studies  
 7000 Ocean Drive  
 Corpus Christi, Texas 78412-5502  
 361-991-9403  
 Degrees Offered: BAAS, BA, Associate in Ministry, Certificate in Ministry

### El Paso Learning Center

Dr. Dag Sewell, Director  
 1201-A Hawkins  
 El Paso, Texas 79925-4941  
 915-778-4815  
 Degrees Offered: BAAS, BA, Associate in Ministry, Certificate in Ministry

**Page 150 - Bible****The Bachelor of Arts in Bible**

The School of Christian Studies offers a multidisciplinary 36 hour major in Bible, consisting of an 18 hour core and 18 hours of more specialized course work. The Bible major is recommended for students who desire a solid foundation in biblical studies.

The purpose of the introductory courses in Bible is to provide all students, seeking a degree, with a basic knowledge of the Bible. The purpose of the upper-division courses in Bible is to provide additional insight into the background, authority, relevant themes and significant theological emphases of each biblical subject taught. These courses intend to prepare students for future graduate study and/or for vocational ministry

**Page 155 - Christian Education**

Minor in Christian Education: (18 hours)

A minor in Christian education requires CED 1100, 2321, 3200, 4380; 9 hours selected from CED 2370, 3351, 3360, 4331, 4371, or special studies in Christian Education.

**Page 159 - Cross-Cultural Studies**

CROSS-CULTURAL STUDIES 3350. INTERCULTURAL COMMUNICATION.

This course will examine major perspectives and theories of cross-cultural communication. Includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Cross-credited with COM 3350. Only three credit hours will be awarded for COM 3350, and CCS 3350. Fall.

*Prerequisite: Sophomore standing or consent of instructor.*

*Three semester hours*

**Page 167 - Education****School of Education**

**MICHAEL ROSATO, Ed.D., Dean**

**Department of Education**

**Michael Rosato, Ed.D. - Head**

FACULTY: **Mitzi Lehrer, Ed.D.; Joe E. Robinson, Ph.D.; Daresa Voss, Ed.D.**

PART-TIME/ADJUNCT FACULTY: **Winifred Dodds, M.Ed.; Jill Underwood, M.S.Ed.**

Certification Officer and TExES Coordinator: **Charity McCrary**

## Requirements for the Teacher Education Program

**Admission to the Teacher Education Program (TEP) requires fulfilling the following two phases:**

### Phase I

1. Completion of thirty semester hours.
2. Schedule and complete a Teacher Education Program interview. contact the School of Education to obtain additional information about the interview process.

### Phase II

1. Completion of sixty semester hours.
2. Submission of an application for admission to the Teacher Education Program in the Office of the Dean of Education by **March 31** for beginning the professional education course sequence in the summer or fall semesters or by **November 15** for beginning in the spring semester. (Applications may be obtained from the Office of the Dean of the School of Education.)
3. A **cumulative** grade point average of *at least* 2.5 and a grade point average of *at least* 2.5 in **each** of the candidate's teaching fields or concentrations and majors. To remain in the program, the student must maintain the 2.5 GPA.
4. A passing score on all three parts of the Texas Higher Education Assessment (THEA) or Texas Academic Skills Program (TASP) tests. The tests are in reading, mathematics, and writing. No student may take any professional education course without having passed all three parts of the THEA or TASP or without having been exempted from the THEA or TASP. The following are the only THEA or TASP exemptions:
  - a. 1,200 or higher on the Scholastic Achievement Test (SAT), with scores of at least 550 on the verbal and math sections; or,
  - b. 29 or higher on the American College Test (ACT), with a minimum score on the English and math sections of 27 required; or,
  - c. Minimum Texas Assessment of Knowledge and Skills (TAKS) performance scores of 2200 in Reading and Math, and a Writing score of at least 3 or minimum Texas Assessment of Academic Skills (TAAS) performance with a Texas Learning Index (TLI) of X-90 in reading and X-87 in mathematics, and 1,800 scale score in writing. (Note: For exemption purposes, TAKS or TAAS scores are valid for three years after the high school graduation date; SAT and ACT scores for five years.)
5. Completion of College Algebra with a grade of at least "C."
6. Endorsement from the dean of students.

7. Departmental endorsements from a faculty member from each of the teaching fields or concentrations. The endorsement forms may be obtained from the Office of the Dean of the School of Education. Students who transfer to HPU at the junior level or beyond may obtain endorsements from faculty members of colleges or universities attended prior to admission to HPU. All endorsements must be received by **March 31** for students taking their first education course in the summer or fall semesters or by **November 15** for those beginning in the spring semester.
8. Approval by the Teacher Education Council. Students denied admission to the Teacher Education Program are entitled to appeal their status to the council.
9. Depending on the current rules of the State Board for Educator Certification (SBEC), students may be required to pay a fee for a national criminal history check. Students should be aware that public schools working with the university during teacher preparation may check to see if a student has a criminal record. Any teacher education student with a criminal record should see the dean of the School of Education. Most criminal records preclude one from obtaining teaching certification in Texas.
10. Students must fulfill all requirements outlined in the School of Education *Student Teacher/Internship Handbook*.

**Admission to student teaching or the year-long internship requires the following:**

1. Prospective student teachers to be within 9 semester hours of graduation, exclusive of student teaching, the semester in which student teaching is scheduled. The internship is open only to students who have already graduated and have a degree in hand.
2. Submission of an application for admission to student teaching or internship in the Office of the Dean of the School of Education by **March 31** if the student teaching/internship is to begin in the fall semester or by **November 15** if student teaching/internship is to begin in the spring semester.
3. A cumulative grade point average of at least 2.5, a grade point average of at least 2.5 in each teaching field or area of concentration, and a grade point average of at least 2.5 in professional education courses. Teaching fields or concentrations must be completed prior to student teaching. Education courses, with the exception of EDU 4375 (for elementary teaching candidates), must be completed prior to student teaching.
4. Completion of the 45-clock-hour field experience requirement associated with EDU 3310 and EDU 3330 prior to the beginning of student teaching.
5. Endorsement from the dean of students.
6. Departmental endorsements from faculty in each of the teaching fields or concentrations. The endorsement forms may be obtained in the Office of the Dean of the School of Education. Students who transfer to Howard Payne at the junior level or above may obtain endorsements from faculty members of colleges and universities attended prior to admission to HPU. All endorsements must be received by **March 31** if the student teaching/internship is to begin in the fall semester or by **November 15** if student teaching/internship is to begin in the spring semester.
7. All education course prerequisites and required grade point averages to be attained **prior to** student teaching or the internship. This applies *to all* students regardless of which catalog is being followed.

8. All candidates to have passed EDU 4000, TExES Review, *prior to* being admitted to student teaching. This applies regardless of which catalog is being followed. (Students should note that EDU 4000 is offered only in the fall and spring long semesters and may **not** be taken by conference.)
9. All candidates must have passed the 4000-level TExES Reviews offered in their teaching fields *prior to* being admitted to student teaching. This requirement applies regardless of which catalog is being followed. Note: Not all teaching fields offer a TExES Review.
10. Approval by the Teacher Education Council. Students denied entrance to student teaching are entitled to appeal their status to the council.
11. Students must fulfill all requirements outlined in the School of Education *Student Teacher/Internship Handbook*.

**Note 1:** No student teacher may enroll for more than 9 semester hours during the student teaching semester. Student teachers may not leave their regular student teaching assignments to return to the Howard Payne campus for another class or to participate in other HPU activities except for the student teaching seminars scheduled each Wednesday afternoons from 4:00 to 5:00 PM.

**Note 2:** Student teaching is available only during the regular fall and spring long semesters. Student teaching is not available during the summer semesters.

**Note 3:** Student teaching can only be completed in schools in the Brownwood area, i.e., schools in reasonable proximity to Howard Payne University

#### Page 172 - Education - Deletion of ESL Endorsement

### Elementary School Teaching

The university offers an elementary school teacher preparation program for early childhood through grade six (EC-6).

### Middle School Teaching Fields

The university offers middle school teacher preparation programs (grades 4-8) in English language arts and reading, mathematics, science, social studies, and English language arts and reading/social studies composite.

### High School Teaching Fields

The university offers high school teacher preparation programs (grades 8-12) in business education, English language arts, history, life science, mathematics, physical science, social studies, Spanish, speech, technology applications, and theatre arts.

### All-level Education Teaching Fields

Howard Payne also offers all-level academic specializations in Art, Music, Spanish, Theatre Arts, and Physical Education.

**ELEMENTARY: EARLY CHILDHOOD – GRADE 6  
DEGREE PLAN**

**BACHELOR OF ARTS**

<b>GENERAL EDUCATION:</b>	<b>Credit Hours</b>
<u>Spiritual Foundations - 6 hours</u>	
BIB 1303 Introduction to the Old Testament .....	3 hours
BIB 1304 Introduction to the New Testament .....	3 hours
<u>Physical Foundations - 4 hours</u>	
ESS 4120 Fundamental Motor Activities .....	1 hour
ESS 4327 Essentials of Elementary Physical Education .....	3 hours
<u>Communicative Foundations - 27 hours</u>	
COM 1310 Fundamentals of Human Communication .....	3 hours
ENG 1311 English Composition I .....	3 hours
ENG 1312 English Composition II .....	3 hours
ENG 2351, 2353, or 2373 .....	3 hours
ENG 3302 Children's Literature .....	3 hours
Foreign Language (must be taken in a single foreign language) .....	12 hours
<u>Scientific and Technological Foundations - 24 hours</u>	
CIS 1339 Introduction to Information Technology .....	3 hours
MAT 1351 College Algebra .....	3 hours
MAT 1371 Mathematics for Elementary Teachers I .....	3 hours
MAT 3321 Mathematics for Elementary Teachers II .....	3 hours
BIO 1419 Life Science for Elementary Education .....	4 hours
PSC 1419 Physical Science for Elementary Education .....	4 hours
BIO 3469, BIO 4459, GEO 1419, GEO 1449 or Natural Science with Lab chosen in consultation with the Education Department .....	4 hours
<u>Aesthetic Foundations - 3 hours</u>	
Fine Arts - Theatre, Music or Art courses chosen from the approved list .....	3 hours
<u>Social Foundations - 12 hours</u>	
HIS 1310 U.S. History to 1877 .....	3 hours
HIS 1320 U.S. History Since 1877 .....	3 hours
POS 2311 American Government .....	3 hours
POS 2321 State and Local Government .....	3 hours
Total General Education	76 hours

## BACHELOR OF SCIENCE

<b>GENERAL EDUCATION:</b>	<b>Credit Hours</b>
<u>Spiritual Foundations - 6 hours</u>	
BIB 1303 Introduction to the Old Testament .....	3 hours
BIB 1304 Introduction to the New Testament.....	3 hours
<u>Physical Foundations - 4 hours</u>	
ESS 4120 Fundamental Motor Activities .....	1 hour
ESS 4327 Essentials of Elementary Physical Education .....	3 hours
<u>Communicative Foundations - 15 hours</u>	
COM 1310 Fundamentals of Human Communication .....	3 hours
ENG 1311 English Composition I .....	3 hours
ENG 1312 English Composition II .....	3 hours
ENG 2351, 2353, or 2373.....	3 hours
ENG 3302 Children's Literature.....	3 hours
<u>Scientific and Technological Foundations - 24 hours</u>	
CIS 1339 Introduction to Information Technology .....	3 hours
MAT 1351 College Algebra .....	3 hours
MAT 1371 Mathematics for Elementary Teachers I .....	3 hours
MAT 3321 Mathematics for Elementary Teachers II .....	3 hours
BIO 1419 Life Science for Elementary Education .....	4 hours
PSC 1419 Physical Science for Elementary Education.....	4 hours
BIO 3469, BIO 4459, GEO 1419, GEO 1449 or Natural Science with Lab chosen in consultation with the Education Department .....	4 hours
<u>Aesthetic Foundations - 3 hours</u>	
Fine Arts - Theatre, Music or Art courses chosen from the approved list .....	3 hours
<u>Social Foundations - 12 hours</u>	
HIS 1310 U.S. History to 1877 .....	3 hours
HIS 1320 U.S. History Since 1877 .....	3 hours
POS 2311 American Government .....	3 hours
POS 2321 State and Local Government.....	3 hours
Total General Education	64 hours

<b>Interdisciplinary Core Curriculum</b>	<b>Credit Hours</b>
(* = Courses are also part of general or professional education.)	
Language Arts .....	15 hours
*ENG 1311 English Composition I .....	3 hours
*ENG 1312 English Composition II .....	3 hours
*ENG 2351, 2353 or 2373 .....	3 hours
*ENG 3302 Children's Literature.....	3 hours
*COM 1310 Fundamentals of Human Communication .....	3 hours
Mathematics .....	11 hours
*MAT 1351 College Algebra.....	3 hours
*MAT 1371 Math for Elementary Teachers I.....	3 hours
*MAT 3321 Math for Elementary Teachers II.....	3 hours
*EDU 4205 Teaching Math in the Elementary School .....	2 hours
Science .....	14 hours
*BIO 1419 Life Science for Elementary Education.....	4 hours
*PSC 1419 Physical Science for Elementary Education .....	4 hours
*BIO 3469, BIO 4459, GEO 1419, GEO 1449 or Natural Science with Lab chosen in consultation with the Education Department .....	4 hours
*EDU 4204 Teaching Science in the Elementary School .....	2 hours

Social Studies .....	17 hours
*HIS 1310 U.S. History to 1877.....	3 hours
*HIS 1320 U.S. History Since 1877.....	3 hours
*POS 2311 American Government .....	3 hours
*POS 2321 State and Local Government .....	3 hours
GEG 2310 Geography for Elementary Education .....	3 hours
*EDU 4206 Teaching Social Studies in the Elementary School.....	2 hours
Fine Arts .....	12 hours
*Fine Arts Elective .....	3 hours
ART 2311 Art for Elementary Teachers .....	3 hours
MUS 3384 Music for Children .....	3 hours
THR 4321 Creative Dramatics .....	3 hours
Reading .....	12 hours
REA 4345 Teaching Reading in the Elementary School.....	3 hours
REA 4346 Teaching Reading in the Content Areas.....	3 hours
REA 4347 Teaching Developmental Reading.....	3 hours
REA 4348 Diagnosis & Remediation of Reading Difficulties.....	3 hours
Total Core Curriculum Less Hours Counted Elsewhere	24 hours

<b>Professional Education</b>	<b>Credit Hours</b>
EDU 3310 Foundations I (Psychological).....	3 hours
EDU 3330 Foundations II (Philosophical).....	3 hours
EDU 3314 Education of the Young Child .....	3 hours
EDU 4204 Teaching Science in the Elementary School .....	2 hours
EDU 4205 Teaching Mathematics in the Elementary School.....	2 hours
EDU 4206 Teaching Social Studies in the Elementary School .....	2 hours
EDU 4349 Elementary Instructional Resources .....	3 hours
EDU 4354 Language Acquisition and Development .....	3 hours
EDU 4375 Portfolio and Technology Applications.....	3 hours
EDU 4000 TExES Review .....	0 hours
EDU 4365 Student Teaching in Elementary Schools/Middle Schools.....	3 hours
EDU 4370 Student Teaching in Elementary Schools/Middle Schools.....	3 hours
Total Professional Education	30 hours

Required hours for the elementary degree plan total 122-130 hours, leaving up to 6 hours available for electives. A B.A. or B.S. degree requires 128 hours. Should the student so desire, he or she may apply elective hours toward meeting the additional academic requirements necessary for middle school certification.

**Page 176 - Education - Deletion of ESL Endorsement**

**MIDDLE SCHOOL: GRADE 4 – GRADE 8 DEGREE PLAN**

Middle school certification at Howard Payne University builds on a foundation of elementary certification. To the requirements spelled out in the elementary degree plan, middle school certification requires one additional professional education course and from 3 to 20 additional academic hours, depending on the particular academic specialization sought.

EDU 4319, Middle School Foundations, focuses on adolescent development, middle school philosophy, and middle school curriculum and methods.

Howard Payne offers the following middle school academic teaching fields: (\* = Courses are also part of the elementary certificate subject area core.)



**English Language Arts and Reading****Credit Hours (33)**

- \*COM 1310 Fundamentals of Human Communication3 hours
- \*ENG 1311 Composition I3 hours
- \*ENG 1312 Composition II3 hours
- \*ENG 2351, 2353, or 23733 hours
- \*ENG 3302 Children's Literature3 hours
- ENG 3304 Advanced Grammar3 hours
- \*REA 4345 Teaching Reading in the Elementary School3 hours
- \*REA 4346 Teaching Reading in the Content Areas3 hours
- \*REA 4347 Teaching Developmental Reading3 hours
- \*REA 4348 Diagnosis & Remediation of Reading Difficulties3 hours
- \*THR 4321 Creative Dramatics3 hours

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 3 additional English language arts and reading hours, plus EDU 4319, for a total of 125-133 hours for a middle school English language arts and reading certificate.

**Mathematics****Credit Hours (24)**

- \*MAT 1351 College Algebra3 hours
- \*MAT 1371 Mathematics for Elementary Education I3 hours
- \*MAT 3321 Mathematics for Elementary Education II3 hours
- MAT 1381 Precalculus: Trig. & Analytic Geometry3 hours
- MAT 2351 Calculus I3 hours
- MAT 3302 Matrix and Linear Algebra3 hours
- MAT 3322 Geometry3 hours
- MAT 2342 Introduction to Probability and Statistics3 hours

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 15 additional mathematics hours, plus EDU 4319, for a total of 137-145 hours for a middle school mathematics certificate.

**Science****Credit Hours (32)**

- \*BIO 1419 Life Science for Elementary Education4 hours
- BIO 2489 Human Anatomy & Physiology I4 hours
- BIO 2499 Human Anatomy & Physiology II4 hours
- BIO 3469 General Ecology4 hours
- GEO 1419 Physical Geology4 hours
- GEO 1449 Environmental Geology4 hours
- \*PSC 1419 Physical Science for Elementary Education4 hours
- PSC 1429 Meteorology, Earth Science, and Chemistry4 hours

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 20 additional science hours, plus EDU 4319, for a total of 142-150 hours for a middle school science certificate.

**Page 177 - Education - Deletion of ESL Endorsement**

<b>Social Studies</b>	<b>Credit Hours (24)</b>
*HIS 1310 U.S. History to 1877 .....	3 hours
*HIS 1320 U.S. History Since 1877 .....	3 hours
HIS 2310 Survey of Western Civilization I <b>or</b>	
HIS 2320 Survey of Western Civilization II.....	3 hours
HIS 2330 Non-Western Civilizations .....	3 hours
*POS 2311 American Government .....	3 hours
HIS 4366 Special Studies in History.....	3 hours
*POS 2321 State and Local Government.....	3 hours
*GEG 2310 Introduction to World Geography .....	3 hours

Total middle school degree plan hours are 119-127 hours from the elementary degree plan, plus 9 additional social studies hours, plus EDU 4319, for a total of 131-139 hours for a middle school social studies certificate.

<b>Middle School Professional Education</b>	<b>Credit Hours</b>
EDU 3310 Foundations I (Psychological).....	3 hours
EDU 3330 Foundations II (Philosophical) .....	3 hours
EDU 3314 Education of the Young Child .....	3 hours
EDU 4204 Teaching Science in the Elementary School .....	2 hours
EDU 4205 Teaching Mathematics in the Elementary School.....	2 hours
EDU 4206 Teaching Social Studies in the Elementary School .....	2 hours
EDU 4319 Middle School Foundations .....	3 hours
EDU 4349 Elementary Instructional Resources .....	3 hours
EDU 4354 Language Acquisition and Development .....	3 hours
EDU 4375 Portfolio and Technology Applications.....	3 hours
EDU 4000 TExES Review.....	0 hours
EDU 4365 Student Teaching in Elementary Schools/Middle Schools .....	3 hours
EDU 4380 Student Teaching in the Middle Schools .....	3 hours
Total Professional Education	33 hours

**Page 180 - Education - High School Teaching Fields and Deletion of ESL Endorsement****Requirements for High School Teaching Fields Offered**

(\* = Courses are already part of the General Education or Professional Education cores.)

**Business Education (36 hours)** - ACC 2311 and 2321; BUS 1311, 2332, 3311, and 3321; ECO 2311 and 2321; FIN 2341 and 3301; MGT 3303 and 4311. (GRADE 6 - GRADE 12 FOR BUSINESS EDUCATION ONLY – Only available under the Bachelor of Science degree).

**Technology Applications (42 hours)** CIS 1359, 2329, 2348, 2389, 3319, 3329, 4321, 4341, 4351, 3334, 3338, 3379, 4319, and 4339

**English Language Arts and Reading (48 hours)** – \*ENG 1311 and 1312; \*6 hours sophomore survey courses from: ENG 2351, 2353, or 2373; 6 hours media knowledge/writing from COM 1311, 1312, 3353, JOU 2312, ENG 3303, 3305, or 3306 (No more than 3 hours can be in English); 9 hours of literature classes from ENG 4312, 4313, 4315, 4316, 4321, 4322, 4323, 4324, or 4325; 9 hours of skills/developmental classes from ENG 3302, 4302, 4303, 4304, 4308, or 4336; ENG 3304, 4360, and 4000; \*REA 4346; \*COM 1310

**History (36 hours)** – \*HIS 1310 and 1320; HIS 2310, 2320, 2330, 4303, 4311, 4381, 4000, and 12 advanced elective hours

**Life Science (55 hours)** – \*BIO 1459 and 1469; BIO 2419, 2429, 3429, 3489, 4439, 4211, and 4000; Either 2 hours of internship (BIO 4138 twice or BIO 4238) or 2 hours of research (BIO 4109, 4119), BIO 3469 or 4459; CHE 1479, 1489, 2331, 2139, 2341, and 2149; MAT 2342 or SCI 2318

**Mathematics (36-37 hours)** – MAT 2351, 2361, 2371, 3302, 3311, 3322, 3381, 4311, 4341, and 4000, MAT 4351 or 4361; CIS 1359 and either MAT 4471 or one additional programming course

**Physical Science (49 hours)** – \*CHE 1479 and 1489; CHE 2331, 2139, 2341, 2149, 3311, 3119, 3321, 3129, 3469, 4381, 4469, and 4000; 8 hours from PHY 1419 or 2439 and PHY 1429 or 2449; MAT 2351 and 2361; ENG 3306

**Social Studies Composite Major (54 hours)** – 6 hours from ECO 2311 and ECO 2321 or ECO 2350 and ECO 4390; \*HIS 1310, 1320, 2310, 2320, 2330, 4000, 4303 and 6 hours advanced history; GEG 2310 and GEG 3300 or 3320; \*POS 2311 and POS 2321 or 2322; POS 4381, and 9 hours from POS 3321, 3361, 3371, 3381, 4303, 4351, 4389, 4391, or 4392.

**Speech Communication (36 hours)** - COM 1310, 1311, 1312, 2320, 2330, 3312, 3324, 3333, 3341, 3350, 4310 and 4343

Page 181 - Education - All-Level Teaching Fields and Deletion of ESL Endorsement

## ALL-LEVEL: EARLY CHILDHOOD – GRADE 12 DEGREE PLAN

### General Education

These courses are the same as those required for the High School: Grade 8 – Grade 12 Degree Plan above.

### All-level Professional Education

	<b>Credit Hours</b>
EDU 3310 Psychological Foundations I .....	3 hours
EDU 3330 Philosophical Foundations II .....	3 hours
EDU 4339 Secondary Educational Technology .....	3 hours
EDU 4349 Elementary Instructional Resources .....	3 hours
EDU 4365 Student Teaching in Elementary Schools.....	3 hours
EDU 4390 Student Teaching in Secondary Schools.....	3 hours
EDU 4000 TExES Review.....	0 hours
REA 4346 Teaching Reading in the Content Areas .....	3 hours
Total Professional Education	21 hours

### Requirements for All-level Teaching Fields Offered

**Art (36 hours)** – ART 1311, 1321, 1351, 2311, 2321, 2331, 3312, 3322, 3334, 3339, 4306, and 4311.

**Music: Instrumental (69 hours)** – Applied Concentration, 12 hours; Applied Secondary, 4 hours; MUS 1213, 1233, 1214, 1234, 2213, 2233, 2214, 2234; MUS 4213, 4253; Band, 6 hours; MUS 2157, 3266, 3286, 2147, 2167, 2187, 2188, 3384, 3265; MUS 1161; MUS 1371; MUS 0070, 6 semesters; MUS 4014; MUS 4000; Elective - 1 hour. **(All-level music available only as a Bachelor of Music degree).**

**Music: Choral (68 hours)** - Applied Concentration, 12 hours; Applied Secondary, 4 hours; MUS 1213, 1233, 1214, 1234, 2213, 2233, 2214, 2234; MUS 4213, 4253; Choral Ensemble, 7 hours; MUS 2237, 3266, 3276, 3384, 3264, 2160, 2163; MUS 1371; MUS 0070, 6 semesters; MUS 4014; MUS 4000; Elective - 1 hour. **(All-level music available only as a Bachelor of Music degree).**

**Physical Education (40 hours)** – ESS 18-hour core - ESS 1301, 2110, 2259, 3303, 3304, 3325, 4305; 3-hour capstone – ESS 4306; ESS 1351 or 1352, 2340, 2400, 3327, 4000, 4326, and 4328.

**Spanish (35 hours)** - SPA 1411, 1412, 2411, 3350, 3352, 4210, 4311, and 4000. 12 advanced hours (Students must take six semester hours of study in a Spanish-speaking country as part of the advanced hour requirement. The study abroad must be at an institution recognized by Howard Payne University. Native speakers may request a waiver from the study abroad requirement and from the SPA 4210 prerequisite. If they do so, they may not take SPA 3360, Advanced Conversation.) TOPT required. **(All-level Spanish available only as a Bachelor of Arts degree.)**

**Theatre Arts (33 hours)** - THR 1118 (2 hours), 1311, 2371, 2431, 3311, 3331, 3351, 4321, 4341, 4361 and 4362.

#### **Page 183 - Deletion of English As a Second Language (ESL) Endorsement**

The English As a Second Language (ESL) Endorsement program has been deleted.

#### **Page 185 - 186 - Education - Deletion of ESL Endorsement**

##### Courses Deleted

Education 4355. Student Teaching In English As A Second Language (ESL) - Elementary.

Education 4356. Student Teaching In English As A Second Language (ESL) - Secondary.

Education 4357. Student Teaching In English As A Second Language (ESL) – All-Level

EDUCATION 4365/4390. STUDENT TEACHING IN ALL GRADES.

Directed observation and participation in the public school at both the elementary and secondary levels. Required of students applying for all-level certification. Fall, Spring.

*Prerequisite: EDU 3310, 3330; senior standing; and admission to student teaching.*

*Secondary—Three semester hours  
Elementary—Three semester hours*

##### Courses Deleted

Education 4393-4394. Internship In The Elementary School For English as a Second Language (ESL).

Education 4395-4396. Internship In The Secondary School For English as a Second Language (ESL).

Education 4397-4398. Internship In All Levels For English As A Second Language (ESL).

#### **Page 199 - Exercise and Sport Science**

EXERCISE AND SPORT SCIENCE 4000.TEXES REVIEW — PHYSICAL EDUCATION.

This is a course that must be taken and passed immediately prior to student teaching. It is designed to help students pass the physical education section of the Texas Examination of Educator Standards (TEXES). Free of charge; pass/fail.

*Prerequisite: Program admission and concurrent enrollment in EDU 4000.*

*No credit hours*

**Page 202 - Humanities****School of Humanities****JUSTIN D. MURPHY, Ph.D, Dean**

The School of Humanities offers programs leading to the Bachelor of Arts or Bachelor of Science degrees to students having interests or career objectives involving individual and community relationships. Majors are available in the following disciplines: criminal justice, English, family studies, history, political science, psychology, social work, social studies composite, Spanish, teaching English to speakers of other languages, and the Academy of Freedom Honors Program (multidisciplinary). School of Humanities departments that offer minors include English, Modern Languages, History, Political Science, Psychology, Family Studies, Criminal Justice and Sociology. Teacher certification is available in English and language arts, Spanish, history and social studies composite. (See the School of Education section of the catalog.)

**Page 205 - English**

ENGLISH 4000. TExES REVIEW IN SECONDARY ENGLISH.

This is a course which must be taken and passed the semester just prior to student teaching. It is designed to help students pass the secondary English Language Arts and Reading section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

*Prerequisite: Concurrent enrollment in EDU 4000.**No credit hours***Page 207 - Modern Languages - Deletion of French and Teaching English to Speakers of Other Languages (TESOL)****Department of Modern Languages**

Majors and minors in Spanish will be able to communicate effectively in both oral and written Spanish. They will be familiar with Hispanic culture. Majors will become conversant with the major authors and movements of Hispanic literature. Students with a teaching field in Spanish will be able to pass the required State exams. Students in the General Education sequence in Modern Languages will be able to communicate above the low intermediate level according to the ACTFL guidelines.

Courses in the modern language department are designed to help students develop communication skills through listening, speaking, reading and writing. Courses in Spanish may be taken to fulfill the foreign language requirement for the Bachelor of Arts degree.

**Page 207 - 208 - French****French**

FRENCH 1301. INTRODUCTION TO FRENCH.

An intensive preparatory course designed for students who have had no previous instruction in the language. This course develops basic grammar and essential vocabulary. Emphasis will be placed on the acquisition of conversational, reading, writing and aural skills and especially the pronunciation skills helpful to music students. The course will not count toward the B.A. language requirement, or for a major or minor, but will count as an elective.

*Prerequisite: None.**Three semester hours*

Course DeletedFRENCH 1101-4609. SPECIAL STUDIES.FRENCH 1411. COLLEGE FRENCH I. (FREN 1411)FRENCH 1412. COLLEGE FRENCH II. (FREN 1412)FRENCH 2411. COLLEGE FRENCH III.**Page 208 - 211 - Spanish****Spanish****SPANISH 3332. HISPANIC CULTURE II. SPANISH.**

A survey of Hispanic-American Culture and Civilization, with consideration of geographical, social, economic, cultural, political, religious and artistic features. The course includes lectures, collateral readings and written reports. A special feature of the course is the use of numerous video supplements. Class is conducted in Spanish.

*Prerequisite: SPA 2411 or the equivalent.*

*Three semester hours*

**SPANISH 3333. CONTEMPORARY ISSUES IN HISPANIC CULTURE.**

This course is a continuation of SPA 3432. Students will engage in discussions and write papers on issues affecting contemporary Hispanic Culture with the aid of computer technology. Students will also learn how to design multimedia presentations on cultural topics.

*Prerequisite: SPA 3332 or consent of instructor.*

*Three semester hours*

Cross-Credit with HIS 3336 Deleted**SPANISH 3336. CULTURE AND HISTORY OF MEXICO**

A survey of Mexican culture and history, with consideration of social, economic, religious, artistic and geopolitical features. A special feature of this class is a traveling component.

Students will spend one week, after the end of the Spring semester, in Mexico City. Students taking this class in fulfillment of their minor requirement will do written assignments in Spanish. Class is taught in English. Cross-credited with ART 3336. Only three credit hours will be awarded for ART 3336 or SPA 3336.

*Prerequisite: None.*

*Three semester hours*

Course DeletedSPANISH 3432. HISPANIC CULTURE II. SPANISH.**SPANISH 3352. METHODS OF STUDY IN HISPANIC LITERATURE.**

An introduction to Hispanic literature with emphasis on the development of skills needed to read and discuss literary texts in Spanish.

*Prerequisite: SPA 3332, 3350 or the equivalent.*

*Three semester hours*

**SPANISH 4000. TExES REVIEW IN SPANISH.**

This is a course which must be taken and passed prior to student teaching. It is designed to help students pass the Spanish section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

*Prerequisite: SPA 3331 or 3332; 3350; 3352.*

*No credit hours*

**Page 211 - 212 - English as a Second Language**

Deletion of Teaching English to Speakers of Other Languages (TESOL) Information

Deletion of TESOL Major and TESOL Minor,

Deletion of TESOL Course Listing, and Course Descriptions.

**Page 213 - Department of History, Political Science, and Geography****Department of History, Political Science, and Geography**

**Matthew McNiece, Ph. D. - Head**

FACULTY: **Mandy Locker, J.D.; Robert G. Mangrum, Ph. D. ; Jennifer McNiece, M.A., M.P.A.; Justin D. Murphy, Ph. D.; John Nickols, M.A.;**

PART-TIME/ADJUNCT FACULTY: **Terry Scott, M.B.A.**

**Page 214 - History****History**

**The Bachelor of Arts and Bachelor of Science degree in Social Studies** requires 54 hours as follows:

**History Core:** 15 hours (HIS 1310, 1320, 2310, 2320, and 2330)

**Political Science Core:** 6 hours (POS 2311 and POS 2321 or 2322)

**Geography Core:** 6 hours (GEG 2310 and GEG 3300 or 3320)

**Economics Core:** 6 hours (ECO 2311 and ECO 2321 or ECO 2350 and ECO 4390)

**Advanced History:** 6 Hours

**Advanced Political Science:** 9 Hours (POS 3321, 3361, 3371, 3381, 4303, 4351, 4389, 4391, or 4392)

**Capstone:** 6 Hours (HIS 4303 and POS 4381)

**Page 215 - History**

HISTORY 3303. PERSPECTIVES IN SOCIAL SCIENCES.

Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with POS 3303. Only three hours credit will be awarded for HIS 3303 or POS 3303. Spring.

*Prerequisite: None.*

*Three semester hours*

HISTORY 3310. COLONIAL AMERICA AND THE AMERICAN REVOLUTION, 1607-1783.

Examination of the cultural, economic, and political foundations of the United States from the founding of the colonies through the winning of the Revolutionary War. Fall, even years.

*Prerequisite: HIS 1310.*

*Three semester hours*

**Course Deleted**

HISTORY 3322. AMERICAN REVOLUTION AND FEDERAL UNION: 1763-1800.

**HISTORY 3332. THE EARLY REPUBLIC, 1783-1848.**

An examination of the cultural, economic, and political development of the young nation. Special emphasis is placed upon the Philadelphia Convention and Federal Constitution, the ages of Jefferson and Jackson, and themes of nationalism and sectionalism. Spring, odd years.

*Prerequisite: HIS 1310.*

*Three semester hours*

**Course Deleted****HISTORY 3336. CULTURE AND HISTORY OF MEXICO****HISTORY 3340. CIVIL WAR AND RECONSTRUCTION (1848-1877).**

Surveys the background and causes of secession and war, the military, political, economic and diplomatic aspects of war, reconstruction and post-war adjustments. Fall, odd years.

*Prerequisite: HIS 1310.*

*Three semester hours*

**HISTORY 3355. THE GILDED AGE AND PROGRESSIVE ERA 1877-1919.**

Domestic U.S. history from the post-Reconstruction era to the end of WWI. Emphasis on a comparison of the cultural, political, and economic characteristics of the Gilded Age and Progressive Era and the United States' emergence as a world power. Spring, even years.

*Prerequisite: HIS 1320.*

*Three semester hours*

**Page 216 - 217 - History****HISTORY 4000. PREPARATION WORKSHOP FOR THE HISTORY TExES.**

This is a course which must be taken and passed by all history major teaching option and history secondary teaching field students the semester just prior to student teaching admission. Designed to help students pass the TExES test in history as required for employment in the secondary teaching field. Fall, Spring.

*Prerequisite: Completion of history upper-division coursework or consent of instructor.*

*No credit hours*

**HISTORY 4360. TWENTIETH-CENTURY WAR: THE AMERICAN EXPERIENCE**

Military history of the United States' role in World Wars I and II, Korea, Vietnam, the Gulf War, and the Wars on Terror. Emphasis on the development of tactics and strategies through the contemporary era. Spring, even years.

*Prerequisite: HIS 1320.*

*Three semester hours*

**HISTORY 4366. SPECIAL TOPICS IN HISTORY.**

An in-depth analysis of a specific history topic which will examine the military, political, economic, cultural and social aspects of the topic in relation to the narrow topic under examination as well as the broader perspective of American and world history. Fall, even years.

*Prerequisite: Three semester hours of history or consent of instructor.*

*Three semester hours*

**HISTORY 4381. ISSUES IN CONTEMPORARY AMERICAN SOCIETY.**

Domestic U.S. historical, political, cultural, and economic developments in the post-World War II era. Special emphasis on the domestic impacts of the Cold War, the Equal Rights movements, and the development of the contemporary U.S. culture. Cross-credited with POS 4381. Only three hours credit will be awarded for HIS 4381 or POS 4381. **This course serves as the capstone to the history major.** Fall.

*Prerequisite: HIS1320, a minimum 6 hours upper-level history, and junior standing*

*Three semester hours*



**Page 217 - Political Science**

**The Bachelor of Arts and Bachelor of Science Degree in Political Science** requires 36 hours, which includes a 15 hour core consisting of POS 2311, 2321 or 2322, 2350, 3381, and 4390, 3 hours from the capstone course of POS 4392, and 18 hours in political science. Students may elect one of the following three areas of emphasis:

**International Studies:** 12 advanced hours selected from POS 3300, 3303, 3321, 3361, 3371, or 4389 and 6 additional hours of political science from outside the emphasis area or up to 6 additional hours selected from BUS 3335, or CCS 4341.

**Page 219 - Political Science**

POLITICAL SCIENCE 3100. INTERNATIONAL ORGANIZATIONS.

A simulation of international organizations through competition in Model United Nations, Model Organization of American States, or Model Arab League. A maximum of three semester hours may be applied to the political science major or minor. Enrollment is limited with preference given to political science students. Fall, Spring

*Prerequisite: Consent of instructor.*

*One semester hour*

POLITICAL SCIENCE 3161. MOOT COURT.

A study of the appellate process covering the following topics: effective advocacy, standards of review, limits on appellate briefs and oral arguments. A maximum of three semester hours may be applied to the political science major or minor. Enrollment is limited, with preference given to pre-law students. Non-majors will be selected on a space available basis. The professor will determine who attends and competes at TUMCA tournaments. Fall, Spring.

*Prerequisite: Consent of instructor.*

*One semester hour*

POLITICAL SCIENCE 3303. PERSPECTIVES IN SOCIAL SCIENCES.

Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with HIS 3303. Only three hours credit will be awarded for POS 3303 or HIS 3303. Spring.

*Prerequisite: None.*

*Three semester hours*

POLITICAL SCIENCE 3320. ECONOMIC DEVELOPMENT.

Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing world. Cross-credited with ECO 3320 and GEG 3320. Only three hours credit will be awarded for ECO 3320, GEG 3320, or POS 3320. Spring.

*Prerequisite: ECO 2350 or ECO 2311 and ECO 2321.*

*Three semester hours*

**Page 220 - 221 - Political Science**

POLITICAL SCIENCE 4355. CONSTITUTION LAW II: RIGHTS.

An analysis of the constitutional law of the United States through an examination of basic cases concerning personal liberties and civil rights. Cross credit with CRJ 4353. Only three credit hours will be awarded for CRJ 4353 and POS 4355. Fall, even years.

*Prerequisite: POS 2311.*

*Three semester hours*

**POLITICAL SCIENCE 4381. ISSUES IN CONTEMPORARY AMERICAN SOCIETY.**

Domestic U.S. historical, political, cultural, and economic developments in the post-World War II era. Special emphasis on the domestic impacts of the Cold War, the Equal Rights movements, and the development of the contemporary U.S. culture. Cross-credited with HIS 4381. Only three hours credit will be awarded for HIS 4381 or POS 4381. Fall.

*Prerequisite: HIS1320, a minimum 6 hours upper-level history and/or political science, and junior standing* *Three semester hours*

**POLITICAL SCIENCE 4389. AMERICAN FOREIGN POLICY.**

Diplomatic problems and general international relations from the early American Republic to the 21st Century. Cross-credited with HIS 4389. Only three credit hours will be awarded for HIS 4389 and POS 4389. Spring, odd years.

*Prerequisite: None.* *Three semester hours*

**POLITICAL SCIENCE 4390. ECONOMIC THEORY AND PUBLIC POLICY ANALYSIS.**

Introduction to public policy analysis, with special emphasis on the use of comparative economic theories—including Mill, Smith, Marx, Keynes, and Friedman—in the development of policy proposals and cost/benefit analysis. Cross-credited with ECO 4390. Only three hours credit will be awarded for POS 4390 or ECO 4390. Spring.

*Prerequisite: POS 2311 and 2321.* *Three semester hours*

**POLITICAL SCIENCE 4391. THE AMERICAN CONGRESS.**

An examination of the history, structures and processes of the national legislature. Spring, even years.

*Prerequisite: POS 2311.* *Three semester hours*

**POLITICAL SCIENCE 4392. CHRISTIANITY, ETHICS, AND POLITICS.**

An examination of the relationship between Christianity, politics and civil government. Special emphasis on the role of ethics in responsible policy-making, and dilemmas such as war and peace, church and state, and interventionism and isolationism. **This course serves as the capstone to the political science major.** Spring.

*Prerequisite: POS 2311, a minimum 6 hours upper-level political science and junior standing.* *Three semester hours*

**Page 222 - Geography****Geography**

The study of geography is designed to provide the student with an understanding of the spatial relationship between humans and the physical environment and how that environment affects society, economics, politics, and culture.

Neither a major or minor is available in geography.

All prerequisites must carry a grade of "C" or better, or consent of the head of the department.

**GEOGRAPHY 2310. INTRODUCTION TO WORLD GEOGRAPHY. (GEOG 1303)**

An introduction to the physical, political, economic, and cultural geography of the world's regions. This course includes activities and projects designed for elementary education and social studies composite majors. Fall, Spring, Summer.

*Prerequisite: None.* *Three semester hours*

**Course Deleted**

**GEOGRAPHY 3312. WORLD REGIONAL GEOGRAPHY.**

**GEOGRAPHY 3320. ECONOMIC GEOGRAPHY.**

Explores the theory and practice of economic development on local, state, national, and international levels. Special emphasis on a comparison of world economic systems, including the economies of the developing world. Cross-credited with ECO 3320 and POS 3320. Only three hours credit will be awarded for ECO 3320, POS 3320, or GEG 3320. Spring.

*Prerequisite: ECO 2350 or ECO 2311 and ECO 2321.*

*Three semester hours*

**Page 222 - Psychology and Family Studies****Department of Psychology and Family Studies**

**Keith Mask, Ph. D. - Head**

**FACULTY: Athena Bean, Ed. D. ; Jennifer Clement, Ph.D.**

**PART-TIME/ADJUNCT FACULTY: Shawn Matlock, M. Ed.**

**Page 230 - Criminal Justice****CRIMINAL JUSTICE 3313. MEDIATION AND NEGOTIATION.**

This course examines the interpersonal and conceptual skills required to engage in effective negotiation and serve as a mediator. Includes development of interest-based negotiation and mediation skills with strategies to assist parties with mutual agreement opportunities. Students will analyze case studies and role-play appropriate behavior in conflict scenarios. Cross-credited with COM 3313. Only three semester hours will be awarded for COM 3313 and CRJ 3313. Spring, even years.

*Prerequisite: Sophomore standing.*

*Three semester hours*

**Page 232 - Criminal Justice****CRIMINAL JUSTICE 4353. CIVIL LIBERTIES IN AMERICA.**

This class will provide an in-depth look at the civil liberties and protections found in the American constitutional system. The Supreme Court's interpretation of the Constitution and society's response will receive particular attention. Cross credit with POS 4355. Only three credit hours will be awarded for POS 4355 and CRJ 4353. Fall, even years.

*Prerequisite: POS 2311.*

*Three semester hours*

**Page 234 - Sociology**Course Deleted

SOCIOLOGY 3305. RURAL-URBAN SOCIETY.

**Page 235 - Sociology**Course Deleted

SOCIOLOGY 3371. SOCIAL STRATIFICATION.

SOCIOLOGY 3372. MINORITY-MAJORITY RELATIONS.

SOCIOLOGY 4311. POPULATION AND DEMOGRAPHY.

## General Information and Requirements

### Degrees

The Bachelor of Arts, the Bachelor of Science, or the Bachelor of Business Administration Degree may be obtained with the Academy of Freedom program as the area of concentration.

### The Academy Major

The Academy major provides a multidisciplinary course of study that has been carefully designed to challenge students intellectually and experientially by examining contemporary domestic and international issues, to prepare students to analyze, evaluate, and formulate public policy, and to produce graduates who will be leaders in their communities and within their career field.

#### **ANALYTICAL FOUNDATIONS. . . . . 3 HOURS**

##### HISTORY 3303. PERSPECTIVES IN SOCIAL SCIENCES

Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with POS 3303. Only three hours credit will be awarded for HIS 3303 or POS 3303. Spring.

*Prerequisite: None.*

*Three semester hours*

##### POLITICAL SCIENCE 3303. PERSPECTIVES IN SOCIAL SCIENCES

Survey of various analytical and methodological tools of the social sciences. Special emphasis on traditionalism/revisionism, realism/liberalism, and interpretive schemas from other social science disciplines including psychology, sociology, and anthropology. Cross-credited with HIS 3303. Only three hours credit will be awarded for POS 3303 or HIS 3303. Spring.

*Prerequisite: None.*

*Three semester hours*

#### **CULTURAL AND HISTORICAL FOUNDATIONS. . . . . 3 HOURS**

##### HISTORY 4381. ISSUES IN CONTEMPORARY AMERICAN SOCIETY.

Domestic U.S. historical, political, cultural, and economic developments in the post-World War II era. Special emphasis on the domestic impacts of the Cold War, the Equal Rights movements, and the development of the contemporary U.S. culture. Cross-credited with POS 4381. Only three hours credit will be awarded for HIS 4381 or POS 4381. This course serves as the capstone to the history major. Fall.

*Prerequisite: HIS1320, a minimum 6 hours*

*upper-level history, and junior standing*

*Three semester hours*

##### POLITICAL SCIENCE 4381. ISSUES IN CONTEMPORARY AMERICAN SOCIETY.

Domestic U.S. historical, political, cultural, and economic developments in the post-World War II era. Special emphasis on the domestic impacts of the Cold War, the Equal Rights movements, and the development of the contemporary U.S. culture. Cross-credited with POS 4381. Only three hours credit will be awarded for POS 4381 or HIS 4381. Fall

*Prerequisite: HIS1320, a minimum 6 hours upper-level*

*history and/or political science, and junior standing*

*Three semester hours*

**ETHICAL, SPIRITUAL, AND THEORETICAL FOUNDATIONS . . . . . 6 HOURS**

POLITICAL SCIENCE 4392. CHRISTIANITY, ETHICS, AND POLITICS.

An examination of the relationship between Christianity, politics, and civil government. Special emphasis on the role of ethics in responsible policy-making, and dilemmas such as war and peace, church and state, and interventionism and isolationism. Spring.

*Prerequisite: None.*

*Three semester hours*

**Page 244 - 245 - Douglas MacArthur Academy of Freedom**

### **Membership**

The Academy of Freedom is divided into two levels: an **honors level** for freshmen and sophomores, and a **scholars level** for juniors and seniors. Membership in the honors level is neither a prerequisite nor a guarantee for membership in the scholars level.

Members of the Douglas MacArthur Academy of Freedom must meet all requirements for admission to the university and the respective levels for which they are applying. Formal approval of the application for membership in the Academy program is the prerogative of the university administration acting through the Academy Admissions Committee. Membership is a privilege, not a right. Members are expected to fulfill all obligations as specified below or in the Academy Student Handbook to maintain the privileges of membership.

The Academy Admissions Committee may admit a student to either level of the program on a **conditional basis** for one semester. At the end of the semester the Academy Admissions Committee will evaluate the student's academic records to determine his or her future enrollment in the program.

Academy students who fail to maintain the required cumulative GPA's will be subject to one of the three following consequences: probation for one semester, suspension from the Academy with loss of Academy scholarships, or expulsion from the Academy. The Academy Admissions Committee will specify the requirements for lifting probation or suspension.

Academy students who fail to maintain their membership or who drop out for any reason at any time are not eligible to claim identification as an Academy graduate. Loss of membership does not affect credits earned during Academy membership and credits in Academy courses may apply toward regular graduation.

## Honors Level

Admission to the honors level is limited to twenty-five students each year. To be considered for admission to the honors level, freshmen must score a composite of 24 or above on the ACT or a composite of 1100 or above on the Math and Critical Reading portion of the SAT. **The priority deadline for applications is February 1. All applicants must be interviewed by the Academy Admissions Committee, which will award scholarships by February 15. Students must schedule classes by June 15 and are required to enroll in one introductory honors course selected from HIS 1310, HIS 1320, POS 2311, and POS 2322 or an approved substitute each semester.** Applications received after February 1 will be considered if the 25 available openings are not filled by students meeting the priority deadline. Once all openings are filled, remaining applicants will be interviewed and placed on a waiting list in case openings become available.

Freshmen who score lower than a composite of 24 on the ACT or a composite of 1100 on the Math and Critical Reading portion of the SAT may be admitted conditionally without aid provided that they take one of the required introductory honors courses. If conditional students achieve a 3.25 GPA in the first semester, they will then qualify for admission and an Academy honors level scholarship (if funds are available) during the second semester of their freshman year.

Second-year students are required to enroll in the remaining honors sections listed above and take one additional class from the Academy major or an approved substitute. Second-year students are also required to serve as Academy tour guides to develop public-speaking skills.

## Scholars Level

To be admitted unconditionally to the scholars level, students must have completed a minimum of sixty semester hours or be scheduled to complete a minimum of sixty semester hours before the start of the next long semester and have a minimum 3.25 cumulative GPA. Students must have completed HIS 1310, HIS 1320, POS 2311, and POS 2322 or approved substitutes or enroll in the appropriate course(s) in the semester in which they are admitted to the scholars level. (Transfer students must show equivalent courses, be approved for course substitutions, or be subject to the same enrollment requirement.) In addition, students must file a degree plan with the Academy major prior to admission to the scholars level. Transfer students must file a degree plan during their first semester in the scholars level.

Students must submit an application for admission to the scholars level. Applications will require a brief biographical profile, a short essay over an assigned topic, four letters of recommendation (two of which must be from professors currently familiar with your academic achievements), and official transcripts of all college work. **The Academy Admission Committee will review all applications and may schedule interviews to determine admission to the program and eligibility for scholars level scholarships depending upon the number of membership positions available.**

To maintain membership in the scholars level, students must maintain a minimum cumulative GPA of 3.25, select a career path and pursue a major and related courses approved by the faculty advisors, and remain free of disciplinary probation, suspension, or expulsion. In addition, students must enroll in HIS 4108 during the second semester in the scholars level. Each semester the Academy Director will evaluate each student's grades, progress toward a degree, and performance of Academy duties. An unsatisfactory review may result in probation, suspension, or expulsion from the Academy of Freedom.

Students in the scholars level are assigned specific service projects each semester as a condition of membership. These assignments include service as Academy tour guides, recruiters, departmental assistants, and a variety of assignments that are designed to prepare students for professional careers and instill the virtues of servant leadership. Failure to perform duties may result in fines, probation, suspension, or expulsion from the Academy of Freedom.

## Academy Scholarship Packages

**Academy Scholarship Packages are for tuition only and are combined with other university scholarships as explained in the Financial Aid section of the catalog.** Students must maintain a 3.25 cumulative GPA to retain their scholarships each semester. Failure to maintain the required GPA may result in probation, suspension or expulsion from the Academy program and the reduction or loss of Academy scholarships.

### Hatton W. Sumners Foundation Scholarship Program

In the spring semester before a student's junior year, students may apply for the Hatton W. Sumners Foundation Scholarship. **Completed Sumners Applications must be received by March 15 to be considered by the Academy Admissions Committee, which will review all applications and may schedule interviews to determine the twelve students for nomination to the Hatton W. Sumners Foundation Trustees.** Nominees will be interviewed in April by the Sumners Trustees, who will select a minimum of four recipients each year.

**Recipients of the Hatton W. Sumners Foundation Scholarship, which is currently \$5500 per semester for four semesters, may apply the Sumners Scholarship to the remainder of the recipient's tuition, fees, books, and room and board, but a recipient's total scholarship package may not, however, exceed the total cost of university attendance.**

#### Additional Information

Further information concerning the Academy program, in addition to this catalog, will be found in *The Douglas MacArthur Academy of Freedom Student Handbook*, which is updated each year. Upon admission to the Academy, students are expected to meet all the requirements and fulfill all of the expectations established in the catalog and the student handbook. Failure to do so may result in probation, suspension, or expulsion from the Academy program and the loss of Academy scholarships.

Page 246 - Music and Fine Arts

## School of Music and Fine Arts

ROBERT TUCKER, Ph.D., Dean

### Department of Music

Robert Tucker, Ph.D. - Head

FACULTY: **Corey Ash, M.M.E.; Lance Beaumont, M.M.; Celeste Church, D.M.A.; Gregory Church, D.M.A.; Monte Garrett, M.M.; Stephen Goacher, M.M.; Diane Owens, M.Ed.; Allen Reed, D.M.A.; Elizabeth Wallace, Ph.D.**

PART-TIME/ADJUNCT FACULTY: **Juan Alamo, D.M.A.; Deanna Erxleben, M.M.; Danny Ingram, M.M.; Peter Neubert, D.M.A.**

### Bachelor of Music in Performance Voice Concentration

General Education (Bachelor of Music -page 96) .....	42 hours
Language (one semester of French) .....	3 hours
Electives.....	11 hours
Music.....	78 hours
Applied .....	26 hours
Concentration .....	22 hours
Secondary .....	4 hours
Theory .....	20 hours
Lower Division .....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division .....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
History and Literature.....	8 hours
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble .....	10 hours
Major Choral Ensemble .....	8 hours
Music Theatre/Opera Workshop .....	2 hours
MUS 2160, 2163 Vocal Diction .....	2 hours
MUS 4203 Vocal Pedagogy.....	2 hours
MUS 4234 Song Literature .....	2 hours
MUS 3266 Elementary Conducting.....	2 hours
Electives in Music .....	3 hours
MUS 0070 Recital Hour (6 semesters) .....	0 hours
MUS 3014 Junior Recital (half) .....	0 hours
MUS 4014 Senior Recital (full).....	0 hours
MUS 1371 Introduction to Music Technology .....	3 hours
MUS 4000 Capstone Course in Musical Thinking0 .....	0 hours
Total Hours in Degree Program .....	134 hours



## Page 250 - Music

**Bachelor of Music in Performance  
Piano Concentration**

General Education (Bachelor of Music - page 96).....	42 hours
Language (one semester of French) .....	3 hours
Electives.....	11 hours
Music.....	80 hours
Applied.....	28 hours
Concentration .....	24 hours
Secondary .....	4 hours
Theory.....	20 hours
Lower Division .....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division .....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
History and Literature .....	8 hours
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble.....	6 hours
Choir or Band .....	2 hours
Piano Ensemble .....	2 hours
Ensemble Elective.....	2 hours
MUS 1161 Keyboard Skills Class.....	1 hour
MUS 1188 Solo Accompanying.....	2 hours
MUS 3273 Piano Pedagogy I .....	2 hours
MUS 3283 Piano Pedagogy II .....	2 hours
MUS 4224 Piano Literature I .....	2 hours
MUS 4234 Piano Literature II .....	2 hours
MUS 3266 Elementary Conducting .....	2 hours
Electives in Music .....	2 hours
MUS 0070 Recital Hour (6 semesters).....	0 hours
MUS 3014 Junior Recital (half).....	0 hours
MUS 4014 Senior Recital (full) .....	0 hours
MUS 1371 Introduction to Music Technology.....	3 hours
MUS 4000 Capstone Course in Musical Thinking .....	0 hours
Total Hours in Degree Program .....	136 hours

### Bachelor of Music in Performance Organ Concentration

General Education (Bachelor of Music - page 96).....	42 hours
Language (one semester of French) .....	3 hours
Electives.....	11 hours
Music.....	80 hours
Applied.....	28 hours
Concentration .....	24 hours
Secondary .....	4 hours
Theory.....	20 hours
Lower Division .....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division .....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
History and Literature .....	8 hours
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble.....	8 hours
Choir or Band .....	4 hours
Studio Accompanying .....	4 hours
MUS 4271 Organ Pedagogy .....	2 hours
MUS 4291 Service Playing.....	2 hours
Organ Literature.....	4 hours
MUS 4204 Organ Literature I	
MUS 4214 Organ Literature II	
MUS 3266 Elementary Conducting .....	2 hours
Electives in Music .....	2 hours
MUS 0070 Recital Hour (6 semesters).....	0 hours
MUS 1161 Keyboard Skills Class.....	1 hours
MUS 3014 Junior Recital .....	0 hours
MUS 4014 Senior Recital .....	0 hours
MUS 1371 Introduction to Music Technology .....	3 hours
MUS 4000 Capstone Course in Musical Thinking.....	0 hours
Total Hours in Degree Program .....	136 hours

**Bachelor of Music in Performance  
Instrumental Concentration  
(non-keyboard)**

General Education (Bachelor of Music - page 96).....	42 hours
Electives.....	10 hours
Music.....	80 hours
Applied.....	28 hours
Concentration.....	24 hours
Secondary.....	4 hours
Theory.....	20 hours
Lower Division.....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division.....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
History and Literature.....	8 hours
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble.....	12 hours
Band.....	8 hours
University Ensemble.....	4 hours
MUS 3266 Elementary Conducting.....	2 hours
MUS 4284 Instrumental Literature.....	2 hours
MUS 4293 Instrumental Pedagogy2.....	hours
Electives in Music.....	3 hours
MUS 0070 Recital Hour (6 semesters).....	0 hours
MUS 3014 Junior Recital.....	0 hours
MUS 4014 Senior Recital.....	0 hours
MUS 1371 Introduction to Music Technology.....	3 hours
MUS 4000 Capstone Course in Musical Thinking.....	0 hours
Total Hours in Degree Program.....	132 hours

## Page 253 - Music

### Bachelor of Music in Piano Pedagogy and Accompanying

General Education (Bachelor of Music - page 96).....	42 hours
Language (one semester of French) .....	3 hours
Electives.....	11 hours
Music.....	78 hours
Applied.....	20 hours
Concentration .....	16 hours
Secondary .....	4 hours
Theory.....	20 hours
Lower Division .....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division .....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
History and Literature .....	8 hours
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble.....	4 hours
Choir or Band .....	2 hours
Piano Ensemble .....	2 hours
MUS 1161 Keyboard Skills Class.....	1 hour
MUS 1188 Solo Accompanying.....	2 hours
MUS 1187 Studio & Ensemble Accompanying .....	4 hours
MUS 3273 Piano Pedagogy I .....	2 hours
MUS 3283 Piano Pedagogy II .....	2 hours
MUS 4184 Practicum in Piano Pedagogy .....	2 hours
MUS 4224 Piano Literature I .....	2 hours
MUS 4234 Piano Literature II .....	2 hours
MUS 3266 Elementary Conducting .....	2 hours
MUS 2160-2163 Vocal Diction .....	2 hours
Electives in Music .....	2 hours
MUS 0070 Recital Hour (6 semesters).....	0 hours
MUS 3013 Recital Accompanying (4 semesters) .....	0 hours
MUS 4014 Senior Recital (half) .....	0 hours
MUS 1371 Introduction to Music Technology.....	3 hours
MUS 4000 Capstone Course in Musical Thinking.....	0 hours
 Total Hours in Degree Program .....	 134 hours

## Page 254 - Music

**Bachelor of Music in Church Music and Worship**

General Education (Bachelor of Music - page 96).....	42 hours
Electives.....	3 hours
PTH 4391 Biblical Interpretation strongly recommended as an elective	
Communication/Theatre.....	3 hours
THR 2371 Fundamentals of Acting	
Music.....	81 hours
Applied.....	20 hours
Concentration .....	14 hours
Secondary .....	4 hours
Guitar.....	2 hours
MUS 2177 Class Guitar	
*Private guitar study may be substituted with instructor approval	
Theory.....	20 hours
Lower Division .....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division .....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
History and Literature .....	10 hours
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
MUS 4264 Choral Literature	
Church Music.....	11 hours
MUS 2264 Intro to Church Music	
MUS 3282 Worship Arts	
MUS 3384 Music for Children	
MUS 4254 Worship Leadership	
MUS 4207 Field Experience	
Ensemble.....	6 hours
Conducting.....	6 hours
MUS 3266 Elementary Conducting	
MUS 3276 Choral Conducting	
MUS 3286 Instrumental Conducting	
MUS 4203 Vocal Pedagogy .....	2 hours
ONE from the following.....	2 hours
MUS 2160 and 2163 Vocal Diction (voice concentration)	
MUS 1136 and 1137 Voice Class (instrumental concentration)	
*Private voice study may be substituted with instructor approval	
MUS 4291 Service Playing (keyboard concentration)	
MUS 0070 Recital Hour (6 semesters).....	0 hours
MUS 1161 Keyboard Skills Class (Piano, organ majors) .....	1 hour
MUS 1371 Introduction to Music Technology .....	3 hours
MUS 4014 Senior Recital (applied, half recital) .....	0 hours
MUS 4000 Capstone Course in Musical Thinking .....	0 hours
Total Hours in Degree Program .....	129 hours

Page 255 - Music

**General Education for the  
Bachelor of Music degree in Music Education**

**GENERAL EDUCATION:**Spiritual Foundations - 6 hours

BIB 1303 Introduction to the Old Testament .....3 hours

BIB 1304 Introduction to the New Testament .....3 hours

Physical Foundations - 2 or 3 hours

Exercise and Sport Science Activity

2 Class A, or 1 Class A and 1 Class B, or

ESS 2340 Personal Fitness and Wellness ..... 2-3 hours

Communicative Foundations - 15 hours

COM 1310 Fundamentals of Human Communication .....3 hours

ENG 1311 English Composition I .....3 hours

ENG 1312 English Composition II .....3 hours

ENG 2351 or 2353 or 2373 .....6 hours

Scientific and Technological Foundations - 10 hours

MAT 1351 or above .....3 hours

CIS 1339 Introduction to Information Technology .....3 hours

Physical Science with lab or Life Science with lab

(PSC 1439 Science of Music recommended) .....4 hours

Aesthetic Foundations - 3 hours

Fine Arts - MUS 2353 Introduction to Music History3..... hours

Social Foundations - 12 hours

HIS 1310 U.S. History to 1877 .....3 hours

HIS 1320 U.S. History Since 1877 .....3 hours

POS 2311 American Government .....3 hours

POS 2321 State &amp; Local Government .....3 hours

Music History and Literature - 8 hours

MUS 2254 Music History II .....2 hours

MUS 3353 Music History III .....3 hours

MUS 3363 Music History IV .....3 hours

Total General Education

56-57 hours

## Page 256 - Music

**Bachelor of Music in Music Education - Instrumental**

General Education (Bachelor of Music - page 255).....	56 - 57 hours
Professional Education2 .....	1 hours
EDU 3310 Foundations I (Psychological)	
EDU 3330 Foundations II (Philosophical)	
EDU 4339 Secondary Educational Technology	
EDU 4349 Elementary Instructional Resources	
EDU 4365 Student Teaching in All Grades	
EDU 4390 Student Teaching in All Grades	
EDU 4000 TEXES Review	
REA 4346 Teaching Reading in the Content Areas	
Music.....	60 hours
Applied.....	16 hours
Concentration.....	12 hours
Secondary.....	4 hours
Theory.....	20 hours
Lower Division.....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division.....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
Ensemble.....	6 hours
Band.....	6 hours
Techniques.....	14 hours
MUS 2157 Vocal Techniques	
MUS 3266 Elementary Conducting	
MUS 3286 Instrumental Conducting	
MUS 2147 String Techniques	
MUS 2167 Woodwind Techniques	
MUS 2187 Brass Techniques	
MUS 2188 Percussion Techniques	
MUS 3384 Music for Children	
MUS 3265 Secondary Instrumental Methods	
MUS 1161 Keyboard Skills Class (Piano, organ majors).....	1 hours
MUS 1371 Introduction to Music Technology.....	3 hours
MUS 0070 Recital Hour 6 semesters.....	0 hours
MUS 4014 Senior Recital (half).....	0 hours
MUS 4000 Capstone Course in Musical Thinking.....	0 hours
Electives.....	1 hour
Total Hours.....	138 - 139 hours

The all-level teacher certificate permits a graduate to teach instrumental or choral music in the Texas public schools for grades one through twelve.

## Page 257 - Music

**Bachelor of Music in Music Education - Choral**

General Education (Bachelor of Music - page 255).....	56 - 57 hours
Professional Education .....	21 hours
EDU 3310 Foundations I (Psychological)	
EDU 3330 Foundations II (Philosophical)	
EDU 4339 Secondary Educational Technology	
EDU 4349 Elementary Instructional Resources	
EDU 4365 Student Teaching in All Grades	
EDU 4390 Student Teaching in All Grades	
EDU 4000 TEXES Review	
REA 4346 Teaching Reading in the Content Areas	
Music.....	59 hours
Applied.....	16 hours
Concentration.....	12 hours
Secondary.....	4 hours
Theory.....	20 hours
Lower Division .....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division .....	4 hours
MUS 4213 Form and Analysis	
MUS 4253 Arranging	
Ensemble.....	7 hours
Choir .....	7 hours
Techniques .....	13 hours
MUS 2237 Instrumental Techniques	
MUS 3266 Elementary Conducting	
MUS 3276 Choral Conducting	
MUS 3384 Music for Children	
MUS 3264 Secondary Choral Methods	
MUS 2160 Vocal Diction I	
MUS 2163 Vocal Diction II	
MUS 1371 Introduction to Music Technology .....	3 hours
MUS 0070 Recital Hour 6 Semesters.....	0 hours
MUS 4014 Senior Recital (half) .....	0 hours
MUS 4000 Capstone Course in Musical Thinking .....	0 hours
Electives.....	1 hour
Total Hours .....	137 - 138 hours

The all-level teacher certificate permits a graduate to teach instrumental or choral music in the Texas public schools for grades one through twelve.



Page 258 - Music

**Bachelor of Arts - Music**

## GENERAL EDUCATION:

Spiritual Foundations - 6 hours

BIB 1303 Introduction to the Old Testament .....3 hours

BIB 1304 Introduction to the New Testament .....3 hours

Physical Foundations - 2 or 3 hours

Exercise and Sport Science Activity

2 Class A, or 1 Class A and 1 Class B, or

ESS 2340 Personal Fitness and Wellness ..... 2-3 hours

Communicative Foundations - 24 hours

COM 1310 Fundamentals of Human Communication .....3 hours

ENG 1311 English Composition I .....3 hours

ENG 1312 English Composition II .....3 hours

ENG 2351 or 2353 or 2373 .....3 hours

Foreign Language (must be taken in a single language) ..... 12 hours

Scientific and Technological Foundations - 10 hours

CIS 1339 Introduction to Information Technology .....3 hours

MAT 1351 or above .....3 hours

Physical Science with lab or Life Science with lab .....4 hours

Aesthetic Foundations - 3 hours

Fine Arts - Theatre, Music or Art Courses

chosen from the approved list .....3 hours

Social Foundations - 12 hours

POS 2311 American Government .....3 hours

History - 3 hours .....3 hours

6 hours chosen from Psychology, History, Sociology, or Geography

or a combination of 3 hours Psychology, Sociology or Geography and

3 hours History or Political Science .....6 hours

(a maximum of 6 hours may be chosen from any one department-POS, HIS, PSY, SOC, GEG)

Total Hours ..... 57-58 hours

**Page 258 - Music**

GENERAL EDUCATION.....	57-58 hours
Electives.....	12-13 hours
Music.....	54 hours
Applied Concentration .....	11 hours
Theory .....	18 hours
Lower Division.....	16 hours
MUS 1213, 1233 Theory I	
MUS 1214, 1234 Theory II	
MUS 2213, 2233 Theory III	
MUS 2214, 2234 Theory IV	
Upper Division.....	2 hours
MUS 4213 Form and Analysis	
History and Literature .....	11 hours
MUS 2353 Introduction to Music History	
MUS 2254 Music History II	
MUS 3353 Music History III	
MUS 3363 Music History IV	
Ensemble (Major Instrumental or Choral Ensemble).....	8 hours
MUS 0070 Recital hour (6 semesters) .....	0 hours
MUS 4014 Senior Recital (half).....	0 hours
MUS 1161 Keyboard Skills Class (Piano, organ majors only).....	1 hour
MUS 2160-2163 Vocal Diction (for voice concentration only) .....	2 hours
MUS 1371 Introduction to Music Technology .....	3 hours
MUS 4000 Capstone Course in Musical Thinking .....	0 hours
Total Hours in Degree Program .....	124 hours

**Page 260 - Music - Techniques****Music - Techniques****MUSIC 0070. RECITAL HOUR.**

Required attendance at recitals, community music concerts and Recital Hour during each semester. Fall, Spring.

*Prerequisite: None.*

*No credit hours*

**Page 261 - Music - Techniques****MUSIC 3013. RECITAL ACCOMPANYING.**

Required of Bachelor of Music - Piano Pedagogy and Accompanying majors. May be repeated to meet degree requirements. Fall, Spring.

*Prerequisite: MUS 1187.*

*No credit hours*

**MUSIC 3014. JUNIOR RECITAL.**

Requires public performance of a minimum of 25 minutes of music. *No credit hours*

**MUSIC 4014. SENIOR RECITAL.**

Requires public performance of a minimum of 45 minutes of music for performance majors, and a minimum of 25 minutes of music for all other concentrations. Students with a major in piano with emphasis in pedagogy and accompanying will perform 25 minutes of solo repertoire, with the remainder of the recital given to accompanying and chamber works. *No credit hours*

**Page 261 - Music - Techniques**

MUSIC 4015. SENIOR SEMINAR PROJECT.  
Requires concurrent enrollment in MUS 4286.

*No credit hours*

**Page 262 - Music - Church Music**

MUSIC 4207. SUPERVISED MINISTRY EXPERIENCE.

On-the-job training in a church music ministry as a director, accompanist, music ministry assistant, or in a capacity approved by the church music department. Course requirements include periodic reports and plans, as well as involvement in the planning and implementation of worship experiences. Students will meet on a regular basis with the field supervisor, as well as the professor, to discuss the progress and job performance of the student.

*Prerequisite: Senior standing.*

*Two semester hours*

**Page 266 - Music - Theory and Composition**Course Deleted

MUSIC 3233. CHORAL ARRANGING.

MUSIC 4253. ARRANGING.

A study of the principles of choral and instrumental arranging to include ranges, textures, qualities, and appropriate combinations. Spring, even years.

*Prerequisite: MUS 2214 and 2234.*

*Two semester hours*

**Page 266 - Music - History and Literature**

MUSIC 4000. CAPSTONE COURSE IN MUSICAL THINKING.

This course will serve to help students assimilate the knowledge and musical thinking skills acquired during their full course of music study, as well as to serve as a review course for the music portions of the TExES, MFAT, and GRE. This course must be taken and passed just prior to student teaching, or graduation in the case of non-teacher certification students. Pass/Fail. Fall, Spring.

*Prerequisite: Final semester or semester prior to student teaching, consent of instructor.*

*No credit hours*

**Page 270 - Art****Department of Art**

**Ann Smith, M.F.A. - Head**

FACULTY: **Joshua Pickens, M.F.A.**

PART-TIME/ADJUNCT FACULTY: **Julie Mize, M.A.E.**

**Page 271 - Art**

ART 3331. WATERCOLOR I.

Problems and instruction in the use of this medium. 3 hours per week. Fall and Spring.

*Prerequisite: ART 1311 and/or permission of instructor.*

*Three semester hours*

History Cross-Credit Deleted

ART 3336. CULTURE AND HISTORY OF MEXICO.

A survey of Mexican culture and history, with consideration of social, economic, religious, artistic and geo-political features. A special feature of this class is a traveling component. Students will spend one week, after the end of the Spring semester, in Mexico City. Students taking this class in fulfillment of their minor requirement will do written assignments in Spanish. Class is taught in English. Cross-credited with SPA 3336. Only three credit hours will be awarded for SPA 3336 or ART 3336.

*Prerequisite: None.**Three semester hours*

ART 3341. WATERCOLOR II.

Problems and instruction in the use of this medium. 3 hours per week. Fall and Spring.

*Prerequisite: ART 3331 and/or permission of instructor.**Three semester hours***Page 276 - Communication Studies**

COMMUNICATION STUDIES 3313. MEDIATION AND NEGOTIATION.

This course examines the interpersonal and conceptual skills required to engage in effective negotiation and serve as a mediator. Includes development of interest-based negotiation and mediation skills with strategies to assist parties with mutual agreement opportunities. Students will analyze case studies and role-play appropriate behavior in conflict scenarios. Cross-credited with COM 3313. Only three semester hours will be awarded for CRJ 3313 and COM 3313. Spring, even years.

*Prerequisite: Sophomore standing.**Three semester hours***Page 277 - Communication Studies**Deleting TESOL Cross-Credit

COMMUNICATION STUDIES 3350. INTERCULTURAL COMMUNICATION.

This course will examine major perspectives and theories of cross-cultural communication. Includes a comprehensive examination of how communication elements are shaped by social and cultural forces. Cross-credited with CCS 3350. Only three credit hours will be awarded for COM 3350 or CCS 3350. Fall.

*Prerequisite: Sophomore standing or consent of instructor.**Three semester hours***Page 282 - 283 - Science and Mathematics**

## School of Science and Mathematics

**LYNN M. LITTLE, Ph.D., Dean**

The purpose of the School of Science and Mathematics is to provide courses that contribute to the liberal arts and sciences general education foundation of all Howard Payne University graduates and to provide professional programs in the various departments.

The programs in the School of Science and Mathematics seek to provide students with the scientific background needed to function in an increasingly technical world. Emphasis is given to training students to become scientists, to enter professional schools of medicine and related fields, and to teach the sciences.

Students may earn a Bachelor of Arts degree in biology, chemistry, or mathematics, or a Bachelor of Science degree in biology, chemistry, or mathematics.

## Pre-professional Studies

The School of Science and Mathematics offers a wide range of courses designed to meet pre-professional requirements for entrance to professional schools and programs in medicine, dentistry, veterinary medicine, nursing, pharmacy, physical therapy, dental hygiene, and other allied health sciences. Students should consult with their academic advisor as to selection of courses for their area of interest. Because entrance requirements to professional schools change from time to time, Howard Payne University cannot guarantee that it offers every course required for entrance into all professional school programs at all universities. Students should consult course Catalogs of universities that they may wish to attend to determine specific courses required for admission.

Pre-professional studies are not majors. To obtain a BS or BA degree from Howard Payne University through the School of Science and Mathematics, students must major in biology, chemistry, or mathematics and complete all general education requirements, plus all the course requirements for their major.

## Pre-engineering

Students desiring an engineering degree can obtain a thorough background at Howard Payne University in math, physics, chemistry, computer information systems, English, and other basic courses prior to transfer to an engineering school. Students should consult with their academic advisor as to selection of courses for their area of interest. Because entrance requirements to engineering programs change from time to time, Howard Payne University cannot guarantee that it offers every course required for entrance into all engineering programs at all universities. Students should consult course Catalogs of universities that they may wish to attend to determine specific courses required for admission.

**Page 284 - Science and Mathematics**

## ASSOCIATE IN HEALTH SCIENCE

The Associate in Health Science degree program is designed to allow a student to complete prerequisites for entrance into a baccalaureate program another university. Examples would include programs in nursing, dental hygiene or clinical laboratory science. Students should acquaint themselves with the admission requirements for their chosen professional program at the universities that they may wish to attend.

**Page 285 - Science (Interdisciplinary Studies)**

SCIENCE 4209. RESEARCH PROBLEMS IN CHEMISTRY.

A course emphasizing independent investigation using the scientific method to collect and analyze data in order to test the validity of a hypothesis. The conclusions determined will be presented and discussed in both a written and oral format. Fall, Spring.

*Prerequisite: SCI 4109.*

*Two semester hours*

## Page 286 - Biology

## Department of Biological Sciences

Harlan Scott, Ph.D. - Head

FACULTY: **Kristen Hutchins, Ph.D. ; Lynn Little, Ph.D.; Marilyn Mathis, Ph.D.;  
Edward Roth, Ph.D.**

The department of biological sciences offers a challenging curriculum leading to the degree of Bachelor of Science or Bachelor of Arts. The purpose of the department is to prepare well-educated biologists who will be competitive in their particular discipline: medicine, health professions, and graduate school. Also, the department offers courses to meet the general education requirements for the natural sciences.

Students seeking a major in biology should take thirty-six semester hours to include BIO 1459, 1469, 2429, 3429, 4439, plus at least one course from 2419 or 3479; one course from 3459 or 3489 and one course from 3469 or 4459. As the capstone experience, all biology majors are required to complete BIO 4211 and either BIO 4109 and BIO 4119, or a total of at least two hours of biology internship (BIO 4138, 4238 or 4338).

Biology majors will be required to take MAT 1351, SCI 2318 or MAT 2342 or MAT 4341, CHE 1479, 1489, 2331, 2139, 2341 and 2149. For a biology major considering post-baccalaureate study, ENG 3306, MAT 1381, 2351, PHY 1419 and 1429 are recommended.

**Students must have a grade of “C” or better in all required courses (BIO, CHE, MAT, and SCI) for a biology major.**

Biomedical Sciences Minor - The Biomedical Sciences minor gives students extra preparation for graduate and health profession schools, such as medical and dental schools. The minor will consist of 18 to 24 hours chosen from BIO 3419, 4372, 4429, CHE 4439, CHE 4449, and no more than 3 hours from SCI 2104, 2204, or 2304. Special studies biology courses may be used with the approval of the head of the department. **Students cannot use the same courses for two different minors.** All prerequisites for these courses must still be met and with a grade of "C" or better.

Biodiversity Minor - The Biodiversity minor gives students extra preparation for graduate school in areas such as wildlife management. The minor will consist of 18 to 24 hours chosen from BIO 3419 and courses not used for a student's biology major from BIO 2419, 3479, 3459, 3489, 3469, 4459, 4109, 4119, and no more than 3 hours from BIO 4138, 4238, or 4338. Special studies biology courses may be used with the approval of the head of the department. **Students cannot use the same courses for two different minors.** All prerequisites for these courses must still be met and with a grade of "C" or better.

## Page 287 - Biology

BIOLOGY 1409. BIOLOGICAL SCIENCE. (BIOL 1408)

A study of the development of the principle concepts of biology and how they have influenced civilized man; a study of fundamental structure and function of biological systems. Contemporary problems will be discussed. **This course is designed for non-science majors.** Students will not be allowed credit for BIO 1409 and BIO 1419 or BIO 1459 or 1469 for the general education laboratory science requirement. Lecture and laboratory. Fall, Spring, Summer.

*Prerequisite: None.*

*Four semester hours*

**BIOLOGY 2409. FUNDAMENTALS OF MICROBIOLOGY. (BIOL 2420)**

Fundamental concepts of the biology of microorganisms will be taught. Emphasis will be principally on bacteria, fungi, and viruses causing human disease and impacting human health through their effects on the environment. Three hours of lecture and two two-hour laboratories per week. Spring, odd years.

*Prerequisite: PSC 1429 or CHE 1429 or 1479 and  
BIO 1409 or 1459 or 2489.*

*Four semester hours*

Page 288

**BIOLOGY 3419. MICROBIOLOGY.**

An introduction to the structure, function and economic relationship of bacteria, fungi, and viruses. Three hours lecture and two two-hour laboratories per week. Spring, even years.

*Prerequisite: BIO 3429.*

*Four semester hours*

**BIOLOGY 3459. GENERAL ENTOMOLOGY.**

An introduction to the study of insects and the identification of families in the principle orders. Three hours lecture and three hours laboratory per week. Field trips required. Fall, odd years.

*Prerequisite: BIO 1459 and 1469.*

*Four semester hours*

**BIOLOGY 3489. INVERTEBRATE NATURAL HISTORY.**

A study of the natural history of the invertebrates involving habitats, life histories and classification. Three lecture hours and three laboratory hours per week. Field trips required. Spring.

*Prerequisite: BIO 1459, 1469.*

*Four semester hours*

**BIOLOGY 4000. TEXES REVIEW FOR SECONDARY TEACHERS.**

This course is designed to help students pass the biology section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail. Fall, Spring.

*Prerequisite: Concurrent enrollment in EDU 4000.*

*No credit hours*

**Course Deleted****BIOLOGY 4111. SEMINAR.****BIOLOGY 4119. RESEARCH.**

A course emphasizing independent investigation, experimental design, collecting and analyzing data and drawing logical conclusions based on the data.

*Prerequisite: BIO 4109.*

*One semester hours*

**Page 289 - Biology****Course Deleted****BIOLOGY 4209. RESEARCH.****BIOLOGY 4211. SENIOR THESIS AND ASSESSMENT.**

This is the culmination of the educational experience for biology majors. Students will demonstrate the ability to communicate about biology by writing a scientific paper, preparing a scientific poster, and giving a scientific presentation. By attending and participating in presentations, students will develop skills in listening and questioning. Students will also be assessed on their knowledge about biology and general laboratory skills and competencies. Students will prepare a resume and cover letter. This course will be team-taught by biology faculty members. Spring.

*Prerequisites: BIO 4109 and 4119 or at least two hours  
of BIO 4138 or 4238.*

*Two semester hours.*

**BIOLOGY 4372. IMMUNOLOGY.**

An introduction to the basic principles of immunity including the molecules, cells, and organs of the immune system, their interactions, and their regulation. Spring, odd years.

*Prerequisite: BIO 4439.*

*Three semester hours*

Course Deleted

BIOLOGY 4449. VERTEBRATE ZOOLOGY.

BIOLOGY 4499. MOLECULAR BIOLOGY.

**Page 290 - Mathematics****Department of Mathematics**

**Kenneth Word, Ph.D. - Head**

**FACULTY: Brett Coulter, Ph.D.; Wendy Grooms, M.S.; Tonya Horner, M.S.T.;  
Tom Johnson, M.S.; José Romero, Ph.D.**

**PART-TIME/ADJUNCT FACULTY: Gerald Maxwell, Ph.D.; Jeffery Mitchell, M.A.**

**Page 292 - Mathematics****MATHEMATICS 4000. TEXES REVIEW FOR SECONDARY TEACHERS.**

This course must be taken and passed just prior to student teaching. It is designed to help students pass the secondary mathematics section of the Texas Examination of Educator Standards (TEXES). Free of charge; pass/fail.

*Prerequisite: Junior standing.*

*No credit hours*

**Page 293 - Mathematics****MATHEMATICS 4351. REAL ANALYSIS.**

An axiomatic approach to the real numbers, sequences, functions, continuity, derivatives, integrals, series, and uniform convergence. Spring, even years.

*Prerequisite: MAT 2371 or equivalent.*

*Three semester hours*

**MATHEMATICS 4471. INTRODUCTION TO NUMERICAL ANALYSIS.**

Error propagation, algorithms for solutions of equations in one variable, interpolation, numerical integration, and algorithms for solutions of differential equations (as time permits). Three hours of lecture and two hours of laboratory per week. Spring, odd years.

*Prerequisite: CIS 1359, MAT 2371 and credit or*

*concurrent enrollment in MAT 3302.*

*Four semester hours*

**Page 293 - 294 - Chemistry**

Standard Chemistry Major: CHE 1479, 1489, 2331, 2139, 2341, 2149, 3311, 3119, 3321, 3129, 3469, and two of the following: 4381, 4439, 4449, or 4469. This major is highly recommended as a preparation for further related studies in graduate school, professional schools and work in industry. Students planning to teach may substitute electives for CHE 4381, 4439, 4449, or 4469 as approved by the head of the physical sciences department.



Chemistry Major with Biochemistry Concentration: In addition to the 35-36 hours listed above, students must take a minor in biology including BIO 1459, 1469, 3419, 3429, 4439, and 4372 or 4429. Approved by the American Society of Biological Chemists, this curriculum is an excellent preparation for medical and dental schools, as well as for bio-medically oriented research and graduate studies in biochemistry.

**CHEMISTRY 1429. FUNDAMENTALS OF CHEMISTRY.**

A beginning chemistry course for students in applied sciences who need only one semester of general chemistry. The course includes the structure, properties and changes in matter, quantitative relationships in reactions, solutions, equilibrium, pH, buffers and nuclear chemistry. Not recommended for science majors or pre-professional students in health related fields. Does not meet prerequisite for CHE 1489 or 2331. Two hours of laboratory per week. Fall, Summer.

*Prerequisite: None.*

*Four semester hours*

**CHEMISTRY 1479, 1489. GENERAL CHEMISTRY I, II. (CHEM 1411, 1412)**

A study of the fundamentals of chemistry with emphasis on atomic structure, chemical bonding, the periodic system, descriptive inorganic chemistry, equilibria and elementary thermodynamics of chemical systems. Three hours lecture and three hours laboratory per week. Concurrent enrollment in CHE 1105 and CHE 1106 respectively is highly recommended. CHE 1479, Fall, Spring; CHE 1489, Spring, Summer.

*Prerequisite: Credit or concurrent enrollment in MAT 1351.*

*CHE 1479 is prerequisite to 1489, or consent of department head.*

*Four semester hours each*

**CHEMISTRY 2331, 2341. ORGANIC CHEMISTRY I, II. (CHEM 2323, 2325)**

A study of organic chemistry emphasizing nomenclature, bonding, structural relationships to reactions; reaction types and mechanisms and synthetic methods. CHE 2331, Fall; CHE 2341, Spring.

*Prerequisite: CHE 1489, 2331 is prerequisite to 2341.*

*Three semester hours each*

**CHEMISTRY 2139, 2149. ORGANIC CHEMISTRY LABORATORY I, II. (CHEM 2123, 2125)**

A two-semester study of the laboratory techniques and methods used in modern organic chemistry. Four hours of laboratory per week. CHE 2139, Fall, Summer; CHE 2149, Spring, Summer.

*Prerequisite: Credit or concurrent enrollment in*

*CHE 2331 or 2341.*

*One semester hour each*

**Page 295 - Chemistry**

**CHEMISTRY 3001. LABORATORY ASSISTANT INTERNSHIP.**

Students will gain experience in preparing, conducting, and evaluating laboratory studies.

*Prerequisite: Consent of department head.*

*No credit hours*

**CHEMISTRY 3311, 3321. PHYSICAL CHEMISTRY I, II.**

A two-semester study of the physical properties and structure of matter together with chemical interactions from the perspectives of thermodynamics, quantum mechanics, chemical kinetics and symmetry. Three hours lecture per week. CHE 3311, Fall, odd years; CHE 3321, Spring, even years.

*Prerequisite: CHE 1489, MAT 2351, PHY 1419.*

*Three semester hours each*

**CHEMISTRY 3119, 3129. PHYSICAL CHEMISTRY LABORATORY I, II.**

An introduction to the equipment, methods and laboratory skills needed in modern physical chemistry. Four hours of laboratory per week. CHE 3119, Fall, odd years; CHE 3129, Spring, even years.

*Prerequisite: Credit or concurrent enrollment in*

*CHE 3311 or 3321.*

*One semester hour each*

**CHEMISTRY 3469. QUANTITATIVE CHEMISTRY.**

The theory and practice relating to the major analytical techniques in chemistry will be studied. These include gravimetric, volumetric, electrochemical and colorimetric methods of analysis. Two hours of lecture and eight hours of laboratory weekly. Fall, even years.

*Prerequisite: CHE 1489.*

*Four semester hours*

**CHEMISTRY 4000. TExES REVIEW FOR SECONDARY TEACHERS.**

This course is designed to help students pass the chemistry section of the Texas Examination of Educator Standards (TExES). Free of charge; pass/fail.

*Prerequisite: Concurrent enrollment in EDU 4000.*

*No credit hours*

Course DeletedCHEMISTRY 4111. SEMINAR.**CHEMISTRY 4381. ADVANCED INORGANIC CHEMISTRY.**

A study of the chemistry of the main group elements including bonding, symmetry, periodic properties, and the chemistry of the transition elements. Three hours of lecture weekly. Spring, even years.

*Prerequisite: CHE 2331.*

*Three semester hours*

**CHEMISTRY 4469. INSTRUMENTAL ANALYSIS.**

The study of the principles upon which instrumentation is based along with the practical application of spectral interpretation. Two hours of lecture and six hours of laboratory per week. Spring, odd years.

*Prerequisite: CHE 3469.*

*Four semester hours*

**Page 296 - Forensic Science****Forensic Science**

Students majoring in Forensic Science must complete 36 semester hours in Chemistry, Forensic Science and Criminal Justice courses as specified below. Forensic Science majors may also choose to add a concentration in Chemistry or Criminal Justice.

Standard Forensic Science major: CHE 1479, 1489, 3469, 4469; FRS 2479, 2489, 3479, 4279, CRJ 1310 and 1320.

Forensic Science majors considering post-baccalaureate study should consider completing the following courses as part of their general education requirements and/or electives.

SCI 3318, MAT 2342 or CRJ 2351 (choose one)  
 BIO 1459, ENG 3306, CRJ 3301, MAT 2351, MAT 2361  
 Eight hours of general or university physics  
 Additional concentration in Chemistry or Criminal Justice

**FORENSIC SCIENCE 2489. SCIENTIFIC CRIMINAL INVESTIGATION.**

This course focuses on the techniques, abilities and limitations of the modern crime laboratory and emphasizes current scientific technologies, techniques, practices and procedures employed in criminal investigation. Cross-credited with CRJ 2489. Only four credit hours will be awarded for CRJ 2489 and FRS 2489. Three hours lecture and two hours laboratory per week. Spring, even years.

*Prerequisite: FRS 2479, CRJ 1310 and CRJ 1320.*

*Four semester hours*

**Page 297 - Geology****Geology****GEOLOGY 1419. PHYSICAL GEOLOGY. (GEOL 1403)**

The study of the materials of the earth's crust. The physical processes by which the crust is formed and the resulting landscape. Three hours of lecture and one two-hour laboratory per week. Fall, odd years, Summer, even years.

*Prerequisite: None.*

*Four semester hours*

**GEOLOGY 1449. ENVIRONMENTAL GEOLOGY.**

An introduction to geology and its role in shaping the environment. Topics covered include natural hazards: earthquakes, volcanoes, floods, erosion; water, soil, mineral and energy resources; waste disposal and pollution as well as environmental law; land use planning and engineering. Three hours lecture and two hours laboratory per week. Fall, even years, Summer, odd years.

*Prerequisite: None.*

*Four semester hours*

**Page 298 - Physical Science****Physical Science**

These courses do not count toward a major in any of the sciences.

**PHYSICAL SCIENCE 1409. PRINCIPLES OF ASTRONOMY.**

An introduction to the basic concepts and principles from astronomy and physics with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors.** Three hours lecture and two hours laboratory per week. Fall, Summer.

*Prerequisite: None.*

*Four semester hours*

**PHYSICAL SCIENCE 1419. PHYSICAL SCIENCE FOR ELEMENTARY EDUCATION.**

An introduction to the basic concepts and principles of physics and astronomy with an emphasis on the way scientific theories are developed. **This course is activity based and is designed for elementary education majors only.** Topics discussed address some of the key subject matter in the Texas Essential Knowledge and Skills for physical science. Spring.

*Prerequisite: MAT 1321 or above.*

*Four semester hours*

**PHYSICAL SCIENCE 1429. EARTH SCIENCE, CHEMISTRY AND THE WEATHER.**

An introduction to the basic concepts and principles from meteorology, earth science and chemistry with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors and required for 4-8 Middle School Science certification.** Three hours lecture and two hours laboratory per week.

Spring.

*Prerequisite: None.*

*Four semester hours*

**PHYSICAL SCIENCE 1439. THE SCIENCE OF MUSIC.**

An introduction to classical mechanics, oscillating systems and acoustics. The course will emphasize physical principles which provide a firm foundation in acoustical phenomena, room acoustics and the physics of musical instruments. This course will be especially useful to the music student. Three hours lecture and two hours laboratory per week. **Designed for non-science majors.** May-Term.

*Prerequisite: None.*

*Four semester hours*

PHYSICAL SCIENCE 1449. METEOROLOGY: WEATHER AND CLIMATE.

An introduction to the basic concepts and principles of the weather and climate with emphasis on the way scientific laws and theories are developed. A foundation for understanding the importance of science and technology in the world. **Designed for non-science majors.** Three hours lecture and two hours laboratory per week. Spring, Summer.

*Prerequisite: None.*

*Four semester hours*

**Pages 299 - 300 - Developmental Program**

**The Developmental Program has been moved to Academic Support Services which follows Academic Information.**



**HOWARD PAYNE UNIVERSITY**  
**GRADUATE STUDIES**  
**MASTER OF ARTS**  
**and**  
**MASTER OF EDUCATION**

**Page 304 - Master of Arts in Youth Ministry****Appeals**

Students wishing to appeal an admission decision should first consult with the Director of the Youth Ministry Graduate Program. If the student is not satisfied, an appeal may be made to the Dean of Graduate Studies. If the student is not satisfied, a final appeal may be made to the Provost and Chief Academic Officer.

**Page 305 - Master of Arts in Youth Ministry****Financial Information / Scholarship Funds****Graduate Tuition**

Graduate course tuition rate: \$450.00 per credit hour. Graduate courses may be audited for \$75.00 per audit hour.

**MAYM Grant Deleted - Grant no longer being available****Page 308 - Master of Arts in Youth Ministry****Grade Appeal Process**

8. If the student feels that additional appeal is necessary, then the last line of appeal is to the provost and chief academic officer.

**Page 309 - Master of Arts in Youth Ministry****Degree Requirements**

The Master of Arts in Youth Ministry degree requires 42 hours which includes:

**CORE - (24 hours)**

**General** .....6 hours  
YMN 5300 and YMN 6320

**Biblical and Theological** 9 hours

**Biblical** - .....6 hours  
BIB 5391 **or**  
Advanced Bible-Old Testament - Select 3 hours from BIB 5311, 5321, 5331, 5381 **or**  
Advanced Bible-New Testament - Select 3 hours from BIB 5341, 5342, 5351, 5352,  
5361.

*(Students should choose BIB 5391 and 3 additional hours of BIB at the 5000 level or students who have taken Biblical Interpretation [or an equivalent hermeneutics course] at the undergraduate level should choose 3 hours of Old Testament and 3 hours of New Testament).*

**Theological** - 3 hours  
YMN 6380

**Practical** .....9 hours  
YMN 5370, YMN 6340, and YMN 6390

**INTERNSHIP - 6 hours**

YMN 6261, 6262, 6263, 6264, 6265, 6266, 6267, 6268

**ELECTIVES - 12 hours**

YMN 5310, 5350, 6305, 6330, 6335, 6370, 6375, 6385, 6395, PTH 5311, 5331.

*(Students who receive Ministerial Financial Aid from the BGCT, and who have not taken a substantial Undergraduate course emphasizing Baptist distinctives and polity, must take PTH 5311. In addition, students who receive Ministerial Financial Aid from the BGCT, and who have not taken an upper level undergraduate course in Christian history, must take PTH 5331.)*

**Page 310 - Master of Arts in Youth Ministry**

### Specific Requirements for a Master of Arts in Youth Ministry Degree

7. Student must attend commencement unless officially excused by the provost and chief academic officer.

**Page 312 - Master of Arts in Youth Ministry**

YOUTH MINISTRY 6261 - 6268. INTERNSHIPS. (Choose three 2-hour courses)

Opportunities will be provided for students to receive practical on-the-job training and supervision from a leader who has expertise in the field. Students will choose 3 from the following list of internships.

Additional internships may be proposed, but must be approved by the dean. Evaluation and assessment will be performed at the conclusion of each internship.

YMN 6261 Youth Ministry in Multicultural settings  
 YMN 6262 Crisis Management/Intervention  
 YMN 6263 Local Church Youth Ministry  
 YMN 6264 Youth Ministry in Urban Settings  
 YMN 6265 Youth Ministry in Camp/Retreat/ Recreation Settings  
 YMN 6266 Youth Ministry in Suburban Settings  
 YMN 6267 Youth Ministry in Rural Settings  
 YMN 6268 Youth Ministry in Parachurch Settings

*Prerequisite: Admission to the graduate program.*

*Two semester hours each*

**Page 315 - Master of Education in Instructional Leadership**

## Master of Education in Instructional Leadership

### Degree Program

**JOE E. ROBINSON, Ph.D., DIRECTOR**

**FACULTY: Mitzi Lehrer, Ed.D.; Michael Rosato, Ed.D.; Daresa Voss, Ed.D.**



**Page 318 - Master of Education in Instructional Leadership****Appeals**

Students wishing to appeal an admission decision should first consult with the Director of the Instructional Graduate Program. If the student is not satisfied, an appeal may be made to the Dean of Graduate Studies. If the student is not satisfied, a final appeal may be made to the provost and chief academic officer.

**Financial Information/Scholarship Funds****Graduate Tuition**

Graduate course tuition rate: \$450.00 per credit hour. Graduate courses may be audited for \$75.00 per audit hour.

**Fee**

Online course fee: \$50.00 per online class (EDU 5301 through EDU 5309)

**Page 321 - Master of Education in Instructional Leadership****Grade Appeal Process**

8. If the student feels that additional appeal is necessary, then the last line of appeal is to the provost and chief academic officer.

**Page 322 - Master of Education in Instructional Leadership****Program Curriculum****Administrative Core - 27 Hours**

EDU 5000 - Distance Education Learning Module  
 EDU 5301 - The School as Community  
 EDU 5302 - Student Success through Communication and Collaboration  
 EDU 5303 - School Law and Ethics  
 EDU 5304 - Curriculum Alignment and Management Procedures  
 EDU 5305 - Data Driven Decision Making Processes  
 EDU 5306 - Professional Development and Appraisal  
 EDU 5307 - Instructional Leadership  
 EDU 5308 - Budget and Fiscal Management  
 EDU 5309 - Building Management and Design

**Administrative Research - 3 Hours**

EDU 5310 - Contemporary Research and Implementation

**Administrative Practicum - 6 Hours**

EDU 5311 - Practicum/Internship I  
 EDU 5312 - Practicum/Internship II

**Page 323 - Master of Education in Instructional Leadership**

Specific Requirements for a Master of Education  
in Instructional Leadership Degree

7. Student must attend commencement unless officially excused by the provost and chief academic officer

**EDUCATION 5000. DISTANCE EDUCATION LEARNING MODULE.**

This no-credit, required course is an orientation to the requisite technology for students to be successful in an on-line learning program. An orientation to Howard Payne University, Walker Memorial Library, and instruction on how to electronically access learning resources is included.

*Prerequisite: Admission to the graduate program.*

*No credit hours*

**Page 324 - Master of Education in Instructional Leadership****EDUCATION 5311. PRACTICUM/INTERNSHIP I.**

The course is a study in the day-to-day operations, through observation of Instructional Leadership duties, participation in Instructional Leadership duties and completion of assigned Instructional Leadership duties, of an elementary or a secondary school. The student will keep a log of observed Instructional Leadership duties, participated in Instructional Leadership duties and assigned Instructional Leadership duties. EDU 5311 and EDU 5312 fulfill the required year-long administrative internship for the Instructional Leadership program.

*Prerequisite: EDU 5000 through EDU 5309.*

*Three semester hours*

**EDUCATION 5312. PRACTICUM/INTERNSHIP II.**

The course is a study in the day-to-day operations, through observation of Instructional Leadership duties, participation in Instructional Leadership duties and completion of assigned Instructional Leadership duties, of an elementary or secondary school. The student will keep a log of observed Instructional Leadership duties, participated in Instructional Leadership duties and assigned Instructional Leadership duties. EDU 5311 and EDU 5312 fulfill the required year-long administrative internship for the Instructional Leadership program.

*Prerequisite: EDU 5000 through EDU 5309.*

*Three semester hours*

**Page 324 - Master of Education in Instructional Leadership**

For further information, contact:

Director of Instructional Leadership Graduate Program  
Howard Payne University  
1000 Fisk Street  
Brownwood, TX 76801  
Phone: (325) 649-8205  
Toll Free: (800) 880-4478  
E-mail: [jrobinson@hputx.edu](mailto:jrobinson@hputx.edu)

**Page 326 - Campus Information****Facilities**

**Office of Admission.** This facility, which formerly housed HPU's School of Education, was remodeled in 2008 to serve as the home of the university's Office of Admission. This is the first stop on campus for many prospective students and their families, who meet with admission counselors and other personnel. (Fisk Street)

**Bettie and Robert Girling Center for Social Justice.** Named for Bettie J. and Robert G. W. Girling III, this building houses an undergraduate multidisciplinary initiative involving the departments of social work, sociology, psychology, political science and criminal justice. The facility includes a courtroom, seminar rooms and faculty offices. Opened in 1876, the building has served as a public elementary school and high school, as well as a DBC dormitory, science hall and library. Restoration of the building, formerly known as the Coggin Academy - McClelland Library Building, was completed in 2006. (DBC campus, Austin Avenue)

**Doakie Day Art Center.** Named in memory of the late Doakie Day, an artist, homemaker and lifetime resident of Brown County, this renovated facility – originally a 1920s-era Coca-Cola bottling plant – houses the university's art program. The Doakie Day Art Center was dedicated in 2009. (Center Avenue)

**HPU Theatre.** This facility was constructed in 2001 for theatre classroom instruction and student productions. (Clark Street and Whaley Street)

**Communication & Theatre.** This building houses the communication and theatre offices and a classroom. (Austin Avenue and Clark Street)

**Page 327 - Campus Information**

**Elliston-Cassle Wellness Center.** This building opened in 1939 as Jacket Gym. Renamed for the families of James V. and Lavonne Elliston and James and Mickey Cassle, HPU renovated this on-campus gymnasium in 2001 to provide students, faculty and staff with a fitness facility containing a full line of exercise equipment, volleyball and intramural basketball court and walking/jogging track. This facility contains offices and classrooms used by the department of exercise and sport science. (Fisk Street)

**Harrison House.** Purchased and renovated in 1991, this building houses the Office of Institutional Advancement, which includes alumni relations, and development. Originally built in 1894, the building is named for the late Gilbert Harrison, a Brownwood civic leader. (Center Avenue)

**The Hub at the Quinn House.** Once the family residence of former Bible professor Dr. A.J. Quinn and his wife, Mrs. Berta Quinn, this renovated building has in recent years served as student housing and is now the home of the university's Davis-Thompson Baptist Student Ministry. (Center Avenue)

**J. Howard Hodge Memorial Bell Towers.** Dedicated in 1978 and named for Dr. J. Howard Hodge by his wife, Dr. Veda Hodge, the three towers represent the Trinity, each one encircled and connected by a walkway symbolizing the oneness of the Father, the Son and the Holy Spirit. The bell towers are used for university events including Chime Out and Homecoming festivities. (Center Avenue/Wilson Walkway)

### Page 328 - Campus Information

**L.J. Mims Auditorium.** HPU's main auditorium, built in 1922, is named for former Howard Payne president Dr. L.J. Mims and is the oldest building on the university's main campus. This HPU landmark hosts chapel services, concerts and recitals. The facility was the focus of a major renovation, completed in 2010. (Center Avenue/Wilson Walkway)

**Lady Jacket Softball Park.** This updated sports facility is home to the Lady Yellow Jackets softball team. (U.S. 377 and 9th Street)

**Mabee University Center.** Dedicated in 1993, a matching grant from the J.E. and L.E. Mabee Foundation, Inc. made construction possible for this student center. Housed in the 40,000-square-foot facility are the student life offices, student bookstore, campus post office, recreation and study areas, as well as the dining area, banquet facilities, and Fambrough's grill. (Between Fisk Street and Center Avenue at Lipscomb Street)

**Old Main Park.** Old Main Park is used for many university events. This was the site of the first building on the Howard Payne campus, Old Main, erected in 1890. Over the years the building was used for classes, chapel, the library, and several administrative offices. It was destroyed by fire in 1984. Also located in Old Main Park is the "H" Pond, another cherished HPU landmark. (Austin Avenue and Center Avenue)

**Outdoor Recreation Complex.** Opened in 2005, this complex provides students an opportunity to participate in healthful physical activities; such as, in-line skating, skateboarding and wall climbing. (Fisk Street and Austin Avenue)

**Packer Administration Building.** Opened in 1984, this building is used for administrative offices including those of the president, academic affairs, financial aid, the registrar, the business office, university marketing and communications, and others. The building is named for siblings Rev. Ruben Packer and Miss Mary Lou Packer. (Fisk Street)

**Paul and Jane Meyer Faith and Life Leadership Center.** Named in recognition of the Paul and Jane Meyer Family Foundation of Waco, this facility serves as the location for a variety of special seminars and workshops, as well as the School of Christian Studies' classrooms and faculty offices. Other major components include Grace Chapel (named for Dr. E. Grace Pilot), the Richard and Wanda Jackson Conference Room and more. Dedicated in 2010, the Paul and Jane Meyer Faith and Life Leadership Center was the result of a major renovation of HPU's Bible building and the university chapel. (Center Avenue/Wilson Walkway)

### Page 329 - Campus Information

**Physical Plant.** Built in 2001, this facility is the control center for the central power plant, which provides climate-controlled heating and air conditioning for several buildings on the main campus. The central power plant was made possible through donations from the late Tom and Evelyn Linebery and The Scarborough-Linebery Foundation. (Fisk Street)

**Student Apartments.** Built in 1996 and 1999, these three buildings each contain eight two-bedroom apartment units for junior- and senior-level students. Each apartment unit houses up to four students. (Fisk Street)

**Student Lab Center.** This building houses the computer lab and offices for the student newspaper and yearbook staffs.

**Page 330 - Campus Information**

**Walker Memorial Library.** Named for John Allen and Elizabeth Peacock Walker, this historic facility opened in 1952. Containing more than 100,000 volumes of printed and electronic books, documents, periodicals and audiovisual materials, the library also features the Heart of Texas Children's Literature Review Center, the Al Tucker Historical Research Room, an electronic classroom, the Grove Music Library and the Burress Genealogy Library. (Fisk Street)

**Page 331 - 333 - Calendar of Events**

## University Calendar of Events 2010-2011

The following calendar provides dates applicable to the main campus in Brownwood. The off-campus centers follow a somewhat different calendar; therefore, accurate dates may be obtained by contacting the off-campus learning centers listed in this catalog

### Summer, 2010

June 7 - July 2.....	Summer I Term
June 7, 8 - 9:30 a.m.....	Advisement in faculty offices
June 7, 10 a.m. - 12 noon.....	Registration
June 7.....	All classes begin
June 8, 5 p.m.....	Last day to register for Summer I classes
June 14.....	Day 1
June 21.....	Day 1
June 28.....	Day 1
July 1.....	Final examinations for evening classes
July 2.....	Final examinations for day classes
July 5.....	Independence Day holiday (offices will be closed)
July 6, 10 a.m.....	Grades due for Summer I
July 7 - August 3.....	Summer II Term
July 7, 8 - 9:30 a.m.....	Advisement in faculty offices
July 7, 10 a.m. - 12 noon.....	Registration
July 7.....	All classes begin
July 8, 5 p.m.....	Last day to register for Summer II classes
July 12.....	Day 1
July 19.....	Day 1
July 26 - 27.....	Board of Trustees Activities
August 3.....	Final examinations for all classes
August 4, 3 p.m.....	Grades due for Summer II

## Fall, 2010

August 14, 1 p.m. - 5 p.m.	Apartment leases begin/apartment move-in
August 18	Day 1
August 19, 9 a.m. - 2 p.m.	New students move into residence halls
August 19 - 22	Jacket Journey (New Student Orientation)
August 20	Convening of Faculty
August 20, 10 a.m.	Residence halls open for returning students
August 23	Academic advising and registration
August 23	All classes begin
	Add/drop period begins (no fees charged this day and the following day)
August 25	Late registration fee begins
August 27 - 28	IMPACT
September 1	Last day to register or change classes
September 6	Labor Day holiday (offices closed; only evening classes meet)
September 17 - 19	Brownwood Reunion Celebration
September 20 - 25	Daze of Payne
September 24	Academy of Freedom Board of Directors Meeting
September 24 - 25	Family Weekend
September 25	Sting 'Em Saturday
September 27 - 29	Encounter Week
September 29	Deadline for December 2010 Graduation Candidates to order diplomas
September 29	Fall Rush
October 5	Fall Pledging begins
October 7 - 8	Board of Trustees Activities
October 8 - 9	Homecoming
October 11	Yellow Jacket Monday
October 14, 3 p.m.	Mid-semester grades due
October 15	Fall Break (offices will be closed; residence halls remain open)
October 20 - November 3	Academic advising
October 26	The Great Pumpkin Chase
October 28	Pumpkin Carving Contest
November 16	Fall Pledging concludes
November 22	Yellow Jacket Monday
November 24, 10 a.m.	Residence halls close
November 24 - 26	Thanksgiving holidays
November 28, 1 p.m.	Residence halls open
November 29	Offices open and classes resume
December 2, 8 p.m.	Christmas on the Plaza/Campus Lighting Ceremony
December 6, 9 p.m.	Pancake Supper
December 6 - 9	Final examinations
December 9	December Graduate Dinner
December 10, 10 a.m.	Grades due
December 10, 6 p.m.	Chime Out
December 11, 10 a.m.	December Commencement
December 11, 10 a.m.	Residence halls close
December 17 - 31	Christmas/New Year's Day holidays

## Spring, 2011

January 3 .....	Offices open
January 16, 1 p.m. ....	Residence halls open
January 17 .....	Academic advisement and registration
January 17 .....	Yellow Jacket Monday
January 17, 1 p.m. - 4 p.m. ....	January Jacket Journey (Orientation)
January 18 .....	All classes begin
	Add/drop period begins (no fees charged this day and the next day)
January 20 .....	Late registration fee begins
January 31 .....	Last day to register or change classes
January 31 .....	Deadline for May 2011 Graduation Candidates to order diplomas
February .....	Cultural Awareness Month
February 9 .....	Spring Rush
February 15 .....	Spring Pledging begins
February 21 .....	Yellow Jacket Monday
March 4, 3 p.m. ....	Mid-semester grades due
March 4, 6 p.m. ....	Residence halls close
March 7 - 11 .....	Spring Break
March 13, 1 p.m. ....	Residence halls open
March 14 .....	Offices open and classes resume
March 14 .....	Yellow Jacket Monday
March 22 .....	HPU Woman's Club Yellow Rose Scholarship Luncheon
March 23 - April 6 .....	Academic advising
March 25 .....	Academy of Freedom Board of Directors Meeting
April 5 .....	Spring Pledging concludes
April 9 .....	HPU Fest
April 9 .....	Stinger Daze
April 16 .....	Easter Egg Hunt for Children/Grandchildren of Faculty and Staff
April 18 - 20 .....	Resurrection Week
April 22 .....	Easter holiday (offices closed on Friday; residence halls remain open)
May 2, 9 p.m. ....	Pancake Supper
May 2 - 5 .....	Final examinations
May 5 (evening) .....	Senior Salute
May 6, 10 a.m. ....	Grades due
May 6, 6:30 p.m. ....	Chime Out
May 7, 10 a.m. ....	Commencement
May 7, 2 p.m. ....	Residence halls close/apartment leases end
May 9 - 27 .....	May Term
May 9, 5 p.m. ....	Last day to add/drop classes
May 30 .....	Memorial Day (offices will be closed)
May 31, 10 a.m. ....	Grades due for May Term

# APPENDIX

- The Family Education Rights and Privacy Act (FERPA)
- Veteran's Education Benefit Program
- *CampusConnect* - Getting Started
- Texas Common Course Numbering (TCCN)
- College-Level Examination Program (CLEP) Evaluation
- Advanced Placement Program (APP) Evaluation
- DANTES Subject Standardized Tests (DSS)
- Glossary of Common Terms





## The Family Educational Rights and Privacy Act RIGHT OF STUDENT PRIVACY (FERPA)

In accordance with Public Law 93-380, Education Amendments of 1964, offices in which student records are maintained are: Registrar, Student Life, Financial Aid, Health Services, Career Services, Business Office, and Admissions.

### Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA . Students may ask the University to amend a record that they believe is inaccurate or misleading. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

Upon request, the University may also disclose education records without consent to officials of another school in which a student seeks or intends to enroll. [*Note: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.*] The University may release records without consent, to parents of *dependent students* (IRS definition); to comply with a judicial order or lawfully issued subpoena; for a health / safety emergency.

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

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920

### **Disclosure of Directory Information**

At its discretion, Howard Payne University may provide "directory information" in accordance with the provisions of the *Family Education Rights and Privacy Act of 1974* (FERPA). Directory information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Designated directory information at Howard Payne University includes the following: name, address (local and home), telephone number, parent's or guardian's name, spouse's name, marital status, dates of attendance, classification, previous institution(s) attended, degrees conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight for athletics), date and place of birth. Student's may block the public disclosure of directory information (all or in part) by notifying the Office of the Registrar in writing prior to the 8th class day of a fall or spring semester, or the 4<sup>th</sup> class day of a summer term. Forms for this purpose are available at Registrar's Office on the second floor of the Packer Administration Building.

Students should consider very carefully the consequences of a decision to withhold directory information. A non-disclosure block will call for Howard Payne University not to release any or all of this "directory information;" thus, any future request for such information from non-institutional persons or organizations will be refused.

Howard Payne University will honor a student's request to withhold directory information but cannot assume responsibility to contact you for subsequent permission to release this information. Regardless of the effect upon the student, Howard Payne University assumes no liability as a result of honoring the student's instruction that such information be withheld.

Although the initial request may be filed at any time, requests for non-disclosure will be honored by the University until removed, in writing, by the student.

The University will, when legally permitted, make a reasonable effort to notify the student of a court order or subpoena before the University will act to comply with those who request or order the production of confidential information.

### **VETERAN'S EDUCATION BENEFIT PROGRAM**

Students eligible for educational benefits from the Veteran's Administration may contact the VA Certifying Official in the Office of the Registrar, Packer Administration Building - Room 209 or at 325-649-8011. Howard Payne University's programs are approved for those who wish to attend and receive benefits under Chapter 30 - Montgomery G.I. Bill - Active Duty, Chapter 31 - Vocational Rehabilitation and Employment, Chapter 33 - Post 9/11 G.I. Bill, Chapter 35 - Survivors/Dependents Education Benefits, Chapter 1606 - Montgomery G.I. Bill - Selected Reserve, and Chapter 1607 - Reserve Education Assistance Program.

Veterans applying for admission to the HPU follow the same procedures as other applicants, but they should also contact, as early as possible, the VA Certifying Official in the Registrar's Office to expedite handling of VA forms needed to qualify for benefits.

## Official Degree Plan

In order to receive VA benefits, recipients of VA educational benefits must choose a degree and major in addition to submitting an official degree plan, signed and dated by the student, their advisor, department head of their chosen major, and the dean of the school of their major. The official degree plan must be on file in the Office of the Registrar before certification of their initial semester of enrollment. The degree plan is used by the university to track the progress of VA educational benefit recipients toward their stated degree. All changes to the degree plan must be officially approved and documented. No payments may be authorized for courses that do not appear on the degree plan. When required coursework for their degree objective is complete, students may no longer receive payments for the degree objective.

## Credit for Prior Training

Howard Payne University is required to provide college credit for any prior college hours earned by the student if they apply to their current program. It is the responsibility of the student who has attended another college or university to request official transcripts be sent from each school attended to HPU. The official transcripts must be evaluated and the transfer credit posted to the student's current degree plan. If a student's enrollment is certified before the evaluation is complete and payment is received for courses that transfer to HPU, the VA will determine that an overpayment has been received. **It is the student's responsibility to repay the VA the overpaid amount.** It is also the student's responsibility to notify the Office of the Registrar if they are repeating a course that may have transferred to HPU. **All new veteran students must furnish a copy of their DD214.**

## Credit for Military Experience

Students may receive credit for successful completion of college-level military service schools if they have been evaluated by the American Council on Education (ACE). HPU will accept credit recommendations made by ACE as specified in *The Guide to the Evaluation of Educational Experiences in the Armed Services*. Additionally, military transcript, which must be submitted, may be requested through the following sources:

Army (AARTS) - <http://aarts.army.mil>;

Navy and Marines (SMART) – <http://smart.navy.mil/smart/welcome.do>;

Air Force (CCAF) <http://www.maxwell.af.mil/au/ccaf/transcripts.asp>.

## Certification of Enrollment

A VA student may not receive payment for courses previously completed, for courses that are in excess of degree requirements, for courses **not REQUIRED** for the student's approved degree, course repeats in which a grade of "D" or better was earned, unless a higher grade is required for a particular course of study (example, a "C" required for all courses in a major), or courses from which the student withdraws without mitigating circumstances. The fact that a "D" will not transfer to an upper-level school is **NOT** a consideration. Written justification for developmental courses required by HPU must be included in the student's file.

The enrollment of students receiving VA Education Benefits will be certified when their registration is "finalized" unless the courses were completed in the previous semester. Howard Payne University does not participate in "Advance Payment". Benefits take 4 to 8 weeks after the certification has been submitted to begin arriving at the student's home or banking institution.

Students must notify the certifying official in the Office of the Registrar of any changes in their status caused by their failure to enroll, any increase or decrease in their training time, or if they stop attending class.

## Progress Policy Guidelines

The academic standards for a student who is receiving VA educational benefits will be governed by the Academic Probation and Suspension policy for all students as stated in this catalog. Students who fail to make satisfactory progress, who are placed on academic suspension, or whose cumulative grade point average does not meet the required level for two consecutive semesters will be reported to the Veterans Affairs Regional Office.

## Tutorial Assistance

Tutoring is provided at no cost to students through The Collegium which is a campus resource that provides a variety of academic and personal growth support services to all students using methods such as content tutoring, workshops, personal and career assessments, and academic advising.

## Documents by Program for Students Who Have Never Received Benefits

### Chapter 30 - Montgomery G.I. Bill - Active Duty

- VA Form 22-1990 - Application for VA Educational Assistance
- Copy of your DD-214

### Chapter 31 - Vocational Rehabilitation and Employment

- VA [Form 28-1900](#). Disabled Veterans Application for Vocational Rehabilitation
- VA Form 28-1905 - Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status).

### Chapter 33 - Post-9/11 GI Bill

- Certificate of Eligibility - May be applied for using the DD 22-1990 beginning June 1, 2009 or online using the [VA VON-APP system](#)  
NOTE: A Certificate of Eligibility MUST be on file with the VA Certifying Official in order to use the Post-9/11 GI Bill.
- Copy of your DD-214

### Chapter 35 - Survivors/Dependents Education Benefits

- VA Form 22-5490 - Application for VA Education Benefits

### Chapter 1606 - Montgomery G.I. Bill - Selected Reserve

- VA Form 22-1990 - Application for VA Educational Assistance
- Copy of your DD-2384 Notice of Basic Eligibility (NOBE) - this form is provided by your reserve unit

## Documents Needed for Transfer Students Who Have Received VA Benefits at Another College or University

- **Veteran** - VA Form 22-1995 - Request For Change of Program or Place of Training
- **Dependent** - VA Form 22-5495 - Request for Change of Program or Place of Training Survivors' and Dependents'

### Other Links and Information

- **GI Bill Website** - [www.gibill.va.gov/](http://www.gibill.va.gov/)
- **Veterans Administration** - Muskogee Regional Office - Phone: 1-888-442-4551
- **VA Contact Information** - Monthly Verification of Attendance: 1-877-823-2378  
VA Certifying Official at HPU: 325-649-8011 - Fax - 325-649-8909

## CAMPUSCONNECT®

**CampusConnect** is a web-enabled interface to the Howard Payne University student records system. This interface offers access to a number of information services. The *CampusConnect* Student Information System allows students to access a portion of their academic record. The system allows you to perform the following tasks online:

- Check Student Account Status - Allows a student to view their financial account status
- Current Class Schedule - Allows a student to view and print their current course schedule.
- Course Availability—Allows a student to view a list of offered courses for a specific department and semester to determine if there are open seats available
- Financial Aid Information - Allows a student to view and print their current Financial Aid information
- Unofficial Transcripts - Allows a student to view and print a copy of their unofficial transcript
- Degree Audits - Allows a student to view and print their degree audit. The degree audit allows a student to track their progress toward their chosen degree and major.
- Demographic Information - Allows a student to view their personal demographic information: name, address, classification, and major. Incorrect information should be reported to the Registrar's Office.

### **To Print Any of the Items Noted, Student's Should Use the Grayed Out Printer on the Menu Bar.**

### Getting Started on CampusConnect

To enter *CampusConnect*, go to HPU's website at [www.hputx.edu](http://www.hputx.edu). Scroll down the page, click on "Campus Resources", and select the "Student Login" button. *CampusConnect* is available to current students as well as alumni enrolled 1990 forward.

For their initial Student log-in, students may use their Social Security Number as their Student ID (SID). For all subsequent login-ins, the assigned Student ID (SID) should be used. The SID is found on the blue bar at the top of each *CampusConnect* page, along with the student's name, address, and other demographic information.

### Secure Your Records—Change Your PIN

After a student's initial entry into *CampusConnect*, the original default PIN number should be changed to ensure the privacy of their academic records, as protected under the Family Educational Rights and Privacy Act (FERPA). To make the change, the Change PIN option under Student Information should be

selected. The PIN must be numeric and cannot exceed 8 digits. Students should record their PIN in a secure location. Once a student has changed their PIN has been changed, it is their responsibility to keep up with the number PIN.

### **CampusConnect Holds**

If there is a "hold" on a student's records due to a past due student account or other uncompleted business, they may be prevented from viewing their grades and could be prevented from scheduling classes. Contact the office indicated by the hold to determine what action is needed to clear the "hold." Some holds are information only and will not stop a student from accessing their record. In this case, the student should "**acknowledge**" the hold which should then allow access to the desired information.

### **Additional Information**

Once a student has entered *CampusConnect*, their session will terminate after being idle for 10 minutes. It is the student's responsibility to protect their access to *CampusConnect*. Students should take care not to reveal information that would help someone access their Student ID (SID) or Personal Identification Number (PIN).

## TEXAS COMMON COURSE NUMBERING SYSTEM

The Texas Common Course Numbering System (TCCNS) is a voluntary, co-operative effort among Texas community colleges and universities to facilitate transfer of freshman- and sophomore-level general academic coursework. Through SPEEDE, a technology used in administrative areas of education, student academic records may be moved electronically between colleges and universities. Howard Payne has the ability to send and receive electronic transcripts.

The TCCNS provides a shared, uniform set of course designations for students and their advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution.

The Texas Common Course Numbering System (TCCNS) is a set of four-character abbreviations for academic disciplines and four-digit course numbers. The first digit of the number reflects the academic level of the course (1 for freshman, 2 for sophomore, etc.) and the second digit reflects the semester-credit-hour value of the course. Howard Payne University courses and their TCCNS equivalent are identified within each discipline by following Howard Payne's course number with the TCCNS number in parenthesis. Many other courses taken at a regionally accredited junior college may be accepted on individual approval by the appropriate department.

The university cannot guarantee the continued accuracy of these equivalencies if the content is revised or if a junior college assigns a TCCNS number to a course that the university considers substantially different in content from courses carrying the same designation at other participating junior colleges.

<b>HPU COURSE NUMBER</b>	<b>HPU COURSE TITLE</b>	<b>TCCNS EQUIVALENT</b>
ACC 2311	Principles of Accounting I	ACCT 2301
ACC 2321	Principles of Accounting II	ACCT 2302
ART 1311	Drawing I	ARTS 1316
ART 1321	Drawing II	ARTS 1317
ART 1351	Basic Design	ARTS 1311
ART 1361	Art Appreciation	ARTS 1301
ART 2311	Art for Elementary Teachers	ARTS 1313
ART 2321	Painting and Composition I	ARTS 2316
ART 2331	Painting and Composition II	ARTS 2317
BIO 1409	Biological Science	BIOL 1408
BIO 1459	General Biology I	BIOL 1406
BIO 1469	General Biology II	BIOL 1407
BIO 2409	Fundamentals of Microbiology	BIOL 2420
BIO 2429	Comparative Vertebrate Anatomy	BIOL 2428
BIO 2489	Human Anatomy and Physiology I	BIOL 2401
BIO 2499	Human Anatomy and Physiology II	BIOL 2402
BLA 2411	Elementary Greek I	GREE 1411
BLA 2421	Elementary Greek II	GREE 1412
BUS 1311	Introduction to Business	BUSI 1301



<b>HPU COURSE NUMBER</b>	<b>HPU COURSE TITLE</b>	<b>TCCNS EQUIVALENT</b>
CHE 1479	General Chemistry I	CHEM 1411
CHE 1489	General Chemistry II	CHEM 1412
CHE 2331	Organic Chemistry I	CHEM 2323
CHE 2139	Organic Chemistry Laboratory I	CHEM 2123
CHE 2341	Organic Chemistry II	CHEM 2325
CHE 2149	Organic Chemistry Laboratory II	CHEM 2125
CIS 1339	Introduction to Information Technology	BCIS 1305
CIS 1359	Programming Logic	COSC 1309
CRJ 1310	Introduction to Criminal Justice	CRIJ 1301
CRJ 1320	Crime in America	CRIJ 1307
CRJ 2351	Statistics for the Social Sciences	PSYC 2317
COM 1310	Fundamentals of Human Communication	SPCH 1311
COM 1311	Survey of Mass Communication	COMM 1307
COM 2320	Interpersonal Communication	SPCH 1318
COM 2330	Small Group Communication	SPCH 2333
COM 2344	Voice and Diction	SPCH 1342
ECO 2311	Principles of Microeconomics	ECON 2302
ECO 2321	Principles of Macroeconomics	ECON 2301
ENG 1311	English Composition I	ENGL 1301
ENG 1312	English Composition II	ENGL 1302
ENG 2351	Literature of Britain	ENGL 2321
ENG 2353	Masterpieces of World Literature	ENGL 2331
ENG 2373	Literature of America	ENGL 2326
ESS Activity Courses - Class A		
ESS 1102	Beginning Scuba	PHED 1151
ESS 1104	Advanced Scuba	PHED 1152
ESS 1301	Foundations of Physical Education	PHED 1301
ESS 1350	Safety, First Aid, and CPR	PHED 1306
ESS 1392	Care & Prevention of Athletic Injuries	PHED 2356
FIN 2312	Personal Finance	BUSI 1307
FRE 1411	College French I	FREN 1411
FRE 1412	College French II	FREN 1412
GEG 2310	Geography for Elementary Education	GEOG 1303
GEO 1419	Physical Geology	GEOL 1403
GEO 1429	Historical Geology	GEOL 1404
HIS 1310	United States History to 1877	HIST 1301
HIS 1320	United States History Since 1877	HIST 1302
HIS 2310	Western Civilization I	HIST 2311
HIS 2320	Western Civilization II	HIST 2312
HIS 2330	Non-Western Civilizations	HIST 2322

<b>HPU COURSE NUMBER</b>	<b>HPU COURSE TITLE</b>	<b>TCCNS EQUIVALENT</b>
JOU 2151	Newspaper Production	COMM 1130
JOU 2312	Fundamentals of Journalism	COMM 2311
MAT 1351	College Algebra	MATH 1314
MAT 1371	Mathematics for Elementary Teachers I	MATH 1350
MAT 1381	Precalculus: Trigonometry & Analytic Geometry	MATH 2312
MAT 2341	Finite Mathematics	MATH 1324
MAT 2351	Calculus I	MATH 2313
MAT 2361	Calculus II	MATH 2314
MAT 2371	Calculus III	MATH 2315
MUS 1126	Class Piano I	MUSI 1181
MUS 1127	Class Piano II	MUSI 1182
MUS 1128	Class Piano III. Proficiency Track	MUSI 2181
MUS 1129	Class Piano IV. Proficiency Track	MUSI 2182
MUS 1136	Class Voice I	MUSI 1183
MUS 1137	Class Voice II	MUSI 1184
MUS 2160	Vocal Diction I	MUSI 1162
MUS 2163	Vocal Diction II	MUSI 1165
MUS 2147	String Techniques	MUSI 1190
MUS 2167	Woodwind Techniques	MUSI 2166
MUS 2187	Brass Techniques	MUSI 2168
MUS 2188	Percussion Techniques	MUSI 2188
MUS 1195	Music Theatre/Opera Workshop	MUSI 1157
MUS 1195	Music Theatre/Opera Workshop	MUSI 1158
MUS 1195	Music Theatre/Opera Workshop	MUSI 2157
MUS 1195	Music Theatre/Opera Workshop	MUSI 2158
MUS 1301	Fundamentals of Music	MUSI 1304
MUS 1353	Music Appreciation	MUSI 1306
CMP 1111	Composition	MUSI 1186
CMP 1211	Composition	MUSI 1286
CMP 1311	Composition	MUSI 1386
PHI 1310	Introduction to Philosophy	PHIL 1301
PHI 1311	Logic	PHIL 2303
PHI 2311	Introduction to Philosophy: Method	PHIL 1301
PHI 2321	Introduction to Philosophy: Problems	PHIL 2316
PHY 1419	General Physics I	PHYS 1401
PHY 1429	General Physics II	PHYS 1402
PHY 2439	University Physics I	PHYS 2425
PHY 2449	University Physics II	PHYS 2426
POS 2311	American Government	GOVT 2305
POS 2321	State and Local Government	GOVT 2306
POS 2322	Comparative State and Local Government	GOVT 2302
PSC 1409	Astronomy & Physics	PHYS 1415

<b>HPU COURSE NUMBER</b>	<b>HPU COURSE TITLE</b>	<b>TCCNS EQUIVALENT</b>
PSY 1311	Introduction to Psychology	PSYC 2301
PSY 2311	Marriage and the Family	SOCI 2301
PSY 2351	Statistics for the Social Sciences	PSYC 2317
SOC 1311	Introduction to Sociology	SOCI 1301
SOC 1315	Introduction to Social Work	SOCW 2361 *
	* May be used as sociology elective only	
SOC 2311	Marriage and the Family	SOCI 2301
SOC 3322	Problems of Contemporary Society	SOCI 1306
SOC 2351	Statistics for the Social Sciences	PSYC 2317
SPA 1411	College Spanish I	SPAN 1411
SPA 1412	College Spanish II	SPAN 1412
SPA 1413	Spanish for Native Speakers	SPAN 2313
THR 1118	Theatre Activity	DRAM 1120
THR 1311	Introduction to the Theatre	DRAM 1310
THR 2344	Voice and Diction	DRAM 2336
THR 2371	Fundamentals of Acting	DRAM 1351

**COLLEGE-LEVEL EXAMINATION PROGRAM  
(CLEP) Evaluation**

**General Examinations are not accepted by Howard Payne University**

<b>HPU COURSE</b>	<b>CLEP SUBJECT TEST</b>	<b>MIN. SCORE</b>
ACC 2311	Financial Accounting	60
BUS 3311	Introduction to Business Law	63
ECO 2311	Principles of Microeconomics	60
ECO 2321	Principles of Macroeconomics	60
ENG 1311	Freshman College Composition with essay section	50
ENG 1312	Analyzing and Interpreting Literature	50
ENG 2351	English Literature	50
ENG 2373	American Literature	50
FRE 1411	French I	44
FRE 1412	French II	54
FRE 2411	French III	62
HIS 1310	American History I	54
HIS 1320	American History II	56
HIS 2310	Western Civilization I	55
HIS 2320	Western Civilization II	54
MAT 1351	College Algebra	50
MAT 1381	Trigonometry	54
MAT 2351	Calculus & Elementary Functions	50
MGT 3303	Principles of Management	60
MKT 2302	Principles of Marketing	61
POS 2311	American Government	56
PSY 1311	Introduction to Psychology	50
PSY 3352	Human Growth & Development	50
SOC 1311	Introduction to Sociology	50
SPA 1411	Spanish I	44
SPA 1412	Spanish II	54
SPA 2411	Spanish III	62

**ADVANCED PLACEMENT PROGRAM  
(APP) Evaluation**

<b>HPU COURSE</b>	<b>APP SUBJECT TEST</b>	<b>MIN. SCORE</b>
ART 3312	History of Art I	3
ART 3312, 3322	History of Art I and II	4
BIO 1409	Biology	3
CHE 1479	Chemistry I	3
CHE 1479, 1489	Chemistry I and II	4
CIS 1339	Computer Science A	3
CIS 1339	Computer Science AB	3
ECO 2311	Economics: Micro	3
ECO 2321	Economics: Macro	3
ENG 1311	English Language and Composition	3
ENG 1312	English Literature and Composition	4
FRE 1411	French I	3
FRE 1411, 1412	French I and II	4
FRE 3341	French Literature	3
3 hrs. World Geography	Human Geography	4
HIS 1310	History: United States to 1877	3
HIS 1310, 1320	History: United State to 1877 / since 1877	4
HIS 2310	World History	4
HIS 2320	European History	3 or higher
MAT 2342	Mathematics: Intro to Probability and Statistics	3 or higher
MAT 2351	Mathematics: Calculus AB	3
MAT 2351, 2361	Mathematics: Calculus BC	3
MUS 1413	Music Theory	3
PHY 1419	Physics B	4
POS 2311	Government & Politics: U.S.	3
POS 3321	Government & Politics: Comparative	3
PSY 1311	Psychology	3
SPA 1411	Spanish I	3
SPA 1411, 1412	Spanish I and II	4
SPA 4301	Spanish Literature	3

**DANTES SUBJECT STANDARDIZED TESTS (DSS)**

<b>HPU COURSE</b>	<b>DSST EXAM</b>	<b>SCORE</b>
ACC 2311	Principles of Financial Accounting	65
BUS 1311	Introduction to Business	65
BUS 3321	Business Law	65
CIS 1339	Introduction to Computing	65
CIS 3389	Management Information Systems	65
FIN 2312	Personal Finance	65
FIN 3301	Principles of Finance	65
FIN 3391	Money and Banking	65
HIS 3340	The Civil War and Reconstruction	47
HIS 4303	Western Europe Since 1945	45
MAT 1351	Fundamental of College Algebra	47
MGT 3303	Principles of Supervision	65
MGT 4311	Human Resource Management	65
MGT 4321	Organizational Behavior	65
PSY 3355	Lifespan Development Psychology	46
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## GLOSSARY

### ACADEMIC DEAN

An academic dean is the head of a school within the university. At Howard Payne there are six school deans, Business, Christian Studies, Education, Humanities, Music and Fine Arts, and Science and Mathematics, and the dean of Advising and General Education. The dean reports to the university's chief academic officer and is responsible for academic decisions in his/her program.

### ADD/DROP

Students may add and/or drop classes from their schedules after the close of registration on the first day of each semester until the official close of registration (7-8 days into a semester). At any time, charges are assessed for each change. Changes made during the add/drop period do not reflect on students' transcripts. After the add/drop period, students may withdraw from classes with either a WP (withdraw passing) or WF (withdraw failing); these withdrawals do appear on transcripts.

### ATTENDANCE POLICY

There is no system of free absences at Howard Payne University. **Students are expected and urged to attend all class sessions.** Students must attend a minimum of 75% of class sessions to receive credit for a course. Absences are counted from the first day class meets, not from the day a student registers. Excessive absences result in an automatic "F" for the class, even though class work may show that students are passing. All absences, excused or unexcused, count as absences. Work for an excused absence may be made up, but the absence still counts. **Each instructor may establish a more stringent absence policy if it is outlined in the course syllabus.**

### ONLINE ATTENDANCE

Initial Online Course Participation - Students must log in before the end of the course census day to satisfy the requirement for initial course participation. Students who do not log in before the end of the course census day have not satisfied the requirement for initial course participation.

Online Course Attendance Policy - Online courses follow the University's attendance policy. Professors count attendance based on participation in discussion boards each session, taking of exams, and the submission of assignments. Students are expected to check each individual course syllabus for specific instructions. Additional attendance policies for a course may be defined by the instructor in the course syllabus.

### COURSE NUMBERING

Courses at Howard Payne University have four-digit numbers. The first number is the level of the course: 1 and 2 are lower division, and 3 and 4 are upper division. The second number indicates the hours of credit the course receives. The third and fourth numbers distinguish the course within a department.

All upper-division courses (3000 and 4000 numbers) require a minimum grade of "C" to be counted toward a degree. Grades below "C" in upper-division courses will not be applied to degree plans; this includes courses taken for elective credit.

All courses passed, including those with "D" grades, are included in the cumulative total number of hours attempted and earned.

### COURSE SEQUENCE

Some courses must be taken in a specific order since each serves as a prerequisite for the next course in line. Students should begin any sequence of courses early enough in their academic careers to ensure the timely completion of those sequences.

**INTERNSHIPS**

An internship is supervised practical experience that earns academic credit. For example, a business internship is an approved training experience in an occupational setting that includes specific learning objectives coordinated between an employer and a faculty member.

**LOWER-DIVISION / LOWER-LEVEL**

Courses numbered 1000 or 2000 are generally referred to as "lower-division" courses. Often, lower-division courses in a field are prerequisites for upper-division courses.

**UPPER-DIVISION / UPPER-LEVEL**

Courses numbered 3000 to 4000 are generally referred to as "upper-division" courses.

**VOCATIONAL / TECHNICAL COURSES** (WECM - Workforce Education Courses)

Courses taught through vocational education or vocational education and training prepare trainees for jobs that are based on manual or practical activities, traditionally non-academic, and totally related to a specific trade, occupation, or vocation. It is sometimes referred to as technical education as the trainee directly develops expertise in a particular group of techniques or technology. A vocational school (or trade school or career school) is a school in which students are taught the skills needed to perform a particular job. Vocational schools and/or vocational programs have not existed to further education in the sense of liberal arts (a curriculum that imparts general knowledge and develops the student's rational thought and intellectual capabilities), but rather to teach job-specific skills.



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