O F F I C I A L C O P Y
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Undergraduate Catalog

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Introduction to the University

QUICK OVERVIEW

Statement of Nondiscrimination
Dallas Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in unlawful discrimination on the basis of age, gender, disability, veteran status, race, color, national or ethnic origin in any employment practice, admissions, education program, or educational activity. Under state and federal law, the University may discriminate on the basis of religion in order to fulfill its purposes.

Visit the Campus!
Students who are considering becoming a part of the DBU family are encouraged to visit our beautiful campus at any time. The Office of Undergraduate Admissions can arrange an information session with an academic counselor, a guided campus tour, or a class visit. During your stay in the Dallas/Fort Worth area, we will also be glad to provide any information on nearby hotels and restaurants.

Although Dallas Baptist University is located in the thriving urban area of Dallas/Fort Worth, with a population of more than five million people, the 292-acre campus seems secluded in its picturesque, hill-country location and offers a small community atmosphere. The campus conveniently sits only 13 miles from downtown Dallas, 19 miles from Fort Worth, and is centrally located near Dallas/Fort Worth International Airport and Love Field. DBU is an excellent place to enjoy your university years.

Sitting atop University Hill overlooking Mountain Creek Lake, the Dallas Baptist University campus is located at 3000 Mountain Creek Parkway in Dallas, Texas. The Office of Undergraduate Admissions is housed in the new Tom & Alicia Landry Welcome Center on the lower level of the John G. Mahler Student Center, a replica of Philadelphia's Independence Hall.

For those who plan to drive to Dallas Baptist University, two easy, direct routes lead to the University campus. From Dallas, take I-30 west to Loop 12 south to Spur 408 Patriot Parkway. Turn right on Kiest Boulevard, and you will see the school atop a hill on your right. From Fort Worth, take I-20 east to Mountain Creek Parkway. Turn left heading north on Mountain Creek Parkway. Cross Kiest Boulevard and enter the campus from the west. The first building you will see is the John G. Mahler Student Center. Please park in the parking lot southeast of the Student Center.

We trust that the uniqueness of our University will be evident to all who plan to meet with us. We look forward to your visit soon. Please contact the Office of Undergraduate Admissions at (800) 460-1DBU.

Mission Statement
The purpose of Dallas Baptist University is to provide Christ-centered quality higher education in the arts, sciences, and professional studies at both the undergraduate and graduate levels to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings.

Beginnings
Dallas Baptist University was originally founded as Decatur Baptist College in 1898 and was the first two-year institution of higher education in Texas. After moving to Dallas in 1965, DBU has maintained its ties to Decatur and its commitment to a Baptist heritage.

Location
Dallas Baptist University sits atop 292 acres on the hills of Southwest Dallas overlooking Mountain Creek Lake. The University address is 3000 Mountain Creek Parkway, Dallas, Texas 75211-9299.

Affiliation
Dallas Baptist University is affiliated with the Baptist General Convention of Texas.

Enrollment
As of Fall 2007, total University enrollment stood at 5,244 students, including 1,544 graduate students and 119 doctoral students.

Academic Programs
Dallas Baptist University offers 59 undergraduate majors as well as 19 master's programs and encompasses seven colleges: College of Business, Mary C. Crowley College of Christian Faith, Dorothy M. Bush College of Education, College of Fine Arts, College of Humanities and Social Sciences, College of Natural Sciences and Mathematics, and College of Adult Education. The Gary Cook Graduate School of Leadership offers doctoral degrees in Leadership Studies and Educational Leadership.

Faculty
DBU employs 112 full-time faculty members. Seventy-two percent of the faculty hold doctorate or terminal degrees. The student/faculty ratio is 15:1.

Class Size
The average class size is 14 students.

Accreditation

Dallas Baptist 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 associate, bachelor's, master's, and doctoral degrees. *Inquiries to the accreditors should relate only to the accreditation status of the institution.* The teacher, principal, and superintendent education programs of the University are accredited by the State Board for Educator Certification (SBEC). Dallas Baptist University is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business degrees: Bachelor of Business Administration (B.B.A.), Bachelor of Business Studies (B.B.S.), Master of Business Administration (M.B.A.), and Master of Arts in Management (M.A.M.) degrees. The Department of Music is accredited by the National Association of Schools of Music (NASM).

Traditions

Dallas Baptist University's mascot is the Patriot, which symbolizes the love and enthusiastic support the students, faculty, staff, and alumni have for the University — just as the early American founders had for the establishment of our new nation. Continuing the patriotic theme are our colors of red, white, and blue. The Official DBU Cross Ring serves as a symbol of the Christ-centered education students experience at DBU. Students receive the Official DBU Cross Ring during a Ring Commissioning Ceremony just prior to fall and spring commencement services. Through the hymn ***To God Be The Glory***, DBU is able to thank God for all of His blessings and His guidance throughout our history.

Financial Assistance

Sixty-nine percent of our undergraduate students receive federal or institutional financial aid. (Institutional aid includes academic, athletic, music performance, and Christian leadership scholarships.) Students who may qualify for state and federal financial assistance programs can request specific information by contacting the Office of Financial Aid at (214) 333-5363.

Special Note

This catalog is an official bulletin of Dallas Baptist University and contains a description of the academic programs and activities of DBU. It is provided for informational purposes only. The faculty and administration believe that the educational and other programs of DBU are effective and valuable. However, the ultimate results of the programs offered, in terms of achievement, employment, professional licensing, or other measure, are dependent on factors outside of the programs. These factors include the personality and initiative of the individual student, governmental or institutional regulations, and various market conditions. DBU makes no representation or warranty that taking a particular course or following a certain curriculum will result in specific achievement, employment or qualification for employment, admission to the degree programs, or licensing for particular professions or occupations.

Changes to the programs offered by DBU sometimes become necessary or appropriate. The University retains the right to terminate or change any of its policies, programs, requirements, course offerings, class schedules, teacher assignments, and any and all other aspects of its educational and other programs at any time without prior notice. The University may determine when and how all changes become effective.

A Word From the DBU President

"We hope you will choose to attend Dallas Baptist University. Those of us on the faculty and administrative staff are here to teach you, to encourage you along the way, and to challenge you to become all that you can be – all that God intended you to be. We want you to find academic challenge here. We want you to find joy in learning. We want you to find the Spirit of Christ in all that we do. We would be so pleased to have you as a part of the family of Dallas Baptist University."

Dr. Gary Cook

DBU RECEIVES PRESIDENTIAL HONOR FOR HURRICANE KATRINA SERVICE

Dallas Baptist University (DBU) was recently named to the first President's Higher Education Community Service Honor Roll with Distinction for Hurricane Katrina Relief Service.

More than 500 colleges and universities applied for the Honor Roll, which recognizes outstanding community service by institutions of higher education and their students across the country. The program, which started in 2006, is cosponsored by the U.S. Department of Education, the U.S. Department of Housing and Urban Development, USA Freedom Corps, and the President's Council on Service and Civic Participation.

DBU and 71 other institutions of higher education received recognition on the Distinction List for service to Gulf Coast communities devastated by Hurricane Katrina.

"DBU has set a strong example for college-level civic engagement," said Stephen Goldsmith, CEO of the Corporation for National and Community Service, the federal agency that works to foster a culture of volunteering and service in America. "Many people and communities have been improved because DBU and its students identified some of society's most pressing needs and got involved."

2007	♦	**5,244**
2006	♦	**5,153**
2005	♦	**4,988**
2004	♦	**4,714**
2003	♦	**4,538**
2002	♦	**4,417**
2001	♦	**4,302**
2000	♦	**4,032**
1999	♦	**3,921**
1998	♦	**3,721**
1997	♦	**3,493**
1996	♦	**3,283**
1995	♦	**3,102**
1994	♦	**2,989**
1993	♦	**2,803**
1992	♦	**2,712**
1991	♦	**2,635**
1990	♦	**2,333**
1989	♦	**2,269**
1988	♦	**2,018**

DBU'S FALL ENROLLMENT CONTINUES TO CLIMB!

This catalog has been prepared to introduce you to Dallas Baptist University. Through it, you will learn about the opportunities, activities, services, and academic programs provided. This resource will help you gain an understanding of the philosophy and mission of the University, as well as our commitment to students. You are encouraged to examine our excellent programs, broad curriculum, and high quality faculty in comparison to your own personal expectations.

LOCATIONS

Dallas Baptist University Campus. Although Dallas Baptist University is located in the thriving urban area of Dallas/Fort Worth, which holds a population of more than 4 million people, the almost 300-acre campus seems secluded in its picturesque, hill-country location and provides the opportunity to be a part of a small community. The campus conveniently sits only 13 miles from downtown Dallas, 29 miles from downtown Fort Worth, and is centrally located near Dallas/Fort Worth International Airport and Love Field with ready access to Dallas and Fort Worth. DBU is an excellent place to enjoy your university years.

Extension Sites. Dallas Baptist University holds undergraduate and graduate courses in classrooms at local area churches and corporations near where students live and work in the Dallas/Fort Worth metroplex. Although students are unable to earn all credits toward their degrees at extension sites, these sites do provide many of the courses that fulfill undergraduate and graduate degree plans. There are two types of extension sites: open and closed. Open sites are available to all DBU students while closed sites are open only to the employees of the site where classes are being held. For a complete listing of the sites that are offering classes for the current semester, please refer to the current *Schedule of Classes*. DBU offers extension sites in Fort Worth, Arlington, the mid-cities, north Dallas, east Dallas, and at several corporations including Allstate Insurance, Lockheed Martin, and Vought Aircraft Industries.

DBU-Colleyville. DBU-Colleyville is a full-service facility with classroom space to accommodate over 20 classes per semester. During our long semesters, classes typically meet one night per week, either 5:15 p.m. to 7:45 p.m. or 8:00 p.m. to 10:30 p.m. Classes are also offered on weekends (Friday nights and Saturdays).

DBU-North. Dallas Baptist University maintains a regional academic center in the northern area of the metroplex to provide services and course opportunities to students in the North Dallas/Collin County communities. DBU-North allows students convenient access to services such as university admission, academic counseling, registration, student identification cards, cashier services, and research assistance. The site, servicing more than 800 students, offers a full rotation of courses leading towards undergraduate degrees in Business Administration, Management, Communication and Psychology, as well as master's degrees in Business Administration, Management, Counseling, Education, and School Counseling. Courses leading to the completion of a Master of Arts in Christian Education may also be taken at DBU-North. Flexible hours and a convenient location help students shorten their commute to school. The hours of operation are listed in the current *Schedule of Classes*.

FACILITIES

John G. Mahler Student Center. Fashioned after Independence Hall in Philadelphia, the John G. Mahler Student Center displays exact replicas of the Liberty Bell, the Declaration of Independence, and the Constitution of the United States. Housed on the main floor of the Student Center are the Hoblitzelle Patriot Cafe, the Meadows Library, the Hillcrest Great Hall, the Hunt President's Dining Room, the Alumni Relations Office, and the Cashier's Office. The Student Life Offices, student game room and lounge areas, the Jones Fireside Room, the SGA Office, the Spiritual Life Office, and the Portrait Gallery are located on the second floor. The lower level of the Student Center houses campus mail services, the Registrar's Office, the Financial Aid Office, and the Founders Bookstore.

Landry Welcome Center. Named after Christian servant leaders Tom and Alicia Landry, the Landry Welcome Center houses the the Office of Undergraduate Admissions. Also housed here are the Lord Braine of Wheatley Room, convenient meeting rooms, a small multi-media theater, and a special suite featuring some of the Landrys' professional and personal memorabilia.

Strickland Building. This building houses academic and administrative offices, the Business Office and the Campus Security Office. Classrooms, University Advancement, the Publications and News Department, the Development Department, faculty offices and the Mary C. Crowley College of Christian Faith are located on the second floor in the Strickland Building. The building has two wings: Frank Durham Hall and Donald Bowles Hall.

Roberts Building. This building houses classrooms, biology laboratories, and faculty offices on the first floor and chemistry and physics laboratories, a recital hall, and faculty offices on the second floor. The College of Natural Sciences and Mathematics and the College of Fine Arts are also located in the Roberts Building.

DBU Education Building. This building houses classrooms, faculty offices for the Dorothy M. Bush College of Education, and faculty offices for the Communication Department.

International Center. The International Center houses the International Office and classrooms.

Burg Center. This building has a 2,400 capacity gymnasium and can be converted easily into a large auditorium for assemblies and Chapel services. Housed on the floors beneath the gymnasium are locker rooms, intercollegiate athletics and kinesiology offices, weight lifting and exercise facilities, and classrooms.

Athletic Complex. Located behind the Burg Center is the Athletic Complex. This contains tennis courts, a soccer field, a jogging track, a baseball field, a batting cage, and a frisbee golf course.

Collins Learning Center. Housed in the Collins Learning Center are the Vance Memorial Library, the *Dr Pepper Soda Shoppe*, the Mary Crowley Room, the Estes Prayer Room, the Decatur Room, the Linam Room, the Widner Room, the Caruth Media Center, Gaston Chapel, the University Writing Center, the Counseling Lab, the Computer and Technology Department, and the Academic Computer Lab. Special collections include the Corrie ten Boom Collection and the Bain Memorial Library. The Colleges of Adult Education, Business, and Humanities and Social Sciences, as well as the Graduate Office, Associate Degree Office, faculty offices, and classrooms are located in the Collins Learning Center.

Lange Hall. This dormitory houses 167 students and is equipped with laundry facilities.

Williams Hall. Williams Hall houses 155 students and is equipped with laundry facilities. Also located in this building is the *Glowing Heart* Office.

Crowley Complex. This residential complex contains three units: Calabria Hall, a dormitory housing 95 students; Sharp Hall, a dormitory housing 93 students; and Crowley Hall, a dormitory housing 94 students.

The campus dining hall, coed lounge, *The General Store*, Student Affairs Office, Health Services Office, Resident Directors' Office, and Residence Life Office are also located in this complex. Each residential unit has its own laundry facility.

Spence Hall. This dormitory houses 187 students and is equipped with laundry facilities. The University Switchboard, and the Rogers Baptist Student Ministry Center are located in this building.

Colonial Village Apartments. Colonial Village provides Dallas Baptist University students with a new way to live on campus. Located in the picturesque Dallas hill country setting, DBU is proud to offer this luxury living arrangement with a spacious floorplan, numerous amenities, and the convenience of apartment living on campus. The Ebby Halliday Center houses the Apartment Life Office as well as classrooms. The Gary Cook Graduate School of Leadership is also located in the Colonial Village Apartments.

Williamsburg Village. Williamsburg Village is a new on-campus town home neighborhood community that opened in the Fall of 2007. Williamsburg Village offers two-story, 3-bedroom, 3-bath town home residences designed for upperclassmen and graduate students. Contact the Apartment Life Office at 214.623.APTS (2787) or email chrisc@dbu.edu for more information.

Vance Memorial Library – *"Abundant Resources – Superior Service"*

Vance Memorial Library is located in the Collins Learning Center. It operates within a Christian environment and provides access to services and information resources to support the educational and research needs of the Dallas Baptist University community. The library also houses some important archives such as the Corrie ten Boom Collection.

Library faculty and staff provide:

- Research and Reference Assistance
- Database and Catalog Usage Instructions and Access
- Library Orientation and Tours
- Current Reading Materials Room
- Interlibrary Loan (ILL) (Borrowing items from other libraries)

Other services include:

- Study Areas (First and Second Floor)
- Photocopy Machines (First Floor)
- Microform Reader-Printers (First Floor)
- Computer Research Stations (First and Second Floor)
- Media Area (CD listening and video and DVD viewing) (First Floor)

How To Access Important Resources

Online Databases
The DBU Library provides access to over 100 online databases - www.dbu.edu/library/online_databases.asp. These provide access to thousands of articles from scholarly journals, newspapers, magazines, and other information sources. Many offer the full text of the article to read online or print. Login instructions may be found at the bottom of the online databases home page, www.dbu.edu/library/online_databases.asp. If assistance is needed, contact the Reference Librarians at 214-333-5221.

Online Catalog of Books
Access to the Library's materials is provided through the web accessible catalog: www.dbu.edu/library/catalog.asp. Locate titles of over 260,000 books plus 47,000 ebooks.

Interlibrary Loan
If research leads you to an article or book not owned by DBU's library, it can be requested through Interlibrary Loan (ILL) at www.dbu.edu/library/interlibrary_loan.asp or 214-333-5389.

TexShare
Students who live in Texas are able to use additional materials at libraries throughout Texas by presenting a TexShare card. Apply for a card online (www.dbu.edu/library/texshare_card.asp), and use it to borrow books from most Texas college and university libraries – even some public libraries. For a list of participating libraries, visit the TexShare web site, www.texshare.edu/generalinfo/about/programs.html.

Visit Us
Students, faculty, and staff are always welcome to use the Library. In order to check out materials, you must have a current DBU ID card, which can be obtained in the Computer Lab on the second floor of the Learning Center.

Library hours are:

Monday through Friday	6:45 a.m. to 11:00 p.m.
Saturday	7:30 a.m. to 5:00 p.m.
Sunday	2:30 p.m. to 11:00 p.m.
Closed Monday and Wednesday	10:00 to 11:00 a.m. for chapel

Summer, winter, and holiday hours may vary. Please call to confirm. 214-333-5320

Contact Us
Assistance for research and other reference questions is available from a Reference Librarian via Web, email, or phone.

- Telephone reference: 214-333-5221
- E-mail: lib_ref@dbu.edu
- Web: www.dbu.edu/library/ref_request.asp

Faculty and students in DBU's distance learning community are invited to contact the Director of Distance Learning Library Services with questions, comments, or requests: 214-333-5225 or 1-800-483-7048.

Distance Education

Distance Learning Library Services – "Equivalent Access – Superior Service"
All members of DBU's distance learning community, off-campus and online, have access to all resources and services of Vance Memorial Library at Dallas Baptist University.

Distance Education students enrolled at DBU are granted access to online databases for journal article searching, as well as access to print and multimedia resources, by means of e-mail, telephone, fax, and regular mail. For assistance, you may contact the Distance Learning Librarian (lib_disted@dbu.edu) by e-mail or telephone at 214/333-5225 or 1/800-483-7048. The Library has an active interlibrary loan department, which serves users who may require books or other materials not owned by DBU. Place interlibrary loan requests through the Distance Learning Librarian. Come in or contact us. Let us respond to your information needs.

Book Request for Distance Learning Students

- Request items owned by DBU by completing the Distance Education Books, etc. Request Form (www.dbu.edu/library/distance_book_request.asp). Be sure to provide complete and accurate information when completing the form.

- Books and audiotapes will be mailed to you upon request. DBU pays for the postage to you, and we ask that you pay return postage. A return mailing label will be provided for your convenience. You can request the reduced book rate at the post office to save money on postage. If your return label is misplaced, please mail the items to: Circulation Desk, Vance Memorial Library, Dallas Baptist University, 3000 Mountain Creek Parkway, Dallas, TX 75211

Our Distance Learning patrons who check out books and audiotapes in this manner are subject to the same circulation policies, privileges, and responsibilities as our regular patrons.

Article Request for Distance Learning Students

- If an article is needed from a magazine or journal owned by the Library, complete the Distance Education Article Request form. The article will be mailed or faxed, depending on your preference. To make sure you get the information you've requested, be sure to fill out the form accurately and completely. The Library does not lend periodical issues.

- Articles can be faxed, if a fax number is provided.

Thank you for allowing us to respond to your information needs.

Academic Computer Lab

The mission of the Dallas Baptist University Academic Computer Lab is to provide students with adequate computing facilities and services so that they may complete the assignments given to them, as led by the faculty, and successfully master the information to achieve their respective callings. To accomplish this, the Academic Computer Lab provides several services to faculty and students. This web site will give an overview of the services provided.

Location: Second Floor of the Collins Learning Center
Phone: 214-333-5282
E-mail: support@dbu.edu

The Academic Computer Lab hours are as follows:

Monday-Thursday*	6:30 am to 10:30 pm
Friday	6:30 am to 10:30 pm
Saturday	7:30 am to 5:00 pm
Sunday	2:00 pm to 10:30 pm

**Closed from 9:50am - 11am on Monday and Wednesday for chapel.*

Who may use the Computer Lab?
The Computer Lab is open to all current Dallas Baptist University faculty and students.

How do Students Set Up Accounts in the Computer Lab?
In order to use the Computer Lab, a student MUST obtain his/her own login ID by taking their ID card and pointing their web browser to https://webreg.dbu.edu. Then following the Account Access Setup instructions, set up their student email and academic lab login account. This also sets up the password for their WebAdvisor account.

Services Provided
The Computer Lab does not offer tutoring; however, assistance will be provided to students whenever possible as long as the request is reasonable and does not violate any University policies.

Normal Services:
- Over 70 IBM compatible PCs running Windows XP; including 2 Macintosh workstations
- MS Office 2003 on all PCs
- Internet access
- E-mail (including off-campus access)
- Laser printers (350 pages per semester for students, extra are $0.10 each) ***(Unused sheets at the end of a semester are not transferred over to the following semester).***
- 5 MB of Personal space on server for saving files (P: drive)
- 2 Flatbed Color Scanners
- Multimedia capabilities, including sound, are available for some programs, but a student MUST bring his/her own headphones.
- Student ID cards for new students.

Services provided at additional cost:
- Color printouts
- CD Burning
- Diskettes
- Fax Machine
- Replacement student ID cards

Special Services:
- In addition, one computer is available with voice recognition, screen reading, and screen magnification software for students with special needs. Contact the Computer Lab for more information.

Accreditation

Dallas Baptist 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 associate, bachelor's, master's, and doctoral degrees. *Inquiries to the accreditors should relate only to the accreditation status of the institution.* The teacher education, principal, and superintendent preparation programs of the University are accredited by the State Board for Educator Certification (SBEC). Dallas Baptist University is nationally accredited by the Association of Collegiate Business Schools and Programs (ACBSP) to offer the following business degrees: Bachelor of Business Administration (B.B.A.), Bachelor of Business Studies (B.B.S.), Master of Business Administration (M.B.A.), and Master of Arts in Management (M.A.M.) degrees. The Dallas Baptist University Department of Music is accredited by the National Association of Schools of Music (NASM).

Memberships
ACCESS (Christian Distance Education)
Alliance for Higher Education
American Academy of Religion
American Association of Collegiate Registrars and Admissions Officers
American Council on Education
American Society of Church History
American Society of Missiology
Association for Christians in Student Development
Association for Educational Communications and Technology (AECT)
Association for Texas Professional Educators
Association for the Study of Higher Education (ASHE)
Association of Collegiate Business Schools and Programs
Association of Graduate Liberal Studies Programs
Association of Institutional Research
Association of Texas Colleges and Universities
Association of Youth Ministry Educators (AYME)
Baptist Association of Christian Educators (BACE)
Baptist Church Music Conference
Baptist History and Heritage Society
Baptist Religious Educators Association of the Southwest (BREAS)

Christian Business Faculty Association
Christians in the Visual Arts
College Music Society
College Sports Information Directors of America (COSIDA)
Consortium for Global Education
Consortium of State Organizations for Texas Teacher Education
Council for Adult and Experiential Learning
Council for Christian Colleges and Universities
Council for Higher Education
Dallas Bar Association
EDUCAUSE
Electronic Campus of the Southern Regional Education Board
Evangelical Missiological Society
Evangelical Theological Society (ETS)
Federation of Business Disciplines
Fellowship of Baptist Historians
Heartland Conference
Independent Colleges and Universities of Texas
In-Service Guidance Association
Institute of Biblical Research (IBR)
International Association of Baptist Colleges and Universities
Mathematical Association of America
Metroplex Area Consortium of Career Centers
National Association of Baptist Professors of Religion
National Association of College Directors of Athletics
National Association of College and University Attorneys
National Association of College and University Business Officers
National Association of Graduate Admissions Professionals
National Association of Independent Colleges and Universities
National Association of Schools of Music
National Association of Student Financial Aid Administration
National Association of Teachers of Singing
National Christian College Athletic Association
National Collegiate Athletic Association - Division I & II
National Communication Association (NCA)
New Media Consortium (NMC)
North American Professors of Christian Education (NAPCE)
North Texas Council of College and University Registrars and Admissions Officers
Sloan Consortium (Sloan-C)
Society of Biblical Literature (SBL)
Southern Association of Collegiate Registrars and Admissions Officers
Southwest Association of Student Financial Aid Administrators
Texas Association of Colleges for Teacher Education
Texas Association of Collegiate Registrars and Admissions Officers
Texas Association of Collegiate Veteran's Programs Officials
Texas Association of Music Schools
Texas Association of Schools of Art
Texas Association of Student Financial Aid Administrators
Texas Baptist Historical Society
Texas Common Course Numbering System
Texas Distance Education of the Texas Higher Education Coordinating Board
Texas Distance Learning Association (TxDLA)
Texas Music Educators Association
The Association on Higher Education and Disability in Texas
USDLA United States Distance Learning Association
Western Association of Veterans Education Specialists (WAVES)
Whitsitt Baptist Heritage Society

Academic Programs Available

For administrative purposes, the University is composed of seven colleges: College of Adult Education, College of Business, Mary C. Crowley College of Christian Faith, Dorothy M. Bush College of Education, College of Fine Arts, College of Humanities and Social Sciences, College of Natural Sciences and Mathematics, and the Gary Cook Graduate School of Leadership, offering master's degrees in Higher Education, Christian Education, and Worship Leadership, and doctoral degrees in Leadership Studies and Educational Leadership. While students normally concentrate their work in the college of their major field, they may have classes in any or all.

Weekend College

Dallas Baptist University's Weekend College is a part of the College of Adult Education and offers two majors that can be completed entirely on the weekends (Friday nights and Saturdays). Specially designed to fit the busy lifestyle of working adults, this program offers many scheduling options, including some courses on an alternating weekend course schedule, as well as a schedule with classes on four weekends during the semester. The Weekend College offers the Bachelor of Business Studies degree with majors in Business Administration or Management. A Master of Business Administration in Management is also offered through the Weekend College.

Associate Degree Programs

Dallas Baptist University offers six two-year associate degree programs: Associate of Arts, Associate of Arts (Teacher Certification Preparation), Associate of Biblical Studies, Associate of Business Administration, Associate of Christian Studies, and Associate of Church Music. These programs are designed to provide a strong foundation in the liberal arts or business and prepare students for future academic success if that is their desire. The associate degree also aids those who may need to enter the business world more quickly than a four-year degree program would allow.

Bachelor Degree Programs

Dallas Baptist University offers undergraduate programs leading to the Bachelor of Arts, Bachelor of Arts and Sciences, Bachelor of Business Administration, Bachelor of Business Studies, Bachelor of Music, and Bachelor of Science degrees. The University, through its seven colleges, offers 59 undergraduate majors leading to the bachelor's degree.

College of Adult Education

BAS
- Art
- Christian Ministries
- Communication
- Computer Information Science
- Criminal Justice
- Health Care Management
- Interdisciplinary Studies
- Psychology
- Sociology

BBS
- Accounting
- Business Administration
- Finance
- Management
- Management Information Systems
- Marketing

BA/BS
- Interdisciplinary Studies

College of Business

BBA
- Accounting (5-Year BBA/MBA in Accounting offered)
- Finance
- Management
- Management Information Systems
- Marketing
- Music Business

Mary C. Crowley College of Christian Faith

BA
- Biblical Studies

BA/BS
- Christian Studies
- Philosophy

Dorothy M. Bush College of Education

BA/BS
- Kinesiology
- Early Childhood - Grade 4 Generalist Certification (Interdisciplinary Academic Major)
- English Language Arts and Reading Grades 4-8 Teacher Certification (Interdisciplinary Academic Major)
- Mathematics Grades 4-8 Teacher Certification (Interdisciplinary Academic Major)
- Science Grades 4-8 Teacher Certification (Interdisciplinary Academic Major)
- English Language Arts and Reading Grades 8-12 Teacher Certification (English Major)
- History Grades 8-12 Teacher Certification (History Major)
- Mathematics Grades 8-12 Teacher Certification (Mathematics Major)
- Science Grades 8-12 Teacher Certification (Natural Sciences Major)
- Life Science Grades 8-12 Teacher Certification (Biology Major)
- Computer Science Grades 8-12 Teacher Certification (Computer Science Major)
- Early Childhood – Grade 12 Physical Education Teacher Certification (Kinesiology Major)

BM
- Early Childhood – Grade 12 Music Teacher Certification (Music with Choral Music Emphasis Major)

College of Fine Arts

BA/BS
- Art
- Communication
- Music
- Music Business

BM

- Choral Music with Teacher Certification
- Church Music
- Piano Performance
- Theory/Composition
- Vocal Performance

College of Humanities & Social Sciences

BA
- English

BA/BS
- Criminal Justice
- General Studies
- History
- Political Science
- Psychology
- Sociology

College of Natural Sciences & Mathematics

BA/BS
- Biology
- Computer Information Science
- Computer Science
- Mathematics
- Natural Sciences

Institute of Music Business

BBA
- Music Business (Accredited by the Association of Business Schools and Programs)

BA/BS
- Music Business (Accredited by the National Association of Schools of Music)

Pre-Professional Preparation

Pre-professional preparation is a vital part of the endeavor of a liberal arts institution. Through these programs, the University seeks to provide general and discipline-specific course work which will prepare students for graduate work in their chosen fields. While majoring in a specific discipline(s), such as biology, history, or kinesiology, students will complete a set of courses, prescribed by the University, which will prepare them for the professional program of their choice. Dallas Baptist University provides pre-professional preparation programs in the following areas:

Pre-dental	**Pre-law**	**Other pre-applied health options**
Pre-optometry	**Pre-pharmacy**	
Pre-medical	**Pre-physical therapy**	
Pre-nursing	**Pre-physician's assistant**	
Pre-occupational therapy	**Pre-veterinary science**	

GRADUATE PROGRAMS

The University offers an exciting variety of options for graduate study to qualified applicants. To accommodate the growing number of graduate students who pursue degrees part time while continuing full-time employment, the graduate programs are tailored to fit a busy schedule. Courses are primarily offered in the evenings and on weekends, with classes meeting once each week, or every other week in a hybrid format. In addition to the main campus, DBU-North in Frisco, and DBU-Colleyville, selected courses are offered at a number of corporations, schools, and churches throughout the Dallas/Fort Worth metroplex. Graduate programs are available through The Graduate School of Business, the Dorothy M. Bush College of Education, the College of Humanities and Social Sciences, the College of Adult Education, and the Gary Cook Graduate School of Leadership.

The Graduate School of Business

Master of Business Administration (M.B.A.) with concentrations in:
Accounting, Business Communication, Conflict Resolution Management, eBusiness, Entrepreneurship, Finance, Health Care Management, International Business, Management, Management Information Systems, Marketing, Project Management, and Technology and Engineering Management

The Master's in Business Administration degree (M.B.A.) is for professionals who desire to enhance their leadership skills and acquire new ones for more effective service to their organizations. Students learn the strategies and technologies for the future, focusing on real-world application from a uniquely ethical approach. The Master's in Business Administration program is accredited by the Association of Collegiate Business Schools and Programs.

Master of Arts in Management (M.A.M.) with concentrations in:
Business Communication, Conflict Resolution Management, General Management, Health Care Management, and Human Resource Management

The Master of Arts in Management degree (M.A.M.) is a 36-credit-hour program designed to provide the communication, leadership, and management skills needed in today's business organizations. Because the business environment is dynamic, special attention is given to adapting to organizational change and becoming a change agent.

The Dorothy M. Bush College of Education

Master of Education in Curriculum and Instruction (M.Ed.)

The Master of Education for Curriculum and Instruction is designed for teachers who are currently or aspire to be teacher leaders, recognizing the importance of keeping up with the latest in best practices of curriculum development and instruction strategies in order to create effective learning environments wherever they teach. The program will benefit classroom teachers, department heads, grade-level leaders, and curriculum specialists.

Master of Education in Early Childhood Education (M.Ed.)

The Master of Education in Early Childhood Education degree is a 36-hour, non-thesis program. The program consists of a core curriculum of at least 12 hours of academic specialization, six credit hours in the resource area, six credit hours of professional development, and electives as needed, which are selected from education course offerings. The student must take 18 semester hours of graduate level only (6000 level) courses. In areas where the student demonstrates sufficient proficiency, course substitutions may be approved by the Master of Education Program Advisor and must be in keeping with the requirements of the State Board for Education Certification (SBEC).

Master of Education in Educational Leadership (M.Ed.)

The Master of Education in Educational Leadership is a 39-hour non-thesis program. The program is composed of 12 core and 27 hours of specialized preparation. Students who meet additional state criteria will be qualified to sit for the state Principal TExES exam. Upon program completion, passage of the Principal TExES exam, and specific state regulations, the student will be qualified to apply for certification as Principal in Texas.

Master of Education in Kinesiology (M.Ed.)

The Master of Education in Kinesiology program is a 36-hour program designed to allow students to receive a Master of Education in Kinesiology. The purpose of the M.Ed. in Kinesiology is to equip candidates for Christian servant leadership in the multi-faceted areas of Kinesiology, equipping them with intercultural skills and leadership skills equal to integrating their Christian faith and witness as they make significant contributions to human endeavor in today's multi-cultural and multi-ethnic environment. The concentration in Kinesiology is to enable students to apply their studies to the design of wellness, fitness, and health promotion programs in various settings of professional interest; educational, corporate, and commercial. The Master of Education in Kinesiology with Teacher Certification will allow students to seek teacher certification in the State of Texas.

Master of Education in Reading and English as a Second Language (M.Ed.)

The Master of Education (M.Ed.) in Reading and English as a Second Language (ESL) program is designed for practicing teachers and administrators who desire continued growth and expertise as professionals, specializing in the areas of literacy and ESL instruction. Once teachers with their initial teaching certification have successfully completed all coursework in the program, and if they have passed the appropriate state certification (TExES) tests, they will also earn the Reading Specialist Certification, the Master Reading Teacher Certification, and the English as a Second Language Certification/endorsement. Learning experiences and assignments in this 36-hour program are designed in order to provide the learner with sufficient theoretical and experiential knowledge to serve successfully as a literacy and ESL specialist in the role of classroom teacher, literacy coach, or administrator.

Master of Education in School Counseling (M.Ed.)

The Master of Education in School Counseling degree (M.Ed.) is designed to provide the framework for school counselor preparation and to enhance the professional development of certified teachers who are seeking a graduate degree in school counseling. The Master of Education in School Counseling is a 39-hour, non-thesis professional development program leading to the School Counselor Certificate. The program is designed to meet or exceed the certification requirements for School Counselors as established by the State Board for Educator Certification.

Master of Arts in Teaching (M.A.T.) with specializations in:

State Certifications: May be coordinated with M.A.T. specialization and Pathways to Teaching Program
Specializations: Elementary, Secondary, All Level, and English as a Second Language (ESL)

The Master of Arts in Teaching program (M.A.T.) has been established to enhance the professional development of teachers who are committed to excellence in the classroom. The M.A.T. program is designed for individuals who are interested in pursuing either a master's degree or a master's degree and teacher certification. The program is focused on improving expertise in content areas, effective teaching strategies, and enhancing the delivery of instruction to students. The goal of the M.A.T. program is to equip educators to become servant leaders within the school setting.

College of Humanities and Social Sciences

Master of Arts in Counseling (M.A.C.)
Course work prescribed by the State Licensing Board for Professional Counselors

The Master of Arts in Counseling degree (M.A.C.) offers a distinctively different approach to counseling. While there is an increasing interest in professional counseling, there is also a growing disillusionment with the "morally neutral" approach that is often practiced today. The M.A.C. prepares graduates to provide counseling services in a variety of settings by starting with Biblical presuppositions as the student develops appropriate counseling skills based on counseling theory and research.

College of Adult Education

Master of Liberal Arts (M.L.A.) with concentrations in:
Art, Christian Ministry, English, English as a Second Language (ESL), Fine Arts, History, Missions, and Political Science

The Master of Liberal Arts degree (M.L.A.) is designed to meet the needs of the student who desires an interdisciplinary, broad-based graduate education rather than specialization in a single discipline. This flexibility is appealing to a wide range of students and professionals who want an expanded liberal arts education and a better understanding of their heritage. With proper prerequisites, one may take a combination of courses, including those in the Arts, Humanities, and Christian ministry. The M.L.A. is an approved member of the Association of Graduate Liberal Studies Programs and is directed neither toward professional research nor toward the achievement of a doctorate.

Master of Arts in Professional Development (M.A.P.D.) with concentrations in:
Accounting, Church Leadership, Corporate Management, Counseling, Criminal Justice, English as a Second Language (ESL), Finance, Higher Education, Leadership Studies, Management, Management Information Systems, Marketing, and Missions

The Master of Arts in Professional Development Degree (M.A.P.D.) adopts a unique approach to graduate studies. Designed especially for professionals who desire to expand their knowledge and credentials beyond the boundaries of their bachelor's degree, the M.A.P.D. enhances a broad and diverse educational experience. Students may select the single-discipline track or interdisciplinary track from business, counseling, criminal justice, higher education, or leadership studies.

Gary Cook Graduate School of Leadership

Master of Arts in Christian Education

The Master of Arts in Christian Education is a 42-hour graduate program designed to prepare leaders for local church ministries and vocational work. Graduates from DBU's Master of Arts in Christian Education program will be equipped to:

- Demonstrate general biblical and theological knowledge
- Develop, organize, conduct, and evaluate Christian education ministry in various vocational assignments
- Communicate and lead effectively in a variety of church and community settings

All students will take 30 hours of core subjects, plus 12 hours in a concentration to prepare them to serve as ministers of education, ministers of adults, ministers of youth, ministers of childhood education, ministers of business administration, and other roles.

Master of Arts in Christian Education/Master of Business Administration Dual Degree (M.A.C.E./M.B.A.)

The role of the church leader continues to grow in complexity as the concept of the global community expands. The pressure to operate as a business with scarce resources is a reality that cannot be ignored. Many predict that the real mission fields in the future will be through business leaders as they work in the United States, Europe, and third world countries, heightening the demand to blend theological knowledge and training with business theory and application.

Prospective students from the ministry will pursue this 54-hour dual degree to obtain and strengthen the skills and competencies needed to be effective in church leadership roles such as executive pastor, division leader, church planter, and/or global ministry. In addition, while the vast majority of students applying for admission to this unique, dual degree program may already be serving in a ministry or believe they are called to serve, there will also be students who have started a business career and subsequently sense a call to the ministry.

Master of Arts in Christian Education: Childhood Ministry

The Master of Arts in Christian Education: Childhood Ministry is designed to equip childhood ministers to understand the needs of children, explore the principles of best strategies in teaching and reaching children, and implement ministry that impacts not only the child, but the family. The program provides foundations in theological, educational, and practical programming for effective childhood ministry. It combines academic training and practical ministry application that focuses intentionally on the world children live in and the faith they need to follow Christ for the rest of their lives. The program consists of 18 hours of core curriculum, 3 hours of childhood ministry core curriculum, and an additional 21 hours of childhood ministry requirements for a total of 42 hours.

Master of Arts in Christian Education: Student Ministry (Youth and Collegiate)

The DBU Master of Arts in Christian Education: Student Ministry (Youth and Collegiate) is designed to equip student ministers with the foundation and skills that will enable them to minister effectively to students and their families in contemporary cultural settings. The degree program engages student ministers in a contemporary study of student ministry in order to provide a practical educational base as well as a theological foundation and biblical leadership skills for effective transformational student ministry in the local church. This program consists of 15 hours of a required Master of Arts in Christian Education core curriculum with 6 hours of student ministry core curriculum, along with an additional 21 hours of student ministry requirements for a total of 42 hours.

Master of Arts in Global Leadership

The Master of Arts in Global Leadership is a 42-hour graduate program designed for a growing new breed of global-thinking leaders who aspire to serve in ways that break old paradigms and forge new ones. The Master of Arts in Global Leadership explores ways to be a leader in the rapidly changing world of ideas, cultures, religions, and business ventures. Students are highly motivated, self-starters with innovative ideas who are eager to make a difference in the world. The Master of Arts in Global Leadership is for people who are looking for ways to achieve significance by connecting positively with people in other cultures and societies around the globe.

Master of Arts in Worship Leadership

The Master of Arts in Worship Leadership program is a unique program designed to engage worship leaders in a holistic study of Christian worship in order to educate the Church both individually and corporately in the theological and practical dimensions of worship. The program provides "worship leaders" - whether they are pastoral, educational, music, student (youth), or otherwise - a sound theological, transformational, and practical program for worship foundation and practice. The program consists of 42 hours, with general studies, communication ministry, and pre-doctoral concentrations.

Master of Education in Higher Education

Administration Track
Instructional Track

The Higher Education Program provides graduate students with the opportunity to earn a Master of Education degree (M.Ed.) in Higher Education. Studies in higher education provide individuals who are interested in a variety of areas in higher education with the opportunity to explore, with breadth and depth, the various aspects of post-secondary institutions. This exploration is conducted from a uniquely Christian perspective. Individuals who are interested in higher education administration, student personnel work, university development/advancement, or teaching on the college level are well served by the M.Ed. in Higher Education degree. Students may choose from two different 36-hour, non-thesis degree tracks: the Administration Track or the Instructional Track. The program is available online.

Ed.D. in Educational Leadership

Higher Education Leadership
K-12 Leadership

The Ed.D. in Educational Leadership emphasizes a practical approach to leadership development. The degree consists of 60 hours - a 21-hour core of educational leadership studies; 12 hours in cognate studies; a 6-hour concentration in an academic discipline or independent study; 9 hours of research studies; a 6-hour internship; and a 6-hour dissertation. The program will offer two tracks of study: Track 1 focuses on higher education leadership with cognate studies in community college leadership, higher education administration and leadership, academic administration in higher education, and student affairs leadership; Track 2 focuses on K-12 school systems with cognate studies in learning communities and relationships, human resource management and development, instructional leadership and school improvement, and the superintendency.

The program is both academically rigorous and practical in design. Students from different cultures, diverse educational institutions, and a variety of school systems will enrich this doctoral program. Classes are offered each fall, spring, and summer semester, and students may enter the program at the start of any of these academic terms. At DBU, we believe effective leaders are transformational in their relationships, and our goal is to equip servant leaders who will honor Christ through the knowledge and skills gained in this doctoral program.

Ph.D. in Leadership Studies

The Ph.D. in Leadership Studies is a 60-hour research doctorate program designed to develop and enhance competencies in order to equip servant leaders for the 21st Century. The degree consists of a 33-hour core of leadership courses, a 12-hour concentration in one of five areas (business, education, general leadership, higher education, or ministry), 9 hours of research and statistics, and a 6-hour dissertation.

Academically rigorous and creative, faculty and students engage the study of leadership as a community of scholars from business, education, government, ministry, and other disciplines. In addition to the semester courses, the program includes three summer institutes comprised of 7-14 day intensive sessions. The first summer institute is held in Dallas and focuses upon personal growth, professional development plans, and leadership courses. The second summer institute includes a trip to Washington, D.C. with a special emphasis on political leadership. The third summer institute takes place in Oxford, England, with a concentration on global and cultural leadership issues.

Contact the Gary Cook Graduate School of Leadership:
214.333.5484 or
1.800.460.1328

For master's application materials, contact the Office of Graduate Programs at (214) 333-5242 (or e-mail graduate@dbu.edu).

DISTANCE EDUCATION

Distance Education is a part of Dallas Baptist University's commitment to serve its students through a variety of effective methods in instructional delivery designed to meet student needs. DBU's homepage (www.dbu.edu) provides a daily connection to the campus. Links offer opportunities for the distance education student to share in university life, including a special welcome, a look at DBU, the latest in sports, the online *Dallas Baptist University Undergraduate Catalog*, *Graduate Bulletin*, and the latest *Schedule of Classes*. Distance education students enjoy a full range of DBU library services to enhance learning. Connect with the DBU Library (www.dbu.edu/library) for links to personal library assistance and online databases information. In addition, the University Writing Center is also available for distance education students at writectr@dbu.edu.

The time and study requirements found in distance learning online classes are comparable with those found in classroom instruction.

Online Courses

Dallas Baptist University is a pioneer in Christian online education, delivering fully accredited degree programs via the Internet since 1998 without required campus visits. DBU online education offers students engaging, Christ-centered content and personal connection with the professor and other class members along with convenience and flexibility which allows students academic progress any time or any place. Each online class is limited in enrollment in order to ensure quality learning and interaction with the professor and students.

The DBU Online campus provides a rich online environment where students and faculty members can collaborate and interact with one another. Students receive quality services online such as the DBU Library, bookstore, and course registration. Today, we offer twenty-three full degree programs completely online serving students anywhere in the world. With programs available anywhere with Internet access, the DBU Online Education program has been very successful delivering quality online education while maintaining a 92% student completion rate.

Degrees Offered

Degrees available through DBU Online Education include the undergraduate level Bachelor of Arts and Sciences, Bachelor of Arts, Bachelor of Business Administration, and Bachelor of Business Studies; and the graduate level Master of Business Administration, Master of Arts in Management, Master of Education in Educational Leadership, Higher Education, and Master of Arts in Christian Education. In addition to these degrees, DBU Online offers the graduate level, 12-hour eBusiness Certificate Program. Please see the course description page for more detailed information regarding online courses.

Bachelor of Arts and Sciences (B.A.S.)
Majors in:
Christian Ministries
Communication
Health Care Management
Psychology
Sociology

Bachelor of Arts (B.A.)
Major in:
Biblical Studies

Bachelor of Business Administration (B.B.A.)
Majors in:
Management
Management Information Systems

Bachelor of Business Studies (B.B.S.)
Majors in:
Business Administration
Management
Management Information Systems

Master of Business Administration (M.B.A.)
Concentrations in:
eBusiness
Finance
International Business
Management
Management Information Systems
Marketing

Master of Arts in Management (M.A.M.)
Concentration in:
General Management
Human Resources Management

Master of Education (M.Ed.)
Concentrations in:
Educational Leadership

Gary Cook Graduate School of Leadership
Master of Education (M.Ed.)
Higher Education

Master of Arts in Christian Education (M.A.C.E.)

MBA and MA in Christian Education (Dual Degree)

eBusiness Certificate 12-hour Graduate-Level Program
Four-Course program

DBU's student-centered online learning opportunities also include a broad selection of required General Studies courses. Credit hours earned through the successful completion of DBU's online courses will qualify for inclusion in credit hours accumulated by the student to fulfill the University's 30-credit-hour residency requirement. For further information, contact DBU's Online Coordinator at 1(800) 460-8188.

Hybrid Courses

The best of both worlds … A combination of online and traditional courses
Hybrid courses combine the flexibility of online instruction with the benefit of face-to-face instruction in the classroom. Students attend part of the usual class times in the classroom and complete the remaining course work online. Hybrid courses are comparable to those taught in the traditional classroom and are offered at both the undergraduate and graduate level.

DISTINCTIVES OF THE UNIVERSITY

Corrie ten Boom Collection

One of the most gifted Christian communicators of our century was the Dutch evangelist, Corrie ten Boom, whose well-known story is told in the book *The Hiding Place.* Dallas Baptist University houses a collection of Corrie ten Boom memorabilia. This has been placed in the Corrie ten Boom Room in the Carr P. and Ruth Collins Learning Center. Letters, publications, and tapes are available for study by students and visitors to the University.

Corrie ten Boom's life was dedicated to the Lord in the service of people everywhere. She traveled the globe in the decades following World War II, telling about the victory of Jesus Christ even over the horrors of a concentration camp. She was an example of courage through faith. The University seeks to honor her memory and encourage many to emulate her example.

Intercessory Prayer Ministry

As soon as Dr. Gary Cook became President of Dallas Baptist University in the spring of 1988, he set aside a quiet room on campus and invited faculty, staff, and students to take an active part in praying for our university. The Cynthia Estes Prayer Room is located on the first floor of the Collins Learning Center. Dr. Cook believes that it is only as we commit ourselves completely to the Lord that we can become truly fruitful in our desire to provide an excellent, distinctively Christian education.

Students, staff, and faculty are invited to take part in a chain of prayer from 8:00 a.m. to 5:00 p.m. Monday through Friday. Prayer requests received by telephone, electronic mail, or written requests are transferred to cards and placed in the prayer room. These are updated daily. Prayer requests are also distributed frequently by electronic mail to several groups of intercessors on campus.

Kathy Knight assumed her responsibilities as Director of the Intercessory Prayer Ministry in December 1998. Kathy is a DBU graduate and has worked at Dallas Baptist University for over seventeen years. Prior to her employment at DBU, she was the Director of the Weekday Education Program at First Baptist Church of Duncanville.

DBU Lecture Series

The **George H. Gallup, Jr. Distinguished Lecture Series**, named in honor of noted pollster George Gallup, Jr., brings scholars, public officials, and governmental leaders to the University campus whose Christian faith has shaped their expertise and leadership. These lectures, coupled with personal interaction with faculty, staff, and students, provide a forum for distinguished leaders to share their insights with the University community. The lectures span traditional disciplinary boundaries and involve individuals of exceptional accomplishment representing a broad spectrum of backgrounds and interests. Mr. Gallup inaugurated the lecture series in the spring of 2003.

The **William M. Pinson Baptist History Lecture Series** has been established by Dallas Baptist University as an expression of gratitude for Dr. William Pinson's service to Baptists throughout the United States, including serving as a pastor, seminary professor, seminary president, and Baptist denominational leader. Dr. Pinson's presence on the DBU campus has been well noted over the years, as he annually speaks to all incoming DBU freshmen during chapel services about the history and heritage of Baptists in Texas and throughout the United States. His wife, Bobbie Pinson, serves as a DBU trustee. Through this endowed lecture series, Dr. Pinson's insight and knowledge will continue to be made available for DBU students in the years to come.

SPECIAL PROGRAMS

UNIVERSITY HONORS PROGRAM

Mission Statement
The mission of the Dallas Baptist University Honors Program is to fulfill the Dallas Baptist University Mission Statement by providing transforming “Christ-centered quality higher education” for students who are intellectually gifted who desire enriched academic experiences equipping them to be servant leaders in their respective callings.

Goals of the Honors Program

1. To provide a superior education grounded in the biblical worldview, moral formation, and Christian tradition.
2. To promote a high level of independent learning, contextual insight, and critical thinking through study, research, and the exchange of ideas.
3. To provide a challenging interdisciplinary experience that amplifies and complements the liberal arts mission of DBU and that stimulates curiosity, imagination, integrity, and faith.
4. To assist students in building friendships and community by participation in enrichment activities outside the classroom setting.
5. To encourage students to pursue leadership roles within the campus community as preparation to be outstanding future contributors to the church, society, and the world.
6. To promote Honors student-faculty mentor relationships that foster interactive learning.
7. To help students cultivate a desire for God's truth, goodness, and beauty as expressed in the creation and in human culture.

Admission

For incoming freshmen, a minimum SAT score of 1150 or an ACT score of 25 and two high school faculty recommendations are required for admission to the Honors Program. For returning students to DBU, a 3.5 overall GPA at DBU and two faculty recommendations are required for admission to the program. Transfer students must have at least twelve hours of credit at DBU with a minimum DBU GPA of 3.5 and two faculty recommendations for admission to the program. Transfer students who are members of an academic organization such as Phi Beta Kappa at their previous institution may apply for first-semester acceptance. No student with more than 70 hours may be admitted to the Honors Program.

To be recognized as an Honors Program graduate at DBU, a student must have successfully completed a minimum of 30 hours in honors classes including four Perspectives classes, an Honors section of Developing A Christian Mind, and a Senior Thesis or Project. The student must also regularly enroll in Honors Enrichment and complete an enrichment portfolio before completing the Senior Thesis or Project. Honors Program students may take as many honors courses as they would like but no more than three honors courses per semester.

Probation and Suspension

Students must maintain a 3.2 grade point average in order to remain in the program. To be recognized as "University Honors" at graduation, a student must have a 3.5 average and have completed 30 hours of designated honors courses, including a senior thesis or project.

If a student’s average falls below 3.2, he or she will be placed on probation and be allowed two semesters to bring his or her grade point average back to a minimum 3.2 in order to take honors courses. If the student’s grade point average stays below 3.2 for two semesters, the student will be suspended from the University Honors Program. A student seeking readmission to the University Honors Program may reapply once after suspension.

Transfer Credit

Students may transfer into the University Honors Program up to twelve hours of honors credit from another college or university. Each course is subject to review by the Director and a consulting honors faculty member. Criteria for acceptance is determined by equivalency to DBU's own honors courses in terms of both coverage and rigor. Perspectives courses (HNRS 2301, 2302, 3301, 3302, 3003, 3304), the honors-level Developing the Christian Mind course (DCM 2301 HR), and the senior thesis or project must be taken at Dallas Baptist to be named a University Honors student at graduation.

Applicants should note that the transfer equivalency report prepared by the Registrar and the review process conducted by the University Honors Program do not constitute the same process. Courses that are accepted by the University in partial fulfillment of a student's degree plan may or may not be also accepted by the University Honors office as honors-level credit in the program.

Curriculum

The Honors Program curriculum supplements and complements the traditional curriculum of Dallas Baptist University. Components of the curriculum include honors sections of general studies classes, an honors section of the Developing A Christian Mind course, the Perspectives Honors core curriculum, honors sections of upper-level discipline specific courses, Directed Readings courses, and a Senior Thesis or Project. The courses are listed in the regular *DBU Schedule of Classes*.

Recognition

Recognition of Honors Program graduates includes an Honors Program notation on the transcript and diploma, as well as special recognition at graduation.

Additionally, each year the Honors Council will select an eligible student to receive Honors Student of the Year at the University Honors Banquet.

Scholarships

Dallas Baptist University believes in helping students afford a quality, Christ-centered education. A wide-range of programs is available, including academic, merit-based scholarships and financial aid for qualified students. Honors students are encouraged to explore all avenues for which they could qualify for additional assistance. The Office of Financial Aid will assist you in determining your eligibility for Federal, State, and other aid programs.

Taking an Honors Course Without Acceptance into the Program

Incoming freshmen with a minimum SAT score of 1100 or an ACT score of 24 are eligible to take an honors course without acceptance into the University Honors Program. Likewise, returning or transfer students with a GPA of 3.2 are eligible. There are several reasons to consider doing so:
1. It affords an opportunity to gain important skills in a student's major or area of interest.
2. It appears on the college transcript as an honors-level course.
3. Class size is smaller than DBU's already low professor-student ratio, which affords more personal attention.
4. It can help the student make a more informed decision if considering the University Honors Program.
Students seeking to do so should apply for program director approval through their academic advisor.

GRADUATE INSTITUTE OF APPLIED LINGUISTICS

Applied Linguistics Program

In partnership with the Graduate Institute of Applied Linguistics (GIAL), Dallas Baptist University provides an Applied Linguistics Program through which undergraduate students may include GIAL foundational courses as a minor in their degree plan or as a concentration in their interdisciplinary major. GIAL offers training for individuals interested in world missions and/or serving with SIL International, Wycliffe USA or other various organizations translating the Bible into thousands of languages worldwide.

- The program will prepare students for the work of developing a written language and translating the Bible into the language of people groups who are oral communicators.
- The program will allow students to explore the discipline of applied linguistics, and to meet prerequisites for graduate study in the discipline.
- The program will prepare students for service abroad where the ability to acquire and to use a new language proficiently is necessary.

The GIAL provides graduate training in the scientific study of language and culture to equip graduates for translation, literacy, and language-based development. The GIAL 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).

Once a student has been accepted into the Applied Linguistics Program, he or she may register at DBU for the courses, which are offered in two time frames: summer/fall and spring/summer. A student should plan to complete all of these courses in one of the two blocks of time. The courses will be taught through the Graduate Institute of Applied Linguistics by its faculty at the GIAL campus in Dallas, just a five-minute drive from DBU. Grades for the courses will be recorded in the same way as all other DBU courses.

Minor in Applied Linguistics

The following courses, comprising the 16 credit hours necessary for a linguistics minor, are listed in the regular DBU *Schedule of Classes*.

LING 4302	Principles of Articulatory and Acoustic Phonetics
LING 4303	Principles of Phonological Analysis
LING 4350	Language and Society
LING 4370	Cultural Anthropology for Linguistics
LING 4410	Principles of Grammatical Analysis

The professors simultaneously serve as faculty members of the Graduate Institute of Applied Linguistics and adjunct faculty of Dallas Baptist University.

Prerequisites

Prior to applying for a Linguistics Minor, a student must complete ENGL 1301, 1302, and either 2301 or 2302 as well as completing 60 semester hours while maintaining a GPA of 2.8 or higher. The following courses are required for a Linguistics Minor: LING 4302,4330,4350,4370 and 4410. The same courses may be used for a concentration in Linguistics by students in the College of Adult Education.

Program Faculty Contact: Dr. Bob Garrett (214-333-5292) Email bobg@dbu.edu.

COUNCIL FOR CHRISTIAN COLLEGES AND UNIVERSITIES

Dallas Baptist University is proud to be a member of the Council for Christian Colleges and Universities (CCCU), a higher education association of more than 150 intentionally Christ-centered institutions around the world. There are 105 member campuses in North America and all are fully-accredited, comprehensive colleges and universities with curricula rooted in the arts and sciences. In addition, 74 affiliate campuses from 25 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.

A primary objective of the Council is to assist faculty, administrators, and students in examining and living out the relevance of the Christian faith in all areas of life. During the past decade, many faculty have participated in Council-sponsored conferences and workshops. These interdisciplinary and intradisciplinary gatherings are designed to provide faculty with both theoretical and practical assistance in shaping a thoughtful Christian worldview.

DBU students, of junior or senior standing who obtain a cumulative GPA of 2.75 or higher (GPA requirements vary among the various study programs; check individual study programs for exact GPA requirement) on a 4.00 scale, and faculty members are eligible for participation in a variety of short-term study programs. These programs provide unique learning experiences and settings. **Culture-Crossing Programs include:** Australia Studies, Sydney, Australia; China Studies, Xiamen, China; Latin American Studies, Costa Rica; Middle East Studies, Cairo, Egypt; Programmes in Oxford, Oxford, England; Russian Studies, Nizhni Novgorod, Russia; and Uganda Studies, Kampala, Uganda. **Culture-Shaping Programs include:** American Studies, Washington, D.C.; Contemporary Music Center, Martha's Vineyard, Massachusetts; Los Angeles Film Studies, Los Angeles, California; and the Washington Journalism Center, Washington, D.C**.**

DBU also participates with the Focus on the Family Institute in Colorado Springs, Colorado. The Focus on the Family Institute is a CCCU-registered study program.

PLEASE NOTE: CCCU Study Programs have deadlines by which the student must submit an application packet. The student must contact the Off-Campus Studies Liaison in the Office of the Provost ***before*** the student makes contact with the CCCU. It is the student's responsibility to see that all application materials are completed and submitted to the respective study program.

Semester-Long Programs

American Studies Program

Founded in 1976, the American Studies Program (ASP) has served hundreds of students as a "Washington, D.C. campus." ASP uses Washington as a stimulating educational laboratory where collegians gain hands on experience with an internship in their chosen field. Internships are tailored to fit the student's talents and aspirations and are available in a wide range of fields. Participants also explore pressing national and international issues in public policy seminars that are issue oriented, interdisciplinary and led by ASP faculty and Washington professionals. The ASP bridges classroom and marketplace, combining biblical reflection, policy analysis and real world experience. Students are exposed to on the job learning that helps them build for their future and gain perspective on the calling of God for their lives. They are challenged in a rigorous course of study to discover for themselves the meaning of Christ's lordship in putting their beliefs into practice. The aim of the program is to help Council schools prepare their students to live faithfully in contemporary society as followers of Christ. Students earn 16 semester hours of credit.
Program Faculty Contact: Mr. Eric Bruntmyer (214-333-5160)

Australia Studies Centre

Since Spring 2004, the CCCU has partnered with the Wesley Institute for Ministry and the Arts in Sydney, Australia to offer the Australian Studies Centre. Throughout the semester, students examine the many faces of Australia and explore both the myths and identities of Australians by better understanding the indigenous people and their interactions with "White Australia." Every student is required to take the courses *Indigenous History, Culture & Identity* and *The View from Australia: Issues in Religion, Politics, Economics & Cultural Values*. Additionally, students choose from electives in theology/ministry, music, drawing/graphic design, dance and/or drama. Faculty trained and working in the professional performing arts scene in Sydney guide students in their thinking through the Christian's role in culture, whether classical or pop culture. The ASC utilizes a combination of classroom training at the Wesley Institute and experiential learning in the beautiful Australian context. Home stays, service learning and travel around Australia are important components of the ASC. Students observe Australia's beautiful landscape, live in the cosmopolitan melting pot of Sydney, serve the poor of Sydney's multi-cultural ghettos, and engage the political capital Canberra and its power players. Students also come to know the traditions of Aboriginal people during an Outback excursion and spend the last week of each semester traveling to New Zealand to meet with Maori people, explore the beautiful terrain, and compare and contrast the two cultures of their off-campus semester. ASC students receive 16 semester hours of credit.
Program Contact: Monica Hardy (214-333-5377)

China Studies Program

The China Studies Program enables students to engage this ancient and intriguing country from the inside. While living in and experiencing Chinese civilization firsthand, students participate in seminar courses on the historical, cultural, religious, geographic and economic realities of this strategic and populous nation. In addition to the study of standard Chinese language, students are given opportunities such as assisting Chinese students learning English or working in an orphanage, allowing for one-on-one interaction. Students choose between completing a broad Chinese Studies concentration or a Business Concentration including an internship in an international business in Shanghai. The program introduces students to the diversity of China, including Beijing,

Shanghai, Xi'an and Xiamen. This interdisciplinary, cross cultural program enables students to deal with this increasingly important part of the world in an informed, Christ centered way. Students earn 16-17 semester hours of credit.
Program Faculty Contact: Dr. Gail Linam (214-333-5372)

Contemporary Music Center at Martha's Vineyard

The Contemporary Music Center provides students the opportunity to live and work in community while seeking to understand how God will have them integrate music, faith and business. Both interdisciplinary and multidisciplinary in nature, the CMC offers two tracks: the Artist Track and the Executive Track. The Artist Track is tailored to students considering careers as vocalists, musicians, songwriters, recording artists, performers, producers and recording engineers. The Executive Track is designed for business, arts management, marketing, communications and related majors interested in possible careers as artist managers, agents, record company executives, music publishers, concert promoters and entertainment industry entrepreneurs. Both Artist and Executive track students receive instruction, experience and a uniquely Christian perspective on creativity and the marketplace, while working together to create and market a recording of original music. Both tracks include course work, labs, directed study and a practicum. Students earn 16 semester hours of credit.
Program Contact: Monica Hardy (214-333-5377).

Latin American Studies Program

Students of CCCU colleges have the opportunity to live and learn in Latin America through the Latin American Studies Program, based in San Jose, Costa Rica. The program introduces students to a wide range of experiences through the study of the language, literature, culture, politics, history, economics, ecology and religion of the region. Living with a Costa Rican family, students experience and become a part of the day-to-day lives of typical Latin Americans. Students also take part in a service opportunity and travel for three weeks to nearby Central American nations. Students participate in one of four concentrations: Latin American Studies (offered both fall and spring terms); Advanced Language and Literature (designed for Spanish majors and offered both fall and spring terms); International Business: Management and Marketing (offered only in fall terms); and Environmental Science (offered only during spring terms). Students in all concentrations earn 16-18 semester credits.
Program Contact: Monica Hardy (214-333-5377)

Los Angeles Film Studies Center

Founded in 1991, the Los Angeles Film Studies Center is designed to train students to serve in various aspects of the film industry with both professional skill and Christian integrity. Each semester, students live, learn, and work in L.A. The curriculum consists of two required seminars, *Hollywood Production Workshop* and *Theology in Hollywood*, focusing on the role of film in culture and the relationship of faith to work in this very influential industry. In addition, students choose one elective course from a variety of offerings in film studies. Internships in various segments of the film industry provide students with hands-on experience. The combination of the internship and seminars allows students to explore the film industry within a Christian context and from a liberal arts perspective. Students earn 16 semester hours of credit, 6 from the internship and 10 from seminar study.
Program Contact: Monica Hardy (214-333-5377)

Middle East Studies Program

This program, based in Cairo, Egypt, allows Council students to explore and interact with the complex and strategic world of the modern Middle East. The interdisciplinary seminars give students the opportunity to explore the diverse religious, social, cultural and political traditions of Middle Eastern peoples. Students also study the Arabic language and work as volunteers with various organizations in Cairo. Through travel to Israel, Palestine, Jordan, Syria and Turkey, students are exposed to the diversity and dynamism of the region. At a time of tension and change in the Middle East Region, MESP encourages and equips students to relate to the Muslim world in an informed, constructive and Christ centered manner. Students earn 16 semester hours of credit.
Program Faculty Contact: Dr. Tim Trammell (214-333-5171)

Russian Studies Program

RSP students are exposed to the depth and diversity of the culture during a semester spent in Russia's three largest cities: Moscow, St. Petersburg and Nizhni Novgorod. In addition to three seminar courses entitled History and Sociology of Religion in Russia; Russian Peoples, Cultures and Literature; and Russia in Transition, students receive instruction in the Russian language, choosing either 4 or 6 semester hours of language coursework. For those choosing 4 hours of Russian, a seminar course, International Relations and Business in Russia, is available. RSP strives to give students as wide an experience as possible in this complex nation. Students spend time in Moscow, the heart of both medieval and modern Russia. Students also spend 12 weeks in Nizhni Novgorod, a strategic city on the Volga River. After six weeks of language instruction, students live with a Russian family for the remainder of their stay in this city. Students participate in a service opportunity in Nizhni Novgorod. The program also includes time in the complex and intriguing city of St. Petersburg, the Russian "window to the West." Students earn 16 semester hours of credit.
Program Faculty Contact: Dr. Dave Arnott (214-333-5203)

The Scholars' Semester in Oxford

SSO is designed for students interested in doing intensive scholarship in this historic seat of learning. Working with academic tutors, students hone their skills and delve into the areas that interest them most. As Visiting Students of Oxford University and members of Wycliffe Hall, students have the privilege to study and learn in one of university's historic halls. SSO students enroll in a Primary and Secondary Tutorial, an Integrative Seminar and the course Christianity and Cultures. The SSO is designed for students interested in the fields of Classics, English & Literature, Theology & Religious Studies, Philosophy, and History, though all majors may apply. Applicants are generally honors and other very high-achieving students. Students earn 17 semester hours of credit
Program Faculty Contact: Dr. Mike Williams (214-333-5276)

Uganda Studies Program

Winston Churchill is credited with nicknaming Uganda the “Pearl of Africa,” and many visitors since his time have come to agree with him. The USP offers students a very personal encounter with this African success story, which has become an economic and public health model in its region. Another success story, Uganda Christian University (UCU), serves as the base of study for students in the USP. Set on the outskirts of the capital city Kampala, this rapidly growing institution brings USP students together with the UCU Honours College. Courses taught by local faculty in the English tutorial tradition will immerse students in a uniquely African education. Topics such as Christianity and Islam in Contemporary Africa, African Literature and East African History will present many insights into African life because of the guidance of faculty who live in and love Uganda and East Africa. Home stays, travel, service-learning and daily interaction with Honours College students form the backbone of the USP experience. In addition to the core experiential course, students will choose from an approved selection of courses from the UCU Honours College to earn up to 16 hours of credit.
Program Faculty Contact: Dr. Mike Williams (214-333-5276)

Washington Journalism Center (WJC)

The Washington Journalism Center (WJC) is a semester-long study program in Washington, DC created for students interested in the field of journalism. While in Washington students take classes focusing on their personal writing skills and on the history and future of the media. These classes – *Foundations for Media Involvement; Reporting in Washington;* and *Washington, News and Public Discourse* – combined with an internship at a top news publication help students learn to integrate their faith in a journalism career. Students also participate in service-learning opportunities as well as live with families in home stays as part of the WJC experience.
Program Faculty Contact: Dr. Deborah McCollister (214-333-5416)

Council Summer Programs

Focus On The Family Institute

Recognizing the critical need for future leaders, Dallas Baptist University has partnered with the Focus on the Family Institute from its inception in 1995 to provide a creative alternative to a traditional education. A division of Focus on the Family, the Focus on the Family Institute study program is conducted at the scenic Colorado Springs campus. Qualified professionals train students in coursework related to family issues in our society. Students explore special job training and networking opportunities within their field of study while involved in internships within Focus on the Family and the broader community.

The Focus on the Family Institute is committed to transforming hearts and minds. The program is designed to move students from an understanding of God and the family to a heartfelt passion to serve Him and those within their field of study, interest, and calling. Individualized one-on-one attention and guidance from skilled professors and mentors nurtures the student's spiritual, vocational, and life goals. Regardless of whether a student's major is in marketing, biology, history, engineering, education, religion, or any other academic discipline, a semester at the Institute will help participants see the world from a distinctively Christian family world view.

This unique, challenging, and life-changing experience is designed to address the issues facing today's families. Outstanding students gain practical, relevant knowledge from classes that survey the latest trends on crucial family issues, and are exposed to today's religious, educational, political, and pro-family leaders. The student is challenged to balance the tremendous responsibility of excelling in difficult coursework and being stretched in a unique practicum, with exciting student life opportunities and personal accountability. Juniors or seniors from all majors are eligible to apply for the fall or spring 15-credit-hour program. A six-week 8-credit-hour summer program without practicum is also available*. Program Faculty Contact: Office of the Provost (214) 333-5378.*

Oxford Summer Programme

The Oxford Summer Programme (OSP) is a program of the Council for Christian Colleges & Universities and Wycliffe Hall, Oxford. The program is designed for students wishing to gain a more comprehensive understanding of the relationship between Christianity and the development of the West and who wish to do specialized work under expert Oxford academics in the areas of History, Religious Studies, Political Theory, Philosophy, English, and History of Science. The Programme is structured for rising college sophomores, juniors, and seniors, graduate and seminary students, non-traditional students, teachers, and those enrolled in continuing-education programs.
Program Faculty Contact: Dr. Mike Williams (214-333-5276)

Admission of Students

At Dallas Baptist University, students learn to exemplify servant leadership and integrate Biblical faith and academic learning in their daily lifestyle, relationships, education, and career decisions.

DBU seeks students who are looking for a family environment in which to pursue their higher education goals. Opportunities await in academic activities, service projects, clubs and organizations, athletics, and ministries. Guided by the shepherding hearts of DBU's faculty and staff, our students are challenged to go into the world with a spirit of servanthood and an awareness of their Christian responsibility.

All persons seeking undergraduate admission must have either graduated from high school or have successfully completed the GED. Undergraduate application forms are provided by the Office of Undergraduate Admissions. Application forms may be obtained by writing to the Director of Undergraduate Admissions, Dallas Baptist University, or by telephoning (214) 333-5360, metro (972) 445-5300, ext. 5360, or 1(800) 460-1DBU. Prospective students may also apply online at www.dbu.edu.

Freshman Student Admissions

Procedure and Criteria

DBU invites applications from qualified students who have graduated, or expect to graduate, from an accredited secondary school. Students who apply as regular freshman enrollees must have graduated from high school or have satisfactorily completed the General Education Development examination (GED). Students who were educated at home are also invited to apply and are subject to the same qualifications and requirements.

A personal interview with an admissions counselor is recommended for all students entering college for the first time. A campus visit is recommended, but not required. DBU hosts *President's Day Patriot Preview*, *Columbus Day Patriot Preview*, and *Patriot Weekend: A Preview of Dallas Baptist University* each fall and spring semester to provide information on academic programs, campus life, financial aid, and scholarships, as well as to conduct admissions interviews and campus tours for prospective students and their parents.

FRESHMAN ADMISSION REQUIREMENTS:

The following must be submitted by all freshman applicants:

1. A fully completed DBU Application for Undergraduate Admission.
2. A non-refundable $25 admission application fee.
3. A 250-word essay (typewritten or word-processed) relating why the applicant would like to attend Dallas Baptist University.
4. Official high school transcript including official school stamp and/or administrator's signature, received in a sealed envelope bearing the Transcripting school's logo.
5. Official scores of either the ACT or the SAT.
   *Applicants who have permanent resident alien status in the United States must also fulfill the requirements listed under "'Other Applicants."

Freshman Admission Criteria

Careful consideration is given to a number of factors in reviewing applications and may include: academic records, class rank, standardized test scores, personal recommendations, church/ministry involvement, extracurricular activity participation, community service, and the applicant's written essay. Applicants for admission are evaluated on the basis of the candidate's academic record, character, aptitude, and potential for success in the DBU experience.

The following criteria are considered when selecting candidates for admission:

1. The student's final high school transcript should demonstrate the following:
   - At least a 2.5 grade point average.
   - Official Seal of the school.
   - Graduation date.
   - Satisfactory class rank based on the standards of the particular high school attended.
   - The following high school academic units are recommended:

English	4 years
Mathematics	3 years
History/Social Studies	4 years
Science	2 years (minimum of 1 year Lab Science)
Social Studies	3 years
Foreign Languages	2-3 years

   - Students educated through a non-traditional secondary education, which includes a course of study at the secondary level in a non-accredited private school setting or home school, must submit an academic transcript. The academic transcript must include a list of courses completed, final course grades, and cumulative grade point average. Official

ACT or SAT scores must be submitted. The documents submitted must demonstrate that the student meets regular admission standards.

2. A minimum standardized composite test score of 21 on the ACT or a combined Critical Reading and Math score of 1020 on the Scholastic Aptitude Test (SAT) is required. The writing assessment section of the ACT or SAT will be required.

Provisional AIM
Students who are admitted to the university through the Academics in Motion (AIM) program may only enroll for a maximum of 13 hours during their first semester at DBU. The academic progress of students who are admitted through the AIM program will be evaluated after each semester of enrollment until they have completed 13 hours at DBU. All AIM students who fall below a 2.0 grade point average during the first 13 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

Provisional
Students who are provisionally admitted to the university may only enroll for a maximum of 12 hours during their first semester at DBU. The academic progress of students who are admitted provisionally will be evaluated after each semester of enrollment until they have completed 12 hours at DBU. All provisional students who fall below a 2.0 grade point average during the first 12 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

Dallas Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in unlawful discrimination on the basis of age, gender, disability, veteran status, race, color or national origin in any employment practice, admissions, education program, or educational activity. Under federal and state law, the University may discriminate on the basis of religion in order to fulfill its purposes.

Housing: Students desiring to live on campus must complete a residence hall application and medical history form. These forms are mailed to students by the Residence Life Office upon application to the University.

Transfer Student Admission

Procedure and Criteria

Transfer students constitute an integral segment of the total student body at Dallas Baptist University. They bring a diversity of educational backgrounds that enrich and strengthen the overall academic experience for all students. A transfer student is defined as one who has been out of high school for at least one full semester and has attempted some college or university work for credit.

TRANSFER ADMISSIONS REQUIREMENTS:

Students with transfer credit who apply to DBU must submit the following:

1. A fully completed DBU Application for Undergraduate Admission.
2. A non-refundable $25 admission application fee.
3. A 250-word essay (typewritten or word-processed) relating why the applicant would like to attend Dallas Baptist University..
4. Official transcript from all previously attended colleges and universities. Transcripts must be received by DBU in an unopened transcripting school envelope to be considered official.
5. Applicants with less than 30 hours of college credit must furnish high school transcripts or official GED scores and official scores of either the ACT or SAT.
6. *Applicants who have permanent resident alien status in the United States must also fulfill the requirements listed under “Other Applicants.”

Transfer Admission Criteria

Careful consideration is given to a number of factors in reviewing applications and may include: academic records, class rank, standardized test scores, personal recommendations, church/ministry involvement, extracurricular activity participation, community service, and the applicant’s written essay. Applicants for admission are evaluated on the basis of the candidate’s academic record, character, aptitude, and potential for success in the DBU experience.

The following criteria are considered when selecting candidates for admission:

1. A grade point average of 2.5 or higher on all previous college work.
2. Applicants with less than 30 hours of acceptable college credit must provide:
    - A final high school transcript demonstrating the following:
        - At least a 2.5 grade point average.
        - Official seal of the school.
        - Graduation date.
        - Satisfactory class rank based on the standards of the particular high school attended.

- The following high school academic units are recommended:

English	4 years
Mathematics	3 years
History/Social Studies	4 years
Science	2 years (minimum of 1 year Lab Science)
Foreign Languages	2-3 years

- Students educated through a non-traditional secondary education, which includes a course of study at the secondary level in a non-accredited private school setting or home school, must submit an academic transcript. The academic transcript must include a list of courses completed, final course grades, graduation date, birth date, and cumulative grade point average. Official ACT or SAT scores must be submitted. The documents submitted must demonstrate that the student meets regular admission standards.

- A minimum standardized composite test score of 21 on the American College Testing Program (ACT) or 1020 on the New Scholastic Aptitude Test (New SAT) is required.

3. Students with grade point averages below 2.5 on all previous college work may be considered for admission if their ACT and/or SAT test scores fall in the ranges indicated below.

GPA	ACT	SAT
2.49 – 2.31	22	1040
2.30 – 2.21	23	1080
2.20 – 2.00	24	1120
Below 2.0	25	1160

Provisional AIM
Students who are admitted to the university through the Academics in Motion (AIM) program may only enroll for a maximum of 13 hours during their first semester at DBU. The academic progress of students who are admitted through the AIM program will be evaluated at the end of the spring, summer, and fall semesters of enrollment until they have completed 13 hours at DBU. All AIM students who fall below a 2.0 grade point average during the first 13 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

Provisional
Students who are provisionally admitted to the university may only enroll for a maximum of 12 hours during their first semester at DBU. The academic progress of students who are admitted provisionally will be evaluated at the end of the spring, summer, and fall semesters of enrollment until they have completed 12 hours at DBU. All provisional students who fall below a 2.0 grade point average during the first 12 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

Dallas Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in unlawful discrimination on the basis of age, gender, disability, veteran status, race, color or national origin in any employment practice, admissions, education program, or educational activity. Under federal and state law, the University may discriminate on the basis of religion in order to fulfill its purposes.

Housing: Students desiring to live on campus must complete a residence hall application and medical history form. These forms are mailed to students by the Residence Life Office upon application to the University.

Transfer Credit

Transfer students' cumulative grade point averages will include grades earned in courses at Dallas Baptist University plus grades earned in courses accepted in transfer to DBU. No course with a grade of "D" or "F" will be accepted in transfer. The combined cumulative grade point average will be used to determine:

(1) Eligibility for graduation;
(2) Eligibility for graduation with honors; and
(3) Eligibility for financial aid.

Courses taken on a pass/fail basis will be considered for acceptance unless the institution at which the work was earned equates a grade of "P", or pass, to a grade below "C".

Transfer credit will be considered for acceptance on all regular college credit courses taken at a regionally accredited institution. The total number of hours that can be transferred from all accredited, two-year colleges is 66. DBU will accept up to 12 credit hours of technical/occupational credit from regionally accredited institutions (including community/junior colleges) into the traditional degree programs. These 12 hours are to be used as elective credit only. No advanced courses will be accepted in transfer from a two-year college. A limited amount of transfer credit from identified non-accredited institutions may be accepted, upon review by the Registrar's Office. There is no limitation to the number of hours DBU will accept from accredited four-year institutions; however:

- Thirty of the last 36 credit hours must be taken in residence at DBU.

- A minimum of 32 hours total must be taken in residence. (Any courses which DBU offers at extension site locations or online are considered resident hours.)
- All required courses of the student's degree plan must be completed.
- After matriculation, a student may only transfer a total of 15 credit hours to DBU.

Courses that are considered developmental/remedial; continuing education, college orientation, work co-op, and extension courses are not transferable. Credit given on another regionally accredited school's transcript for ACE, CLEP, AP, or departmental exams is transferable provided that institution's testing standards are comparable to those of DBU.

The transfer student must recognize that academic advising is unofficial until an official transcript evaluation form and official degree plan have been approved by the Registrar's Office.

Credit for Corporate Training

DBU accepts, subject to departmental approval/policies, credit recommendations for courses that have been evaluated by the American Council of Education as specified in The National Guide to Educational Credit for Training Programs or College Recommendations: The Directory of the National Programs on Non-collegiate Sponsored Instruction. These recommendations may be placed on a DBU transcript for a fee.

Credit for Military Experience

Students may receive, subject to departmental approval/policies, credit for Army courses and military occupational specialties (MOS); Navy general rates, ratings, warrant officer and limited duty officer specialties; Air Force courses; Coast Guard courses; Marine Corps courses; and Department of Defense courses, if they have been evaluated by the American Council on Education (ACE). DBU will accept credit recommendations made by ACE as specified in The Guide to the Evaluation of Educational Experiences in the Armed Services.

Adult Education Admission

Procedure and Criteria

ADULT EDUCATION ADMISSION REQUIREMENTS

The following must be submitted by all adult education applicants:

1. A fully completed DBU Application for Undergraduate Admission.
2. A non-refundable $25 admission application fee.
3. A 250-word essay (typewritten or word-processed) relating why the applicant would like to attend Dallas Baptist University.
4. Official transcripts of all previous college work.
5. Applicants with less than 30 hours of college credit must furnish high school transcripts or official GED scores and official scores of either the ACT or SAT.
6. *Applicants who have permanent resident alien status in the United States must also fulfill the requirements listed under "Other Applicants."

Adult Education Admission Criteria

The following factors are considered when selecting candidates for admission:

Careful consideration is given to a number of factors in reviewing applications and may include: academic records, class rank, standardized test scores, personal recommendations, church/ministry involvement, extracurricular activity participation, community service, and the applicant's written essay. Applicants for admission are evaluated on the basis of the candidate's academic record, character, aptitude, and potential for success in the DBU experience.

The following criteria are considered when selecting candidates for admission:

1. A grade point average of 2.5 or higher on all previous college work.
2. Applicants with less than 30 hours of acceptable credit must provide:
   - A final high school transcript demonstrating the following:
     - At least a 2.5 grade point average.
     - Official seal of the school.
     - Graduation date.
     - Satisfactory class rank based on the standards of the particular high school attended.
     - The following high school academic units are recommended:

English	4 years
Mathematics	3 years
History/Social Studies	4 years
Science	2 years (minimum of 1 year Lab Science
Foreign Languages	2-3 years

Students educated through a non-traditional secondary education, which includes a course of study at the secondary level in a non-accredited private school setting or home school, must submit an academic transcript. The academic transcript must include a list of courses completed, final course grades, graduation date, and cumulative grade point average. Official ACT or SAT scores must be submitted. The documents submitted must demonstrate that the student meets regular admission standards.

- A minimum standardized composite test score of 21 on the American College Testing Program (ACT) or 1020 on the New Scholastic Aptitude Test (New SAT) is required.

3. Students with grade point averages below 2.5 on all previous college work may be considered for admission if their ACT and/or SAT test scores fall in the ranges indicated below.

GPA	ACT	SAT
2.49 – 2.31	22	1040
2.30 – 2.21	23	1080
2.20 – 2.00	24	1120
Below 2.0	25	1160

Provisional
Students who are provisionally admitted to the university may only enroll for a maximum of 6 hours during their first semester at DBU. The academic progress of students who are admitted provisionally will be evaluated after each semester of enrollment until they have completed 6 hours at DBU. All provisional students who fall below a 2.0 grade point average during the first 6 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

Dallas Baptist University complies with all applicable federal and state nondiscrimination laws and does not engage in unlawful discrimination on the basis of age, gender, disability, veteran status, race, color or national origin in any employment practice, admissions, education program, or educational activity. Under federal and state law, the University may discriminate on the basis of religion in order to fulfill its purposes.

Transfer Credit

Adult students' cumulative grade point averages will include grades earned in courses at Dallas Baptist University plus grades earned in courses accepted in transfer to DBU. No course with a grade of "D" or "F" will be accepted in transfer. The combined cumulative grade point average will be used to determine:

(1) Eligibility for graduation;
(2) Eligibility for graduation with honors; and
(3) Eligibility for financial aid.

Courses taken on a pass/fail basis will be considered for acceptance unless the institution at which the work was earned equates a grade of "P", or pass, to a grade below "C".

Transfer credit will be considered for acceptance on all regular college credit courses taken at a regionally accredited institution. The total number of hours that can be transferred from all accredited, two-year colleges is 66. DBU will accept up to 12 credit hours of technical/occupational credit from regionally accredited institutions (including community/junior colleges) into the traditional degree programs. These 12 hours are to be used as elective credit only. No advanced courses will be accepted in transfer from a two-year college. A limited amount of transfer credit from identified non-accredited institutions may be accepted, upon review by the Registrar's Office. There is no limitation to the number of hours DBU will accept from accredited four-year institutions; however:

- Thirty of the last 36 credit hours must be taken in residence at DBU.
- A minimum of 32 hours total must be taken in residence. (Any courses which DBU offers at extension site locations or online are considered resident hours.)
- All required courses of the student's degree plan must be completed.
- After matriculation, a student may only transfer a total of 15 credit hours to DBU.

Courses that are considered developmental/remedial; continuing education, college orientation, work co-op, and extension courses are not transferable. Credit given on another regionally accredited school's transcript for ACE, CLEP, AP, or departmental exams is transferable provided that institution's testing standards are comparable to those of DBU.

The student must recognize that academic advising is unofficial until an official transcript evaluation form and official degree plan have been approved by the Registrar's Office.

Credit for Corporate Training

DBU accepts, subject to departmental approval/policies, credit recommendations for courses that have been evaluated by the American Council of Education as specified in *The National Guide to Educational Credit for Training Programs* or *College Recommendations: The Directory of the National Programs on Non-collegiate Sponsored Instruction*. These recommendations may be placed on a DBU transcript for a fee.

Credit for Military Experience

Students may receive, subject to departmental approval/policies, credit for Army courses and military occupational specialties (MOS); Navy general rates, ratings, warrant officer and limited duty officer specialties; Air Force courses; Coast Guard courses; Marine Corps courses; and Department of Defense courses, if they have been evaluated by the American Council on Education (ACE). DBU will accept credit recommendations made by ACE as specified in *The Guide to the Evaluation of Educational Experiences in the Armed Services*.

Other Applicants

RE-ADMISSION OF FORMER STUDENTS

Students previously enrolled and in good academic standing in an undergraduate degree program who wish to re-enter DBU after absence of a full calendar year are required to re-submit an application for admission and official transcripts from each college or university attended since the last enrollment at DBU. A $25 admission application fee and a 250-word essay are not required.

Students who have been absent from DBU for over five years must re-submit the application for admission, $25 admission application fee, 250-word essay, and transcripts of all college/university work completed prior to and since last enrollment at DBU.

All students applying for re-admission to the University must have no outstanding financial obligation to DBU and must be current on all student loans. Students applying for readmission to DBU must meet the current admission standards as listed in the Transfer Admission Criteria or Adult Education Admission Criteria.

SPECIAL ADMISSIONS

Students interested in taking courses, but who are not seeking a degree from DBU, may be admitted for non-degree study. All non-degree seeking applicants should apply through the Office of Undergraduate Admission and are advised by the Registrar. Students registering for courses with prerequisites must submit an official transcript confirming credit for the required prerequisites. Non-degree status would apply to persons in the following categories:

Transient Students
Undergraduate students who are continuing students at another university may be admitted to DBU as transient students. A photocopy of the applicant's most recent grade report or transcript must be submitted with a completed application and the $25.00 application fee. Transient students are admitted for ONE SEMESTER. If they wish to continue at DBU, they must return to the Office of Undergraduate Admissions and reapply as transfer students.

Post-Baccalaureate Student
A post-baccalaureate student is one who currently holds a bachelor's degree, yet is enrolled in undergraduate courses and is not seeking a second bachelor's degree at DBU. Post-baccalaureate students must submit a completed application, the $25 application fee, and a transcript from the university at which their bachelor's degree was earned.

Non-Degree Seeking Student
Students who do not hold a bachelor's degree and do not wish to pursue one but wish to take credited classes at DBU may apply as a Non-Degree Seeking Student. Applicants must submit a completed application and the $25 application fee. Students registering for courses with prerequisites must submit an official transcript confirming credit for the required prerequisites.

Audit Student
An audit student is one who visits in a course. Auditors have the privilege of hearing or observing only. The privilege does not include evaluation of work or participation in discussion or laboratory practice. No credit is given for an audited course. An audit student may also be regularly enrolled in other courses. All arrangements for auditing classes are to be made in the Registrar's Office.

PERMANENT RESIDENT ALIEN STUDENTS

Those students who are not citizens of the U.S. but do have official permanent resident status, must also submit the following:

1. A photocopy of your official, current Permanent Resident Alien (PRA) card. DBU admissions personnel must photocopy this card.
2. Original transcripts of all high school and college grades with literal translations into English. Students attempting to transfer credits received in secondary degrees or courses completed at universities outside the United States must send official transcripts to an approved evaluation service at the student's expense.
3. An official score of at least 525 on the paper based Test Of English as a Foreign Language (TOEFL) exam, or 197 on the computer based exam. Students who meet one of the following criteria are exempt from taking the TOEFL.
    A. English is your first language.
    B. Graduation from an English-speaking high school.
    C. 30 hours or more of transferable college credit from an English-speaking university.

UNDOCUMENTED NON-CITIZENS ADMISSION

Dallas Baptist University admits qualifying undocumented non-citizens who meet the admissions criteria of the University and who are eligible to sign an affidavit of Texas residency as described in Texas House Bill 1403. The University will consider admission of out-of-state undocumented non-citizens if such applicants intend to pursue permanent residency status in the United States of America at the earliest opportunity they are eligible to do so. Each applicant who is an undocumented non-citizen of the United States of America must sign and execute an affidavit of residency and submit it to the Office of Admissions for consideration.

Section 2 of House Bill 1403 states that an individual who is a non-citizen can be considered a resident of the State of Texas if the individual resided with a parent, court-appointed legal guardian or conservator while attending a public or private high school in the State of Texas and:

1. Graduated from a public or private high school or received the equivalent of a high school diploma (GED) in the State of Texas.
2. Resided in the State of Texas for at least 36 consecutive months as of the date the person graduated from high school or received the equivalent of a high school diploma (GED).
3. Registers as an entering student in a college or university that is supported by the State of Texas not earlier than the 2001 fall semester, and
4. Provides the college or university that is supported by the State of Texas an affidavit that the individual will file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so.

If an undocumented non-citizen applicant to Dallas Baptist University meets the requirements as stated in sections 1 and 2 above and intends to file an application to become a permanent resident at the earliest opportunity the individual is eligible to do so as stated in section 4 above, he/she must complete the following affidavit and submit it to the Office of Admissions. Out-of-state undocumented non-citizens must contact the Office of Admissions for further instructions.

International Student Admission

Procedure and Criteria

Undergraduate International Application

All applicants who are not U.S. citizens, or do not possess a permanent residence card, should make application through the International Office (**not the Undergraduate Admissions Office**). The International Office is located in the International Center on the east side of the campus. The Director of the International Office may be contacted by phone at 214.333.6905 or by e-mail: **globalinfo@dbu.edu**.

Documents Required Checklist.
All documents may be downloaded at www.dbu.edu/international/undergrad_app.asp.

1. **International Application**

2. **Application Fee of U.S. $25.00.**

3. **Official School Records**

4. **English Requirements -** Applicants must meet ONE of the following:

   A. Provide an official TOEFL (Test of English as a Foreign Language)
   Minimum **Paper** Based Score – **525**
   Minimum **Computer** Based Score – **197**
   Minimum **Internet** Based Score – **71**
   OR
   B. Provide an Official IELTS (International English Language Testing System) Minimum Overall Band - 5.5 (may not have any band lower than 5)
   OR
   C. Complete the Intensive English Program at DBU
   OR
   D. The TOEFL may be waived at the discretion of the program director if at least 24 credit hours of academic work with a GPA of 2.5 or higher have been completed at other regionally accredited institutions in the United States. International students may be interviewed and tested by DBU staff to determine their ability to communicate effectively in English.

5. **250- Word Essay:** "Why I Want to Go to DBU"

6. **Joint Certificate of Financial Responsibility** - The applicant's sponsor must certify the ability and intent to support the applicant during his/her entire stay at DBU for at least $17,022 for a 9-month I-20 or $21,872 for a 12-month I-20.

7. **Copy of Passport Page**

For Commuter Applicants Only

- **Proof of tuberculosis testing (for commuter students only) within the last two years.** This document must be dated within two years of registration at DBU.

For Campus Resident Applicants Only

- **Residence Hall Application (for dorm students only)** – The Residence Hall Application needs to be fully completed by students who will reside in the campus dormitory. **This document should be completed before moving on campus.**

- **Report of Medical History (for dorm students only)** - It is essential that this form be completed with a medical doctor's signature. All immunizations taken need to list dates of the last immunization. Medical costs in the U.S. are expensive. It saves time and money to fully document this form in your country. **This document should be complete before moving on campus.**

Intensive English Program

The University welcomes applications to the Intensive English Program (IEP) on campus. Admission to the IEP is based on acceptance to a University degree program. Applicants interested in the IEP need to complete the admission application form and check the box, "Intensive English Program," on the application. The IEP follows the University's academic calendar and is equivalent in cost to a full course of study at the undergraduate level.

Students may enroll after a semester has begun, but not during the last six weeks of each semester. First semester single undergraduate students under 25 years of age are required to live on campus or in housing arranged by the University. Exit exams are conducted at the end of each semester: fall, spring, and summer. Upon successful completion of the IEP, the student enters the academic program for which he/she has already been admitted.

Please contact the International Admissions and Immigration Department for more details at globalinfo@dbu.edu or 214-333-6905 or www.dbu.edu/international.

Financial Aid

The Office of Financial Aid at Dallas Baptist University seeks to support the goals of the University through its mission statement: "To counsel, serve, and assist students in obtaining adequate financial assistance to allow them to meet the financial obligations associated with their attendance at DBU in pursuit and fulfillment of their educational goals while maintaining the equitable and efficient administration of federal, state, institutional, and private financial resources of the University."

Programs of Student Financial Aid
Financial aid is divided into two categories - gift aid and self-help aid. Gift aid includes grants and scholarships. Grants will only need to be repaid by the student if he/she drops below the required enrollment level or withdraws and owes a refund to the state or federal government. College work-study programs and loans are considered to be self-help aid. Students should remember that loans must be repaid. The following will give additional information about some of the different types of aid available at DBU. Information regarding specific yearly amounts for each type of federal aid listed is available in the financial aid Student Guide, which is published each year by the U.S. Department of Education and may be obtained from the Office of Financial Aid.

Eligibility

To be eligible for **institutional scholarships**, the student must be in good standing and be making satisfactory progress toward his/her educational goals. All scholarship recipients should complete the DBU Supplemental Application Form and the FAFSA (Free Application For Federal Student Aid) annually. Other eligibility requirements may exist for each specific award; please check the scholarship section of this catalog for more information.

To be eligible for federal or state financial assistance, a student must meet the guidelines established by the U.S. Department of Education and the State of Texas.

Criteria for Federal or State Financial Assistance

The student must:

- Successfully complete the Free Application for Federal Student Aid (FAFSA) and any other documentation required in this application process in a timely manner.
- Possess a valid Social Security Number (SSN). SSN matches are conducted by the government processor for each applicant for federal aid programs.
- Be registered for Selective Service if required to do so. Federal or state financial aid cannot be disbursed until the Office of Financial Aid receives notification that the student has successfully registered with Selective Service.
- Be a U.S. citizen, U.S. permanent resident, or other eligible non-citizen. Please check with the Office of Financial Aid for details.
- Be enrolled in a degree-granting eligible program for the purpose of obtaining a degree or certificate.
- Be fully admitted to the University. Students admitted to the University on a conditional basis (incomplete admission file) may be awarded financial aid, but no aid will be disbursed until the student completes his/her admission file.
- Be in good standing and making satisfactory academic progress toward a degree.
- Possess a high school diploma or GED. Students who have successfully completed at least two years of college-level work that is acceptable for full credit toward a baccalaureate degree at DBU may also be eligible to apply for federal aid. Students completing their high school education in a home school environment may also be eligible to apply for federal financial aid under certain conditions. See the Office of Financial Aid for more information.
- Not be in default or delinquent on any educational loan program with the state or federal government, or have borrowed in excess of the loan limits on federal loan programs.
- For federal programs, be enrolled at least half-time during the fall, spring, or summer terms. Half-time at DBU is defined as six (6) semester hours. Some students who are eligible for the Federal Pell Grant may be enrolled in fewer than six hours and still receive this grant. For state programs, student must be enrolled full time.
- Not owe a refund on grants previously received under the Federal Pell Grant, the Federal Supplemental Education Opportunity Grant, or the Leveraged Educational Assistance Grant.

NOTE: Visiting students at DBU who are pursuing degrees at other colleges are not eligible for financial aid.

Admission Standards for Transfer and Adult Education Students Desiring to Receive Federal or State Financial Aid

Transfer and adult education students desiring to receive federal or state financial aid must be admitted to the University under one of the following standards as set forth by the U.S. Department of Education:

1. An official high school transcript from an accredited high school which denotes that a diploma was received through graduation; or,
2. A General Education Development Certificate (GED); or,

3. An academic transcript showing successful completion of at least a two-year degree program that is acceptable for full credit toward the student's anticipated degree at DBU.

The Application Process

To apply for financial aid at DBU, applicants must complete the following items in a timely manner. In general, all application materials should be fully completed no later than 30 days before registration. Otherwise, the student will be expected to make payment arrangements with the Cashier's Office using personal resources at the time of registration. Late aid applications will be processed after registration for aid as it becomes available. Each scholarship program has an individual deadline that must be met in order to be considered for an award from that particular scholarship program.

1. The **Free Application for Federal Student Aid** (FAFSA) is available upon request from the Office of Financial Aid or from a local high school. Applicants should complete information on themselves and their spouses or parents (if applicable), and obtain the appropriate signatures as outlined in the directions for the FAFSA. The FAFSA can be filed with the government processor in one of the following ways:

- By FAFSA on the web: Submitting the FAFSA to the government processor can be done over the Internet. The address to the website is http://www.fafsa.ed.gov. (DBU school code is 003560); or
- By mail: This method will require four to six weeks to receive a Student Aid Report (SAR);

If the student named DBU as a school to receive the Student Aid Report, an electronic Institutional Student Information Record (ISIR) will be received by DBU and used by the Office of Financial Aid to determine the student's eligibility. **The priority deadline for a student to complete his/her file in order to receive federal or state financial aid is March 23.**

Information reported by students filing for federal student aid is used in a formula established by the U.S. Congress. The formula determines the Expected Family Contribution **(EFC), an amount the student and the student's family are expected to contribute to the cost of the student's education.**

2. The **DBU Supplemental Application for Financial Aid and Scholarships**, available from the Office of Financial Aid or website, **www.dbu.edu/financialaid**, must be submitted annually by every financial aid applicant. Continuing students wishing to apply for institutional scholarships must submit the supplemental application by March 23.

3. If the student is selected for **verification,** a process required by the U.S. Department of Education for some students applying for federal aid, the student will have to submit additional documentation as requested by the Office of Financial Aid.

Independent Status

An independent student is one who is at least 24 years of age by January 1 of the award year. A student who has not attained this age is considered to be independent if he/she:

- is an orphan or a ward of the court;
- is married;
- is a veteran of the U.S. Armed Forces;
- is not married but has legal dependents as defined by federal regulations;
- is a graduate or professional student; or,
- applies for and is approved for a dependency override.

Contact the Office of Financial Aid for more information.

Student Rights and Responsibilities

You have the right to know ...

- What financial aid programs are available at Dallas Baptist University.
- The deadline for submitting application for each of the programs.
- How financial aid will be distributed, how decisions on distributions are made, and the basis for these decisions.
- How your financial aid was determined. (Costs for tuition, fees, room, board, travel, books, supplies, personal and miscellaneous expenses are considered in your budget).
- What resources (your current assets, parental contribution, other financial aid, etc.) were considered in the calculation of your need.
- How much of your financial need as determined by DBU has been met.
- The details of the various programs in your student aid package.
- What portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, and the length of time you have to repay the loan, and when the repayment is to begin.
- How DBU determines if you are making satisfactory progress and what happens if you are not.

In Accepting Your Responsibilities You Must ...

- Complete all application forms accurately and submit them on time to the proper place.
- Provide correct information. In most instances, knowingly mis-reporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
- Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.
- Live up to all agreements that you sign.
- Perform the work agreed on in accepting a University work-study award.
- Be aware of and comply with deadlines for application or reapplication for aid.
- Be aware of the DBU refund procedures.
- Be aware that early withdrawal from the term may result in a *pro rata* reduction of financial aid eligibility. Such a reduction may require that you repay money that you received to attend school.
- Report changes in name, address, and telephone number to the proper office.

Disabled Students

Students who are physically disabled and are enrolled or will be enrolled at Dallas Baptist University should contact the Texas Rehabilitation Commission regarding financial aid specifically for the disabled.

Priority Dates, File Completion Dates, and Deadlines

The Office of Financial Aid makes every effort to provide funds to students as long as funds are available. However, priority deadlines do exist because funds are limited. The following time periods have been established as priority deadlines for students applying for financial aid at DBU:

- The **priority deadline** for a student to complete his/her file in order to receive maximum consideration for federal or state financial aid for the fall semester is March 23.
- If the March 23 **priority deadline** is not met, the student's application will still be processed. However, all applications should be completed at least **thirty days** prior to registration for the academic term in which aid is desired. Applications completed after this time cannot be guaranteed to be awarded by registration. (Please see the semester *Schedule of Classes* for registration dates.)
- Scholarship applications for continuing students should be completed by March 23 before anticipated enrollment in the fall.
- Enrollment and Financial Aid: To be eligible for most Federal and State aid, a student must be enrolled for a minimum of six credit hours within each award period for which they are applying.

Fall award period: To be considered half-time, the student must register for and attend at least six hours in the fall semester. Classes in the August Mini-Terms may be added to hours in the fall semester but students must be enrolled in the long Fall semester to receive aid. Aid for these terms will not be paid until after the start of fall semester classes.

Spring award period: To be considered enrolled half-time, the student must register for and attend at least six hours during the spring semester. Classes in the December Mini-Term, Short Winter Term, Long Winter Term, and January Mini-Term may be added to hours in the spring semester but students must be enrolled in the long Spring semester to receive aid.. Aid for these terms will not be paid until after the start of spring semester classes.

Summer award period: To be considered enrolled half-time, the student must register for and attend at least six hours during the summer terms. Because summer is separate from the standard academic year, eligible enrollment must fit into attendance patterns that include Long Summer and/or Summer I. To be considered for summer assistance, a Summer DBU Supplemental Application must be submitted by March 23. Contact the Office of Financial Aid for more information.

Policies and Procedures

Payment Policies

IMPORTANT REMINDER

An **Installment Note Student** is a student who has a balance after registration for courses, has all financial aid applied and tuition reimbursement obtained and is eligible for the Deferred Payment Account option for the remaining balance. This time-payment plan entails a 25% payment at the time of registration inclusive of all tuition, fees, room and board, followed by payment of the remaining balance in three equal payments as detailed in the student's promissory note. In addition, a $35.00 deferred tuition administration fee will be assessed to the student account when utilizing the time payment plan. A late payment fee of $25.00 will be assessed for each instance that the student's payment is received late, insufficient and/or is not received at all. All balances must be paid in full by the final payment date, or the actions noted below will result.

A **Financial Aid Student** whose guaranteed financial aid covers 100% of the student's balance is not required to provide payment with the student's registration at the time of registration. A Financial Aid Student whose guaranteed financial aid covers less than 100% of the student's balance is required to pay in full the balance that is not covered by financial aid at the time of registration or complete an installment note for the balance that is not covered by financial aid. If the student chooses to complete the installment note, the student must pay the ¼ down payment at the time of registration. The balance remaining, after the ¼ down payment, is to be paid in three equal monthly payments as required in the installment note. A "less than 100%" Financial Aid Student may not use confirmed financial aid in lieu of the ¼ down payment. All balances must be paid at the time required or the actions noted below will result.

A **Direct Bill Student** is a student whose employer reimburses DBU directly for all or part of a student's charges for the student's education. All employer reimbursement students whose employer pays DBU directly must provide vouchers for the present registration term within one week from the date of registration for that term or the registration will be deleted. Any student whose employer reimburses less than 100% of student's charges must either immediately pay the remaining non-reimbursed portion of the student's charges or complete an installment note for the remaining non-reimbursed portion of the student's charges. A "less than 100%" Direct Bill Student may not use the employer reimbursement in lieu of the ¼ down payment. The student must pay the employer's portion of the reimbursed charge if the employer's portion is not received within 60 days from the date of the last class meeting. All balances must be paid at the time required or the actions noted below will result.

An **Employer Reimbursed Student** is a student whose employer reimburses the student directly or indirectly for all or part of a student's charges for the student's education. Any student whose employer reimburses less than 100% of student's charges must either immediately pay the remaining non-reimbursed portion of the student's charges or complete an installment note for the remaining non-reimbursed portion of the student's charges. A "less than 100%" Direct Bill Student may not use the employer reimbursement in lieu of the ¼ down payment. The student must pay the employer's portion of the reimbursed charge if the employer's portion is not received within 60 days from the date of the last class meeting. All balances must be paid at the time required or the actions noted below will result.

International Students are required to pay 100% of the present semester's tuition, fees, insurance, housing, and food expenses at the time of registration. All balances must be paid at the time required or the actions noted below will result.
All Graduating Students must pay the previous and present account balances in full by the time designated in the graduation application materials provided by the Registrar's Office or the student will be denied the privilege of participation in commencement exercises and access to student's diploma upon graduation. The student will be allowed to participate in a commencement exercise only after the previous and present balances are paid in full.

All **students taking Internet/online courses** must pay for the course in full. The balance caused by an Internet/online course may not be placed in an installment note.

PLEASE NOTE

The following actions will result for any student who has not paid their account balance in full or has not made financial arrangements with the Office of Financial Aid and/or the Cashier's Office:

- Not being allowed to use the Deferred Payment Account option in subsequent semesters
- Immediate withdrawal from enrolled courses
- Removal from current dormitory residence
- Denial of dining hall privileges
- Denial of access to final exams
- Denial of access to final semester grades
- Denial of access to transcripts
- Denial of ability to be advised for or register for any additional courses
- The student will not graduate
- The student will not have the degree conferred/posted on the student's transcript
- Denial of participation in commencement exercises, and/or
- Denial of access to student's diploma upon graduation.

In the event that it should become necessary to place a student account in the hands of a collection agency, the student will be responsible for payment of such additional amount as shall constitute reasonable fees for such collection.

If you have any questions regarding your account, please call the Cashier's Office at (214) 333-5336. If you have questions regarding your financial aid, please call the Office of Financial Aid at (214) 333-5363.

Resident Hall Charges and University Fees Refunds
Room charges and all fees are not refundable.

Refund Policy
A student may receive partial or full credit for the semester's tuition charge if he/she completes the official Add/Drop or withdrawal process through the Registrar's Office. Please refer to the appropriate semester *Schedule of Classes* to determine the appropriate refund calculation. In cases of course cancellation by the University, credit equal to 100% of tuition and fees will be given. Late Registration and/or absences from class have no bearing on refunds. Students suspended for academic or disciplinary reasons will not be entitled to a refund of tuition, fees, or housing.

Refunds of credit balances on student accounts will require a minimum of two weeks to be paid after the student has officially withdrawn through the Registrar's Office. Financial aid payments are applied to student accounts beginning after the close of the add/drop period. Credit balance refunds will be issued within two weeks after the financial aid is applied to the account. A refund will be issued only if the student's balance is paid in full.

NOTE: *Financial aid recipients who withdraw before 60% of the semester is completed will also be required to return a portion of the federal financial aid received. For further information, please consult the Office of Financial Aid.*

Transcript Requests
Students must pay a transcript request fee plus any outstanding account balance with cash, check, or credit card. However, if the student desires a transcript to be processed within two working days, they must pay with cash or credit card. A thirty (30) day hold will be placed on transcript requests paid by check

Award Procedures

For financial aid programs in which need is the factor in determining eligibility, the Federal Pell Grant is awarded first. After the Federal Pell Grant, outside and institutional scholarships are awarded if the student qualifies. If a student continues to have remaining unmet need, additional need-based grants and gift aid are awarded provided the student meets all eligibility criteria and funds are available.

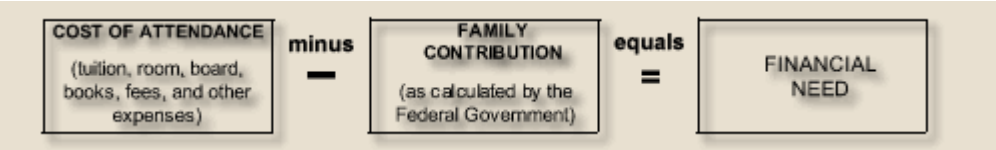
After gift aid sources have been applied, then additional awards are packaged from self-help types of aid (employment and loans). Student employment is considered if the student worked in the prior year or requested work-study on his/her DBU financial aid application. Generally, work-study is awarded if funds exist unless it would be impractical for the student to work because of limited eligibility. When eligibility for all other funds have been exhausted or when all other funds have been encumbered, loans will be awarded to fill the remaining unmet need or cost of attendance.

Renewal of Aid

The Office of Financial Aid attempts to award aid each year consistent with the student's prior year awards as long as funds are available and the student continues to meet the eligibility requirements of each aid program. The FAFSA and DBU Supplemental applications are required each new financial aid year. For most aid programs, the financial aid year begins in the fall and ends with the spring term. Summer is considered a "trailer" to the previous financial aid award year. Eligibility for summer assistance is determined by submission of the DBU Summer Supplemental Application and the prior year FAFSA results. It is not part of the renewal of aid process.

Determination of Financial Aid

After the Office of Financial Aid has received the appropriate applications and forms listed earlier, the student's financial need and the types of awards for which he/she qualifies will be determined from the information obtained from these forms. As described earlier, the Office of Financial Aid determines the student's "financial need" using the following formula:



The Office of Financial Aid makes every effort to assist the student in meeting his/her need using all resources available. In addition, other "non-need based" aid is also available. A financial aid counselor is available to discuss any question a student or his/her family may have regarding the student or family's financial situation.

Financial Aid and Academic Load

Undergraduate students must be enrolled in at least twenty-four (24) credit hours during the academic year to be considered as full-time students for the year. Thus, undergraduate students must be enrolled in at least twelve (12) credit hours or more during a semester or term (fall or spring semester or summer term) in order to be considered as full-time students for that semester or term for budgeting and awarding purposes.

NOTE: For purposes of estimating award amounts on the award notification letter, the Office of Financial Aid uses an expected full-time enrollment of 15 hours per semester. The estimated amounts for scholarships and grants that are paid per semester hour will be adjusted to the actual number of hours enrolled at registration. Awards offered in set amounts will be pro-rated for enrollment less than full time (12+hours).
Undergraduate students taking nine to eleven credit hours are considered to be attending three-quarter time, and undergraduate students taking six to eight credit hours are considered to be attending half-time during a semester or term (fall or spring semester

or summer term) for budgeting and awarding purposes.

Students attending full time will be awarded aid based on full-time enrollment. If the student drops or withdraws from any classes and ceases to be enrolled full time, the Office of Financial Aid reserves the right to reduce the student's aid based upon this change in enrollment, depending on the eligibility requirements for each individual award, or as required by federal, state, and institutional policy.

The Office of Financial Aid attempts to award the student using the most current information available related to the expected enrollment level. However, students are cautioned that dropping classes after being awarded on a full-time basis may affect their eligibility for certain types of aid.

Financial Aid Satisfactory Academic Progress Policy (SAP)

Effective May 1, 2006

Dallas Baptist University has the following standards and practices of Financial Aid Satisfactory Academic Progress for students who receive financial assistance. These standards require that a student make progress toward a certificate or degree program. To be in compliance with federal, state or institutional student aid programs we must apply qualitative and quantitative measurements to academic work. (34CFR 668.16(e)).

Federal Financial Aid Satisfactory Academic Progress is defined as:

1. Maintaining a 2.0 GPA or better for undergraduate students and a 3.0 GPA for graduate students.
2. Completing the course load (credit hours) for which funds were paid.
3. Making positive progress toward a program of study within 150 percent of the average published program length.

State Financial Aid Satisfactory Academic Progress is defined as:

1. Maintaining a 2.5 GPA or better for undergraduate students or 3.0 for graduate/doctoral students.
2. Completing a minimum of 24 credit hours as an undergraduate student and 18 hours as a graduate/doctoral student for the academic year (Fall and Spring combined.)

Failure to meet ANY of the above standards will result in a student being placed on either financial aid probation or suspension. There is no probation allowance for the Texas Equalization Grant and the Texas Grant programs.

PLEASE NOTE: Eligibility to receive financial aid is different from academic probation or suspension. The Registrar's Office determines if students are eligible to continue taking classes at DBU, and will notify them accordingly.

Evaluation of Academic Progress	End of the academic year – normally a student's satisfactory academic progress for Fall and Spring semesters will be evaluated at the end of the academic year (spring semester). End of summer semesters – students who receive financial assistance for one or more summer sessions will have their summer satisfactory academic progress evaluated at the end of the last summer session. Summer I and Summer II will be treated as one semester. Interim enrollment – students who enroll in various terms or semesters that do not receive financial aid will also be evaluated for making satisfactory progress for future or continuing eligibility of financial aid.
GPA Requirements	Undergraduates must maintain a cumulative 2.0 GPA on all transfer and DBU credits. Graduate students must maintain a cumulative 3.0 GPA on all transfer and DBU credits. Texas Equalization Grant and Texas Grant recipients must maintain a cumulative 2.5 GPA as an undergraduate student and a 3.0 as a graduate/doctoral student.

Course Completion Requirements	Federal financial aid recipients must be making progress toward completing their program of enrollment by completing two-thirds (66.67%) of the credit hours attempted during the academic year. Examples: (all hours are rounded to the next whole number) 1) If a student attempted 12 hours in the Fall and 12 hours in the Spring, the student would be expected to successfully complete at least 16 hours to be making progress. (12 hours Fall + 12 hours Spring = 24 attempted hours, therefore 24 hours attempted x 66.67% = 16 hours) 2) If a student attempted 14 hours in the Fall and 6 hours in the Spring, the student would be expected to successfully complete at least 14 hours to be making progress. (14 hours Fall + 6 hours Spring = 20 attempted hours, therefore 20 hours attempted x 66.67% = 13.34 rounded to 14 hours) Texas Equalization Grant and Texas Grant recipients must complete 24 hours within the academic year for undergraduate students and 18 hours for graduate/doctoral students to be making progress. Students may use the May Mini Semester and Summer courses to remove or satisfy a deficiency from the prior Fall/Spring term. Example: 1) If a student attempted 12 hours in the Fall and earned twelve hours, the student would be expected to successfully complete at least 12 hours in the Spring to be making progress. (12 hours Fall + 12 hours Spring = 24 hours earned) 2) If a student attempted 12 hours in the Fall and only earned 9 hours, the student would be expected to successfully complete at least 15 hours in the spring to be making progress. (9 Fall + 15 hours Spring = 24 hours earned)
Time Allowed for Program Completion	Normally students cannot receive federal financial assistance for periods of enrollments beyond 150% of the average published program length for the program for which they are enrolled. An undergraduate student seeking a Bachelor's Degree which requires 126 hours would then be allowed to have 189 attempted hours and receive financial assistance (126 x 150% = 189). Attempted hours are all hours transferred from another institution and all courses enrolled for as of the census date for each term whether completed or not. (Includes Ws, NCs, CRs, Repeats, Is, and Fs)
Dual Enrollment	A student may not receive federal aid from two (or more) institutions at the same time. A student transferring to DBU from another institution must cancel their aid at the former institution if they desire to receive aid from DBU. Proof may be requested.
Repeat Courses	Courses in which a grade of "D," or higher, is received cannot be repeated for financial aid funding unless the repeat is required to meet minimum degree requirements. Funding for remedial courses (i.e. MATH 1101) can only be repeated once.
Incompletes	Courses in which a grade of "I" are received are treated the same as a grade of "F" until a final grade for the course has been posted to the transcript. Once the "I" grade has been updated the student may request an evaluation to re-assess their Financial Aid Satisfactory Academic Progress status.
Second Bachelor's Degree	Not all financial aid programs are available to students seeking a second bachelor's degree. Students should see their financial aid counselor for more information. This includes both accredited and non-accredited degrees received.

Notices	Failure to meet any of the Financial Aid Satisfactory Academic Progress standards will result in one of the following notices being issued: **Probation:** The first time a student fails to maintain a cumulative 2.0 GPA for undergraduate students or a cumulative 3.0 GPA for graduate/doctoral students or fails to complete 66.67% of the coursework in which they are enrolled, the student will be issued a probation notice. A student placed on probation status may continue to receive financial assistance. A probation notice cannot be appealed since students are still eligible to receive financial assistance. There is no probation allowance for Texas Equalization Grant and Texas Grant recipients who fail to meet satisfactory academic progress requirements. **Suspension:** The suspension notice is issued the second time a student fails to meet any one of the financial aid satisfactory academic progress guidelines. A student placed on a suspension status may not receive further financial assistance until the status has been cleared. **Automatic Suspension:** At the end of each semester, any student who completely withdraws, receives grades of all F, I, CR, or NC will be automatically placed on suspension without being given a probation period.
How to Re-establish Eligibility	Federal Aid recipients on suspension for not maintaining a cumulative 2.0 GPA for undergraduate students or 3.0 GPA for graduate students must complete courses at DBU to raise their cumulative GPA to the above levels at their own expense. Federal Aid recipients on suspension for insufficient completion of required hours must complete the hours necessary to make up the deficiency at DBU at their own expense. Example: Student enrolled for 12 hours in Fall and 12 hours in Spring semesters. Student must complete 66.67% or 16 hours (24 X 66.67% = 16 hours). However student earns only 10 hours. The student must therefore complete a minimum of 6 hours to remove deficiency (16 hours required – 10 hours earned = 6 hours deficient). After the student has completed the hours to remove their suspension status, the student must request that an evaluation of progress be completed to re-establish eligibility for receiving assistance. Evaluations will be completed after grades are posted for the following financial aid enrollment periods: **Fall** (includes August Mini terms, Fall Term, Fall Break Mini-term and Thanksgiving Mini-terms) **Spring** (includes Winter Mini-terms, Spring Term and Spring Break Mini-terms) **Summer** (includes Long Summer, Summer I, Summer II and May Mini-terms) Texas Equalization Grant and Texas Grant recipients who have failed to complete 24 hours or maintain a 2.5 GPA as an undergraduate student or 18 hours and maintain a cumulative 3.0 GPA as a graduate/doctoral student may: 1) Attend the following summer and make up the deficiency of GPA or hours completed or, 2) During the next academic year of enrollment, make up the deficiency of GPA or hours.
Appeals	A student with unusual or mitigating circumstances may request a suspension status to be waived by submitting and following the guidelines of the Financial Aid Satisfactory Academic Progress Suspension Evaluation or Appeal Request form. An appeal request will be reviewed by the Office of Financial Aid and, if needed, will be reviewed by the Satisfactory Academic Progress Appeals Committee for an approval or denial. All Committee decisions are final. Students will be notified in writing as to the decision regarding their financial aid status. Individuals granted a waiver are placed on a one-semester probation status. For state assistance, examples of hardship may include: 1) severe illness or other debilitating condition, 2) an indication that the student is responsible for the care of a sick, injured or needy person, 3) one semester hours completed hardship, or 4) freshman hardship.

Support Services	Support services are available to help ensure a student's academic success. Counseling services are available free of charge to DBU students by contacting 214-333-5288. The DBU Writing Lab is available to assist students in the writing and construction of papers. They can be reached at 214-333-5474. The DBU library is available to help students with research. Contact them at 214-333-5213. Tutoring services are available by calling 214-333-6843. Students with disabilities can contact the Office of Student Affairs at 214-333-5134 to make accommodations for their disability.

Financial Aid Refund Policy

DBU uses student accounts to assess charges and apply payments against those charges. If a student's account balance is a credit, it is the policy of the University to refund the credit to the student in a timely manner under most circumstances. Credit balances caused by financial aid are refunded only after a careful review of the student's account and eligibility for aid. If a credit balance refund is due the student, the refund is made to the student within the 14 days required by federal regulations. The refund will be issued in the form of a check made payable to the student and issued by the business office.

A student who receives a refund based wholly or partly on financial aid and later changes enrollment status may be required to repay all or part of the aid received to the University or to the appropriate federal or state aid programs. Students receiving federal aid other than Federal Work-Study funds who withdraw or change enrollment status (increase or decrease semester hours taken) will have federal aid adjusted in accordance with formulas prescribed by the Federal Title IV Program, or DBU policy, whichever is applicable.

IMPORTANT NOTE: *Credit balance refunds due students are processed after the Add/Drop period closes each semester (consult the semester schedule of classes for this date). Eligibility for a refund depends on several factors and will be determined by the Office of Financial Aid. Changes in any of these factors, such as dropping courses or withdrawing from the University, could result in delays in receiving a refund or the reduction of the student's aid package, thereby removing a potential credit balance.*

Withdrawal from the University
A student who withdraws from the University receives only the balance that remains, if any, after the appropriate refund calculation has been performed by the Office of Financial Aid and according to federally mandated Return of Federal Title IV Funds Policy listed below.

Return of Federal Title IV Funds Policy
Dallas Baptist University returns unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester or stops attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid is received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a pro-rated portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw from classes, and stops attending all classes, a pro-rated portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets/Formulas provided by the U.S. Department of Education will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the Business Office of the University for deposit into the federal programs accounts. If the student does not return the amount owed within the 45-day period, the amount of overpayment will be reported to the U.S. Department of Education (DOE) via the National Student Loan Database (NSLDS) and the student will be referred to the DOE for resolution of the debt. Unearned aid will be refunded to the appropriate program(s), if necessary based on these regulations.

If the student owes money to the University or to one of the financial aid programs in the form of a repayment, the Office of Financial Aid or the Cashier's Office will notify the student.

Programs of Student Financial Aid

Financial aid is divided into two categories - **gift aid** and **self-help aid**. Gift aid includes grants and scholarships. Grants will only need to be repaid by the student if he/she drops below the required enrollment level or withdraws and owes a refund to the state or federal government. College work-study programs and loans are considered to be self-help aid. Students should remember that loans must be repaid. The following gives additional information about some of the different types of aid available at DBU.

Information regarding specific yearly amounts for each type of federal aid listed is available in the financial aid Student Guide, which is published each year by the U.S. Department of Education and may be obtained from the Office of Financial Aid.

GIFT AID

Grants

Grants are gifts of money and are usually awarded on the basis of financial need. A student's financial aid package may include grant money whenever eligibility and funding levels permit.

Federal Pell Grant

The Federal Pell Grant is a federal program of entitlement basic to all other student financial aid. This grant is only awarded to students pursuing their first bachelor's degree. The program is based on a need analysis formula, which considers family income and assets, size of family, number of children attending post secondary schools, and other factors. Application for the grant is automatic when completing the *Free Application for Federal Student Aid (FAFSA).*

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is available only to undergraduate students who have remaining unmet need after the Federal Pell Grant has been awarded.

Priority for awarding will be given to students with a family contribution of "0," as established by federal regulations, and who have completed all necessary paperwork by the financial aid deadline of **March 23**. Any funds remaining after that date will be awarded to Pell-eligible students with completed files on a "first-come, first-serve" basis. The maximum and minimum annual FSEOG awards are set each year by the Office of Financial Aid in accordance with federal regulations.

Academic Competitiveness (ACG) Grant

The federal ACG Grant provides up to $750 for the first year of full-time undergraduate study and up to $1,300 for the second year of undergraduate full-time study. The student must be a U.S. citizen, Pell-eligible, graduated from high school after January 1, 2005, in a rigorous high school program. The student must maintain a minimum cumulative 3.0 GPA for the second year.

National Science and Mathematics Access to Retain Talent (SMART) Grant

The federal SMART Grant provides up to $4,000 for each of the third and fourth years of undergraduate study. The student must be a U.S. citizen, eligible for a Pell Grant, and enrolled in an eligible major. The student must maintain a minimum 3.0 GPA each semester.

Tuition Equalization Grant

The Tuition Equalization Grant (TEG) is a state grant program for residents attending a private university in the state of Texas. The TEG is provided to help offset some of the difference in cost for students attending private universities in Texas. Students must meet the following eligibility requirements to be eligible for TEG:

- Must meet all requirements to receive federal aid as described previously;
- Be a legal Texas resident. If a dependent student, parents must be legal Texas residents;
- Be enrolled in at least twelve hours (12) hours in a semester to receive the grant for that semester;
- Not be the recipient of an athletic scholarship or a Texas Grant;
- Not be a Christian Ministries, Christian Studies, or Church Music major. Contact the Office of Financial Aid for more information.
- Income level of the family may not exceed $95,000 per year.

TEXAS Grant *(Prior recipients only)*

The TEXAS Grant is a state grant program designed to encourage students to attend college immediately after high school and to provide access to those students who completed advanced curriculum programs for their high school diplomas. Students must meet the following criteria to be considered for the TEXAS Grant:

- be a Texas resident;
- graduate from a public or accredited private high school in Texas no earlier than fall 1998;
- complete the recommended or advanced high school curriculum or its equivalent;
- have financial need;
- have applied for any available financial aid or assistance;
- enroll full-time in an undergraduate degree or certificate program; and
- must have EFC less than $4000.

Amounts of awards are set annually by the Texas Higher Education Coordinating Board. Application for the TEXAS Grant is made by completing the FAFSA.

Scholarships

A number of scholarships are available for students attending DBU. Some of the scholarships offered are listed below. New students should contact the Office of Undergraduate Admissions for complete and current information on scholarships for new students. Continuing students should contact the Office of Financial Aid for complete and current information on continuing student scholarships.

Each scholarship has specific eligibility requirements. Some are based on academic performance or other special talents, called merit-based scholarships, while some are based on financial need, called need-based scholarships.

General Scholarships

Christian Leadership Scholarships

Academic Excellence Scholarship

The Office of Undergraduate Admissions awards this scholarship to new students who have demonstrated exceptional academic ability in their prior high school or college academic work. To qualify for this scholarship, a student must have made a minimum score of 30 on the ACT or 1310 on the SAT. This scholarship, funded in part by the annual Russell Perry Free Enterprise Award Dinner, is valid for up to 126 attempted undergraduate hours of college credit including hours transferred from other colleges and universities.

To remain in good standing for the scholarship, the student is required to: 1) live on campus, 2) maintain at least a 3.0 cumulative grade point average, 3) be enrolled as a full-time student, 4) complete the Christian Leadership Course during the first year of enrollment, 5) submit an annual renewal form, and 6) complete the *Free Application for Federal Student Aid* (FAFSA) and all other required financial aid applications.

Academic Honor Scholarships

Other Academic Scholarships are available to incoming students. A limited number of these scholarships are available. All students who apply for the Christian Leadership Scholarship automatically are considered for these scholarships. Qualified Christian Leadership Scholarship applicants do not need to apply for these scholarships. ACT and SAT scores (ACT: 25; SAT: 1200), class rank, and grade point average are all considered when awarding scholarships.

Students must enroll in and maintain at least twelve (12) hours per semester and live in campus housing to be eligible for these academic honor scholarships.

Acteen Scholarship

DBU offers Acteen Scholarships to new students who are recipients of Mission Quest achievement and state and national honors. These scholarship awards vary according to the number of quests achieved. Recipients of the scholarship must 1) Complete an Acteen Scholarship Application, 2) complete and submit the DBU Supplemental Application for Financial Aid and Scholarships, 3) send an Acteen Letter of Recommendation from their Acteen leader, 4) meet entrance requirements as stated in the DBU catalog, 5) apply for and meet requirements for the Christian Leadership Scholarship of DBU, 6) be enrolled in 12 credit hours each fall and spring semester, and 7) maintain at least a 2.5 grade point average while a student at DBU.

The scholarship is renewable each semester for eight consecutive spring and fall semesters. A limited number of Acteen scholarships are available. Awards will be made at the discretion of the Office of Undergraduate Admissions. For additional information, contact Undergraduate Admissions at (214) 333-5360.

AWANA Scholarship

DBU offers AWANA Scholarships to new students who are AWANA achievers. These scholarship awards vary according to the level of achievement. Recipients of the scholarship must 1) Complete and submit an AWANA Scholarship Application, 2) Complete and submit the DBU Supplemental Application for Financial Aid and Scholarships, 3) Apply for and meet requirements for the Christian Leadership Scholarship of Dallas Baptist University, 4) Provide verification from AWANA headquarters or from their local AWANA missionary, 5) Meet all entrance requirements as stated in the Dallas Baptist University Undergraduate Catalog, 6) Enroll for at least 12 credit hours in each fall and spring semester, 7) Maintain at least a 2.5 grade point average while a student at DBU.

The scholarship is renewable each semester for eight consecutive spring and fall semesters. A limited number of AWANA scholarships are available. Awards will be made at the discretion of the Office of Undergraduate Admissions. For additional information, contact Undergraduate Admissions at (214) 333-5360.

Challengers Scholarship

DBU offers Challengers scholarships to new students who are recipients of recognition through The Journey mission advancement programs. These scholarship awards vary according to the level of achievement. Recipients of the scholarship must 1) Complete and submit a Challengers Scholarship Application, 2) Complete and submit the DBU Supplemental Application for Financial Aid and

Scholarships, 3) Apply for and meet requirements for the Christian Leadership Scholarship of Dallas Baptist University, 4) Provide verification from the North American Mission Board or state Baptist convention offices, 5) Meet all entrance requirements as stated in the Dallas Baptist University Undergraduate Catalog, 6) Enroll for at least 12 credit hours in each fall and spring semester, 7) Maintain at least a 2.5 grade point average while a student at DBU. The scholarship is renewable each semester for eight consecutive spring and fall semesters. A limited number of Challengers scholarships are available. Awards will be made at the discretion of the Office of Undergraduate Admissions. For additional information, contact Undergraduate Admissions at (214) 333-5360.

Christian Leadership Scholarship

This scholarship is awarded by the Office of Undergraduate Admissions to new students who have demonstrated exceptional Christian character and leadership abilities as well as proven academic skills. The scholarship is awarded to students who have demonstrated servant-leadership by giving their lives to serving God and His people. This scholarship, funded in part by the annual Russell Perry Free Enterprise Award Dinner, is valid for up to 126 attempted undergraduate hours of college credit including hours transferred from other colleges and universities.

To remain in good standing for the scholarship, the student is required to: 1) live on campus, 2) maintain at least a 2.5 cumulative grade point average, 3) be enrolled as a full-time student, 4) complete the Christian Leadership Course during the first year of enrollment, 5) be involved in a volunteer or service activity on campus, 6) have a positive influence on the DBU campus, 7) submit an annual renewal form, and 8) complete the *Free Application for Federal Student Aid* (FAFSA) and all other required financial aid applications.

National Merit Scholarship

National Merit® Finalists may qualify for a full tuition scholarship. Applicants must qualify for the Christian Leadership Scholarship, submit a recommendation from their pastor and their principal or guidance counselor, and complete an interview with the scholarship committee.

Baptist Minister's Dependent Scholarship

The spouse and/or dependent children of an ordained or licensed minister who actively serves full-time in any Baptist church or Baptist agency ministry may be eligible to receive a $30 per semester hour tuition scholarship.

Christ for the Nations Institute Scholarship

Dallas Baptist University offers a $60 per hour tuition scholarship to graduates of CFNI who enroll at DBU on a full- or part-time basis. Students will be required to submit a copy of their CFNI diploma to the Office of Financial Aid.

Church Matching Grant Scholarship

Dallas Baptist University will match up to $2000 per year given on a student's behalf from his/her local church. Certain restrictions apply. Contact the Office of Financial Aid for more information.

Council for Christian Colleges and Universities Scholarship

A very limited number of scholarships are offered to DBU students whose parents are employed full time at a member CCCU college or university. Contact the Office of Financial Aid for more information.

Ethnic Mission Scholarship

The Ethnic Mission Scholarship fund was originally established to aid deserving Baptist students who are of Latin American, Asian, Asian-American, or American Indian descent who were unable to finance a college education.

The Ethnic Mission Scholarship provides $27 per semester hour up to a maximum of $400 per semester. The requirements to receive the Ethnic Missions Scholarship are:

- Be a member of an ethnic Baptist congregation;
- Be a Texas resident;
- Attend a Texas Baptist university.

For more information and an application, contact the Baptist General Convention of Texas, Ethnic Mission Scholarship, 333 N. Washington Ave., Dallas, Texas 75246, (214) 828-5100.

Missionary Kid School Allowance, Post-Secondary (MKSAPS)

If you are a Missionary Kid with the International Mission Board, either active or former, please contact: Coordinator, International Mission Board, Tax Section, Office of Finance, PO Box 6767, 3806 Monument Avenue, Richmond, VA 23230-0767, (804) 353-6655, Ext. 1319. The Missionary Kid School Allowance is available to missionaries in active service who have college-age children, provided the Missionary Kid has been on the field for 36 months. A prorated amount is available to certain former missionaries, depending on the dates of service. Please contact the Coordinator at the International Mission Board address for more information.

Texas Black Baptist Scholarship

The Texas Black Baptist Scholarship Program provides grants to help African-American young people get a Christian education. The scholarships are funded through the Mary Hill Davis Offering for State Missions, sponsored annually by the Woman's Missionary Union of Texas. For more information contact the Baptist General Convention of Texas, Texas Black Baptist Scholarship, 333 N. Washington Ave., Dallas, Texas 75246, (214) 828-5100.

Transfer Commuter Scholarship
This scholarship is awarded to new transfer students who do not plan to live on campus by the Office of Undergraduate Admissions. Each scholarship provides $750 per semester for full-time students toward tuition only. Requirements for the Transfer Commuter Scholarship are as follows:

- Applicant must have at least 30 transferable hours from a regionally accredited institution;
- Applicant must meet all DBU admissions requirements as stated in the DBU Catalog;
- Applicant will be required to complete an application for the scholarship. Please contact the Office of Undergraduate Admissions;
- The student must complete ALL financial aid applications each year;
- Candidates for this scholarship will be evaluated on the basis of academic ability, demonstrated Christian leadership capabilities, and need.

NOTE: *Other scholarships may also become available from time to time. Please check with your college department or the Office of Financial Aid for any specific scholarships that may be available.*

Ministerial Career Scholarships

BGCT Ministerial
This program is available to qualifying full-time or part-time undergraduate students who are active members of their home Baptist church, have shown evidence of a divine call to Christian ministry, have shown a sincere commitment to a career in a church-related ministry, and have demonstrated a life-style of commitment to the principles of the Christian life. The student must also have the endorsement of his/her home church. The grant of $50 per semester hour is provided by funds from the Baptist General Convention of Texas. The grant will increase to $75 per semester hour for junior and senior BGCT students majoring or minoring in Biblical Studies, Christian Studies or Christian Ministries. Continuation of this grant is based upon approval of a renewal application and active participation in a BGCT church.

Applications for this scholarship may be obtained from the Director of Ministerial Students or the Office of Financial Aid. Students receiving the First Year Baptist Ministerial Grant may be able to apply for the BGCT Ministerial Grant after their first year. Contact the Director of Ministerial Students for more information on eligibility.

DBU Ministerial
This program is available to qualifying students who are active members of their home church, have shown evidence of a divine call to Christian ministry, have shown a sincere commitment to a career in a church-related ministry, and have demonstrated a life-style of commitment to the principles of the Christian life. The student must also have the endorsement of his/her home church. This award of $52 per semester hour is provided directly from DBU funds. The student must be enrolled full-time in an undergraduate program at DBU.

Education Scholarships

Rodney F. Shelton Scholarships
An endowment fund established in honor of Dr. Rodney F. Shelton provides income for the Rodney F. Shelton Scholarships. The Dean of the College of Education awards these scholarships. Students should make application for these scholarships through the Dean's office. Scholarship recipients may be requested to assist the Dean's office on special projects designed to enhance a student's educational program. The yearly amount of the award varies.

Music Scholarships

Edmund F. Boettcher Vocal Scholarship
Awarded by the Dean of the College of Fine Arts to music majors who are pursuing vocal studies as their major area of applied music. Students must demonstrate financial need by completing the *Free Application for Federal Student Aid* (FAFSA).

Music Scholarship
Please contact the Music Department at DBU at (214) 333-5316 for information concerning this scholarship.

Pre-Medical Scholarships

Dr. Elliott Mendenhall Pre-Med Scholarship
The Dean of the College of Natural Sciences and Mathematics awards this scholarship to students who are preparing for a medical career and who rank academically in the upper one-third of their class.

Dr. Paul Storm Scholarship
The Dean of the College of Natural Sciences and Mathematics awards this scholarship to students who are preparing for a medical career.

Other Scholarships

Air Force ROTC Scholarship
Air Force ROTC offers two-, three-, and four-year scholarships. The two- and three-year scholarships are available to full-time, day-enrolled, DBU students. These scholarships cover tuition, books, and fees, up to $9,000 annually, plus a $150 monthly non-taxable allowance during the school year. All scholarships are based on merit and cumulative GPA, not on financial need. Half of all scholarships are offered in the following academic majors: pre-med, mathematics, and computer science. Scholarship selection boards convene twice annually, February and June, to consider qualified applicants. The four-year scholarship program offers qualified graduating high school seniors scholarships ranging in length from three to four years. These scholarships may pay full college tuition or be capped at $9,000 annually. Regardless of scholarship length or tuition-funding level, each also covers incidental and lab fees, a textbook allowance, and a $150 monthly non-taxable allowance during the school year. Applications are available at the end of the student's junior year of high school, usually June 1, through his or her high school counselor and must be filed before the established deadline, usually December 1, during the student's senior year of high school. For more information concerning any of these ROTC scholarship opportunities, please call the Air Force ROTC Unit Recruiting Officer at 817-272-3281.

Charles Lee and Patsy Williamson Scholarship Fund
This fund provides scholarships for children of BGCT executive board staff members who are seeking undergraduate degrees at DBU. Contact the Treasurer at the BGCT for an application at (214) 828-5100.

NOTE: *Other scholarships may also become available from time to time. Please check with your college department or the Office of Financial Aid for any specific scholarships that may be available.*

SELF HELP AID

Employment

Federal Work-Study / Texas College Work-Study Programs
DBU participates in the federal and state College Work-Study programs. These programs are designed to provide part-time employment for students with financial need who wish to help pay a part of their educational expenses by working on campus or community service.

Federal/Texas Work-Study is awarded by the Office of Financial Aid, often in combination with other forms of financial aid, to help meet educational expenses. Students desiring to work are required to seek jobs on campus by contacting the Career Services office.

The Office of Financial Aid will assist students in seeking employment, but it is the responsibility of the student to find a job. Students may request work-study consideration when submitting the DBU financial aid application and the FAFSA.

Students who participate in this program work an average of 5-20 hours per week. General wage policies are established by the University within the guidelines established by the U.S. Department of Labor and U.S. Department of Education.

Work-study students are not eligible for fringe benefits such as holiday, vacation, or sick pay. Each office that employs work-study students provides job descriptions. Students are required to attend a work-study meeting the first week of classes in the fall semester.

Other Student Employment
DBU provides employment services to students through the **Career Services Office** located on the second floor of the Learning Center. Students are encouraged to make use of these services for assistance in locating part-time employment on or off campus.

Student Loans

The University participates in several loan programs which offer help to students who need additional financial assistance. The purpose of all loan programs is to assist students unable to obtain sufficient support from other sources. Student loans must be repaid. Therefore, students are highly encouraged to borrow only what they need to cover direct educational expenses.

In order to qualify for assistance under any of the loan programs, the student must complete the *Free Application for Federal Student Aid* (FAFSA) and the *DBU Supplemental Application for Financial Aid and Scholarships* for the appropriate academic year. These forms are available from the Office of Financial Aid.

Students who receive federal loans are required to complete an online entrance counseling session before the loan application

process can be completed. Students must also complete an exit counseling session upon their graduation or withdrawal from the University. This exit counseling session is required by federal regulation and should be completed within 30 days of graduation or upon withdrawal from the University.

Loan Disbursement

DBU participates in Electronic Funds Transfer (EFT). This time-saving process is much more efficient because it eliminates paper checks.

Loan funds are normally disbursed to students twice per loan period. If the student's loan period consists of the fall and spring semesters, one disbursement will be made in the fall and one in the spring, each equal disbursement being applied to the student's account approximately one week after the add/drop period ends for that semester.

Students who are completing their degrees and will be attending only a portion of the academic year will have their loan amounts adjusted (lowered), or "prorated," according to federal regulations. Contact the Office of Financial Aid for more information.

Federal Parent Loan for Undergraduate Students (PLUS)

Parents may borrow for their dependent undergraduate students under the Federal Parent Loan for Undergraduate Students program (PLUS). The amount borrowed may be up to the cost of attendance minus other financial aid for each undergraduate student. The interest rate is a variable rate, or fixed according to when funds were borrowed. Repayment begins within thirty days after the final disbursement of the loan each year. The lender will charge an origination and insurance fee for a PLUS Loan, which will be deducted from the loan proceeds.

To be eligible, parents and students must not currently be in default on any Federal Student Loan nor owe a refund on any federal grant. The parent's credit history is evaluated by the lender prior to disbursement of the loan. If the PLUS Loan is denied to the parents, the student may then be eligible to borrow additional funds under the Federal Unsubsidized Stafford Loan program. Additional information about the Federal PLUS Loan are available from the Office of Financial Aid.

Federal Graduate (PLUS)

Graduate students who have exhausted the Stafford Loan eligibility may apply for a Graduate PLUS Loan up to the cost of attendance.

Federal Perkins Loan Program

The Federal Perkins Loan program provides long-term, low interest loans for students who qualify. The amounts awarded vary, depending on financial need and availability of funds.

The Perkins loan is awarded to eligible students as long as funds are available each year. The terms and conditions of the Federal Perkins Loan are outlined in the Promissory Note, which is available from the Office of Financial Aid. Indebtedness under the Federal Perkins Loan Program may be fully or partially canceled for students who meet certain conditions. Check the Financial Aid *Student Guide* for more information.

Federal Stafford Loan Program

The Federal Stafford Loan program consists of two types of loans: the Federal Subsidized Stafford Loan and the Federal Unsubsidized Stafford Loan. These loans are secured from a private lender such as a bank, credit union, savings and loan association, or insurance agency. DBU does not currently participate in the Federal Direct Loan Programs.

Loan eligibility varies depending on the student's year in school and dependency status. Federal Stafford Loans are available to undergraduate and graduate students and dependent and independent students. Please consult the Financial Aid *Student Guide* for specific information on eligibility and amounts available.

The student must meet certain income requirements (as determined from the FAFSA) to qualify for a subsidized loan. "Subsidized" means that the government pays the interest on the loan while the student maintains an eligible enrollment in school. The student is responsible for repaying the loan and interest after enrollment ends. The government does not pay the interest on an unsubsidized loan. The borrower is responsible for all interest that is charged on the loan even while in school.

The interest rate under the Federal Stafford Loan program is a variable or fixed rate according to when loan funds are borrowed. A portion of the loan amount may be kept by the lender to cover origination and loan insurance fees. See the Financial Aid *Student Guide* for more information, including repayment terms, deferment options, consolidation, origination and insurance fees, and other details.

Alternative Educational Loans

Most student loan programs require a minimum of six hours or half-time enrollment status to be eligible to apply for assistance. Some private lenders offer alternative educational loans for less than half-time enrollment. For more information, contact the Office of Financial Aid. Students are required to complete the FAFSA and DBU Supplemental to determine eligibility for federal loans before securing higher interest private loans.

Hinson Hazelwood College Access Loan (CAL)
A state variable or fixed rate loan program. Information and application available online at www.hhloans.com.

Minnie Stevens Piper Foundation Student Loan Program
Educational loans are available to Junior, Senior, or Graduate/Professional students who are residents of Texas and enrolled full time. Loans cannot exceed $2000 per year for undergraduate students or $4000 per year for graduate/professional students. This is a private loan with an interest rate of six percent and must be repaid within four years after repayment begins. Please contact the Minnie Stevens Piper Foundation for loan application forms and more information. The foundation address is:

Minnie Stevens Piper Foundation
800 NW Loop 410, STE 200
San Antonio, TX 78216-5699

Student Life

The mission of the Student Life Office is to provide activities, events, and services that help build and strengthen the DBU community and enhance the spiritual, intellectual, social, and physical development of the students, faculty, and staff.

Spiritual Growth is emphasized through development of a maturing Christian faith that expresses itself in active commitment to Christ and His church.

Social Growth is emphasized through improved self-awareness and personal development and the interpersonal skills needed to function as responsible persons in a constantly changing society.

Intellectual Growth is emphasized through increased knowledge in selected academic areas and competencies in chosen vocations.

Physical Growth is emphasized through developing interest and skills in physical and recreational activities conducive to good health and physical fitness.

Student Welcome And Transition (SWAT)

A SMOOTH TRANSITION

The transition to college can be an overwhelming experience. For many new students, attending college will be their first time away from home for an extended period. Even students that are transferring from other institutions may feel some apprehension in the move to a new campus. Student Welcome And Transition provides new DBU students with an opportunity to get to know their new campus home before classes begin. A fun and informative time is planned so students can get to know each other as they become a part of the DBU family.

A DEDICATED STAFF

The SWAT staff is comprised of student volunteers who return to campus early to prepare for the new students' arrival. The SWAT Co-Captains provide leadership as they guide the new students through the first few days at DBU. Small group leaders assist the SWAT Co-Captains. Small group leaders are student volunteers that provide support and guidance to new students throughout the year. During SWAT each new student is assigned to a small group. These groups allow them to develop friendships with other new and returning students, ask questions, and learn more about the DBU experience. There are over 100 volunteers that take part in SWAT each August.

A FRESH START

As students begin a new chapter in their lives it is a great time to evaluate their goals. New students should consider what they plan to accomplish in their years at DBU. Each day will present new opportunities for students to grow intellectually, physically, socially, and spiritually. During SWAT we place a special emphasis on each of these areas. A guest speaker will highlight some of the opportunities that students might experience during their education. The students will also have time to discuss their goals for the coming years in their small group.

A GREAT BEGINNING

Students that attend SWAT have the advantage of becoming comfortable with their new surroundings before classes begin. We feel it is vital to the successful transition from high school to college or from another college to DBU. SWAT gives the student the perfect opportunity to find their place at DBU while gaining a better understanding of what DBU is all about. Be sure to make plans to be a part of this fun and exciting time on campus.

Student Services

Testing

Counseling and testing are offered to students who request the services. Psychological tests are available pertaining to vocational interests, personality, and intelligence. Test results are interpreted to students individually for help in planning university programs of study, making vocational choices, or other appropriate uses. Career planning tests are offered to incoming freshmen under an endowment by Robert L. and Della Foree for students enrolled at Dallas Baptist University. These comprehensive tests are administered free of charge to the student by the local Johnson-O'Connor testing service. For further information contact the Financial Aid Office at (214) 333-5363.

Dining Services

Dallas Baptist University offers a variety of locations where students enjoy meals and other food and convenience items. All locations accept cash, credit cards, checks, and Patriot Dollars. In addition, the Crowley Dining Hall accepts meal plan memberships. All DBU dining services are provided by ARAMARK Campus Services.

Patriot Dollars:
Patriot Dollars work like an ATM or debit card and can be used at any on-campus location. Students use Patriot Dollars to purchase beverages, snacks, or full meals for themselves or their friends. Additional funds can be added to a student's Patriot Dollars account at any time during the school year by visiting the Crowley Dining Hall office.

Meal Plan Memberships:
Meal Plan Memberships are required for students living in residential halls and are also available to students living in the Colonial Village Apartments, and to commuter students. Each membership comes with weekly meal allowances that can be used in the Crowley Dining Hall. In addition, Patriot Plan memberships come with Patriot Dollars which can be used at any dining location and in the General Store.

Choose the plan that fits your lifestyle, as meals do not carry over from one week to the next:

Patriot Plans:
- **10-Meal Plan*** – includes 10 all-you-care-to-eat meals per week with an additional $100 in Patriot Dollars.
- **14-Meal Plan*** – includes 14 all-you-care-to-eat meals per week with an additional $100 in Patriot Dollars.
- **The Unlimited Plan*** – unlimited all-you-care-to-eat meals per week with an additional $75 in Patriot Dollars.

* *Each meal plan replenishes on Wednesday morning for the following seven days.*

Colonial Plans:
- **60 Meal Block*-** offers any 60 all-you-care-to-eat meals with no additional Patriot Dollars.
- **25 Meal Block* -** offers any 25 all-you-care-to-eat meals with no additional Patriot Dollars.

* *Any unused block meals will expire at the end of the semester*

300 Plan:
- Offers $300 Patriot Dollars* and 16 free meals in the Crowley Dining Hall.

**Patriot Dollars in this plan will roll over to the next semester.*

On Campus Dining Locations

The **Crowley Dining Hall** is a multifaceted dining facility and is located in the Mary C. Crowley Complex. This location offers breakfast, lunch, and dinner with an array of nutritious selections including a produce market featuring fresh-cut vegetables, dressings and toppings; a grille serving hamburgers and chicken; a pizza station with hand-tossed pizza; and a comfort station featuring traditional favorites.

The Crowley Dining Hall accepts meal plans, cash, credit cards, and Patriot Dollars. Hours for the Crowley Dining Hall have been designed to meet students' lifestyles:

Monday through Friday	*Breakfast*	7:00 a.m. to 10:00 a.m.
	Lunch	11:00 a.m. to 2:00 p.m.
	Dinner	4:30 p.m. to 7:30 p.m.
Saturday	*Brunch*	10:30 a.m. to 1:00 p.m.
	Dinner	5:00 p.m. to 7:00 p.m.
Sunday	*Breakfast*	8:00 a.m. to 10:30 a.m.
	Lunch	11:30 a.m. to 1:30 p.m.
	Dinner	5:00 p.m. to 7:00 p.m.
Sunday through Wednesday	*Late Nite Diner*	9:00 p.m. to 11:00 p.m.

- Students who have purchased a meal plan must present their University student identification card upon entering the Crowley Dining Hall.
- Students without a meal plan must pay in cash, credit card, or Patriot Dollars.
- A student's identification card cannot be loaned to another student or guest.
- Carryout boxes are to be used to take the place of a meal, not in addition to a meal eaten in the Crowley Dining Hall.
- When a student is ill and is unable to go to the Crowley Dining Hall, the campus nurse should be notified. A fellow student may present a signed note from the campus nurse or a Student Affairs staff member to the Dining Hall Food Court staff, and a meal may be taken out of the Crowley Dining Hall for the ill student. The form must be completed with the signature of a University official.

The **Dr Pepper® Soda Shoppe**, conveniently located on the third floor of the Collins Learning Center, is the perfect place to grab a hot lunch or a quick bite while joining friends for a 50's retro restaurant experience. Patriot Dollars, credit cards, and cash are accepted. The Dr Pepper Soda Shoppe is open:

Monday through Friday	7:00 a.m. to 10:00 p.m.
Saturday	7:30 a.m. to 3:00 p.m.
Sunday	Closed

The **Hoblitzelle Patriot Café**, located in the John G. Mahler Student Center, offers a casual atmosphere for faculty, staff, and students to meet and eat. Made-to-order grilled items, salads, sandwiches, and special luncheon entrees, as well as frozen novelties and fountain drinks are available. Patriot Dollars, credit cards, and cash are accepted. The Patriot Café is open:

Monday through Friday	9:30 a.m. to 5:30 p.m.
Saturday	10:30 a.m. to 1:30 p.m.
Sunday	Closed

Closed for Chapel on Monday and Wednesday

The **General Store**, located adjacent to the Crowley Dining Hall, is a one-stop location for all your grocery and convenience needs. Patriot Dollars, credit cards, and cash are accepted. The General Store is open:

Sunday through Saturday	1:00 p.m. to midnight

DBU Dining Services also provides **Classic Fare Catering** for special functions sponsored by student organizations and groups. For more information on Classic Fare Catering, please contact DBU Dining Services at (214) 333-5446 or by email at dining@dbu.edu.

Health Services

The Health Center is located on the lower level of the Crowley Complex, and is supervised by a Registered Nurse. Students, whether full-time or part-time, may come to the Center for acute nursing care.

Current immunizations, medical history form and copy of health insurance are required for all DBU students living on campus and may be updated in Health Services. Immunizations for Tetanus-Diptheria, MMR, TB skin test, meningitis vaccine, Flu vaccine, and Hepatitis series are available. Blood pressure monitoring, blood sugar testing, asthma nebulizer, oxygen, first aid care and supplies, health education resources and several Health Seminars are provided throughout the year.

Parents and students are encouraged to arrange in advance for a local personal physician. The physician's name should be on file with the Health Center. The University is concerned about the health of its students and will provide first aid and emergency care as facilities permit. However, the University cannot assume responsibility for medical care, and parents and students must look to their personal physician in these matters.

Career Services

Career Services is designed to help students bridge the gap from student to a highly productive employee. It is our desire that as you embark on your journey to obtain knowledge in your desired field of study that, through our services, you can also gain valuable work experience.

We hope to acquaint you with the many services offered through Career Services. Career counseling aids in the process whereby you may find a job that matches your talents, abilities, skills and interests. Résumé writing, interviewing techniques, and tips on how to conduct a successful job search are also available.

CareerBridge, the online job search engine, allows alumni and students to view job listings from area employers, match their skills to job opportunities, and apply to jobs online. Employers have the capability to view applicant résumés and contact them directly. This online system is available to you twenty-four hours a day for convenient access to information regarding full-time and part-time employment, as well as internship opportunities. This service is available for students seeking on-campus and off-campus positions.

To bring our students in direct contact with local companies and corporations, two large JOB FAIRS are held each year, one in the fall and the other in spring. Students are able to speak with representatives about current job openings. For those students specifically seeking part-time positions, two Mini Part-time job fairs are also held each year.

A full-service DFW/JobView Kiosk is available to all students. This tool allows job seekers the ability to view, print, and apply for more than 1,200 jobs in the Metroplex. Students can search for jobs by job title and/or employer name. The DFW/JobView Kiosk is updated weekly and provides the user with an interactive approach to the Dallas Morning News employment classified section. When a student applies for a job using the kiosk, the employer receives the information the following day.

This and many other services are available to our students. We would appreciate the opportunity to serve you and to walk with you on your journey toward a successful career. For more information call: 214-333-5556 or email: careerservices@dbu.edu

Founders Bookstore

Founders Bookstore, the University officially licensed on-campus bookstore, is located in the John G. Mahler Student Center and provides all textbooks and all academic-related supplies required by the University for student purchase. There are also imprinted clothing, inspirational and recreational reading, and gift items for the students to purchase.

Disabled Students
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 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 University Disabled Student Compliance Coordinator, at (214) 333-5101. All information provided to this Coordinator is strictly voluntary.

Counseling Services
Through DBU's Student Counseling Center, individual, marital, and family counseling sessions are available on a limited basis to address any issues or concerns that DBU students may have. These counseling services are provided free to DBU students currently taking classes. If the case load in the Counseling Center is especially heavy, or if the availability of staff is limited, the individual counseling provided may be short term. In that situation, if additional counseling sessions are indicated, information about and/or referral to other counseling sources will be provided. All counseling will be provided or supervised by a licensed professional. Vocational, pre-marital, and personality testing are also available for a fee through the Student Counseling Center.

Counseling and testing are scheduled by appointment only. The Counseling Center is located in the Counseling Lab on the second floor of the Collins Learning Center. To schedule an appointment, talk with a counselor, or for more information, contact the Student Counseling Center at 214-333-5288.

Student Activities

ALL-UNIVERSITY CARNIVAL
Get out of your room and enjoy the great spring weather with Student Life! Our annual All-University Carnival kicks off in the afternoon with a picnic dinner, organization-sponsored booths, and fun inflatables! Go for a Cake Walk, get your face painted, and grab a sno-cone on your way to the Dunking Booth! Then slide down our giant slide, or play on one of our other great inflatable games! After dinner, hang out for the Battle of the Bands. Student bands enter a contest to see who's got the best band on campus! Last year's winner comes back to perform and judge who the new champions will be! Food, friends, and fun…that's Student Life at DBU!

ANNUAL CHRISTMAS TREE LIGHTING
Ring in the season with Student Life at our annual Christmas Tree Lighting on the Quad! We sing carols and watch the whole campus light up for the holiday season. Students trim the campus "Christmas Tree" with ornaments as they enjoy hot chocolate, cookies, and a guest appearance from Santa, himself!

DR PEPPER® BREAK
Take a break once a month as Student Life treats you to an afternoon of food and drinks—a Dr Pepper Break! It's a great excuse to get away from your room, or just grab a snack in between classes! Play a game of Ping-Pong or air hockey while you hang out in The Loft with your friends.

HOMECOMING
Get ready for a fast-paced, spirit-filled week at DBU! Homecoming marks the beginning of Basketball on the hill and everyone celebrates our own "Patriotism" as we welcome back old friends and cheer the team to victory! The week is filled with reunions, activities, pep rallies and excitement! The students nominate a duke and duchess from every class and the senior king and queen. The court is crowned during Halftime and everyone celebrates at the post-game party sponsored by Student Life!

MR. BIG CHIEF
The Mr. Big Chief Pageant is the longest running tradition at DBU! Everyone watches and enjoys as our campus men show off their skills, humor, and creativity! The show begins with an opening musical number performed by all the contestants, and is followed by three categories—beachwear, talent, and formal wear. The Top Five advance to the Interview questions where contestants have to use their quick wit and creativity to win over the judges. The crowd always goes crazy as these brave men put on a hilarious show! After the scores are tallied, one lucky man will be named Mr. Big Chief!

SADIE HAWKINS
Sadie Hawkins gives the guys a chance to sit back and relax and let the ladies do all the work! Every year, Student Life chooses a fun destination around the metroplex where the ladies can take their dates! Past events have included a carnival at Texas Stadium, the Double D-Ranch, Six Flags, and a Mavs game. Each person will receive a commemorative t-shirt with their ticket. Everyone has a blast as they spend the day with their dates and their friends!

SINGLED OUT
No luck in the dating scene lately? Have no fear, Student Life has your answer! Singled Out is an event where girls and guys compete in a fun and easy game to win a mystery date sponsored by Student Life! Watch and play to win the heart of a lucky guy or girl—the date packages are always lots of fun too!

WELCOME WEEK
Kick off the semester with Student Life! We have a different event planned every night the first week of school so new students can get to know each other, and old friends can reconnect after the summer break! Come to the Monday night concert and hear great bands! Raid your parents' closet for Retro Rollerskating on Tuesday night! We have our very own DBU Skate Party complete with pizza, drinks, races, and the Hokey Pokey! Wednesday is our Back-to School Patriot Dr Pepper Break in the Loft. Grab a snack on

your way to class! Thursday night is the Student Life Soda Shop! Enjoy shakes, sundaes, and flavored sodas when the Patriot Café is turned into a hoppin' diner for the night! Relax at a Movie Night at the Quad an Friday. The Spring semester always gets started with Broomball—a popular event that takes place at a local ice-skating rink! Everyone likes to hang out with friends and participate in a friendly game of ice hockey!

Academic Organizations

Accounting Society
The purpose of the Accounting Society is to serve as a marketing arm for the accounting students at DBU. Leadership and interpersonal skills will be developed.

American Association of Christian Counselors
AACC's purpose is to provide a professional organization to help students understand and experience the value of participation in AACC early in their careers.

Christians in the Visual Arts
CIVA's concern is to define and expand the relationship between art and faith. Our purpose is to encourage Christians in the visual arts to develop their particular callings to the highest professional artistic level possible.

Mu Delta Alpha
Mu Delta Alpha provides an opportunity for students with similar professional interests and goals to associate and become informed of current developments in the fields of medicine, dentistry, and allied health sciences.

Mu Sigma Chi
The purpose of Mu Sigma Chi is to promote camaraderie among students majoring/minoring in math and to provide a broader viewpoint of the field by hosting guest lecturers.

Paideia College Society (Formerly Pew College Society)
This organization exists to promote classical liberal arts education and the vision of Christian humanism in order to educate students into their true nature as God's image. The PCS sponsors a variety of programs and courses to meet this goal and emphasizes graduate education to further students' preparation to fulfill their callings as Christians in private and public life.

Psychology Club
The Psychology Club provides a forum on campus for those interested in fields of psychology.

Sigma Tau Delta
The purpose of this organization is to promote English literature and literacy.

Society for Human Resource Management
This DBU Student Chapter exists to educate members on human resource issues.

Student Education Association
This association is a pre-professional organization for students preparing to teach. This group promotes awareness of professional teacher organizations, professional responsibilities, and effective teaching strategies as an auxiliary to the College of Education. Attendance is a requirement for education majors.

Honor Organizations

Alpha Chi
This group is an honor organization for undergraduate students who rank at the junior and senior level and have attained a 3.5 GPA. The minimum required grade point average will be determined by the membership limitations dictated by the current national constitution of Alpha Chi. The student invited to membership must have been a regular student at DBU for at least one academic year prior to election. Membership is a privilege and honor extended by invitation from the DBU Faculty Council or the faculty sponsors of the Texas Alpha Nu Chapter of Alpha Chi.

Alpha Sigma Lambda
Alpha Sigma Lambda is a National Honor Society that recognizes dedicated adult students who, while handling adroitly their life responsibilities, achieve and maintain high scholastic standards.

Alpha Sigma Omega
Alpha Sigma Omega is a leadership and honor society for seniors. Opportunity for membership is extended to select students who profess the Christian faith and whose lives exhibit excellence in scholarship, leadership, service, and Christian ethics.

Communication Honor Society
The purpose of CHS is to promote camaraderie among students majoring/minoring in Communication and to provide a broader viewpoint of the field by hosting guest lecturers from various specialties.

Delta Mu Delta
Delta Mu Delta promotes higher scholarship in training for business and recognizes and regards business administration students who have distinguished themselves scholastically.

Phi Beta Delta
The purpose of Phi Beta Delta shall be to recognize and encourage achievements in the areas of international education and exchange.

Theta Alpha Kappa
The purpose of TAK is to educate students on a theological level and address issues that are at the forefront of theological and spiritual matters.

Religious Organizations

Baptist Student Ministry
BSM is a religious organization for students of all denominations that sponsors student missionaries, mission trips, Bible studies, and events on campus.

Chinese Student Fellowship
The purposes of this organization are to promote Jesus Christ to Chinese students and to provide social activities for all Chinese students.

Ministry Fellowship
The Ministry Fellowship seeks to deepen the spiritual life and training of those students preparing for, and involved in, Christian vocational service.

Service Organizations

College Republicans
The purpose of the College Republicans is to make known and promote the principles of the Republican Party among DBU students and to recruit DBU students as members of the club and/or members of the Republican Party. It also seeks to register voters and to prepare Republican students for future service to the party and the community.

Habitat for Humanity
Habitat for Humanity provides students with the opportunity to participate in a program which provides low-cost housing for the poor. A DBU chapter of this national organization was established in September 1988 and includes faculty, staff, and students of the University.

Student Activities Board
The purpose of the SAB is to meet the social needs of the traditional age DBU student living on campus or commuting through planning and executing social activities, aiding them in their development of servant leadership.

Student Ambassadors
Student Ambassadors is a selected group of students who represent DBU at college nights and at local high schools and help with other recruiting and publicity tasks.

Student Government Association
The purpose of SGA is to establish a direct line of communication between students and administration. SGA is composed of four officers: president, vice president, secretary, and treasurer, as well as, twenty senators (five from each class). Officers and senators are elected in the spring semester to serve the following academic year; freshman senators are elected at the beginning of the fall semester. Candidates for SGA positions must be in good standing and must be approved by the Vice President for Student Affairs.

Social Organizations

Black Student Union
The Black Student Union is an organized body of students seeking to encourage one another in his or her pursuit of academic excellence, to edify one another in his or her spiritual walk in exalting the Savior, and to articulate the unique needs of African-American students in a diverse culture.

Chinese Student Association
The Chinese Student Association sponsors activities for the purpose of serving the Chinese student community, promoting cultural exchange with other races, and helping new Chinese students adapt to the DBU environment.

Commuter Student Association
The purpose of this organization is to help commuter students get acquainted with each other while contributing to the DBU community.

Diamond Belles
Diamond Belles is a sisterhood of believers whose purpose it to provide support to student athletes, faculty/staff, students and the community through ministry, servant leadership, and discipleship; to encourage DBU spirit through campus promotion and recruitment; and to mature together through the pursuit of moral, intellectual, and spiritual development.

Fishing Club
The purpose of this organization is to promote friendships between students and organize fishing trips.

International Student Club
The purpose of this organization is to promote mutual understanding and to exchange cultural heritage among foreign students and American students.

Japanese Student Society
The purpose of the Japanese Student Society is to cultivate mutual friendship among Japanese students, to cooperate with other student organizations, and to promote cultural interchange between Japan and other countries.

Kinesiology Club
The Kinesiology Club is an organized body of students seeking to provide opportunities to kinesiology majors/minors for professional development, networking, and Christian Fellowship, and to develop a sense of community in the kinesiology department.

Korean Student Association
The Korean Student Association promotes fellowship and unity among Korean students and non-Korean students at DBU.

Mu Kappa Alpha (Missionary Kids' Alliance)
The purpose of MKA is to provide networking for MKs on the DBU campus, to assist MKs with the transitions to life in the USA that they manage in addition to the normal adaptations required by college life and to affirm the international identity and perspective of MKs as their unique contribution to the college community.

Organization of Latin American Students
OLAS exists to promote the diversity of the Latino student body with the Latino community and to celebrate the Latino cultures while introducing it to others.

RecLife

For students that enjoy sports but don't have time to participate in DBU athletics, we offer many different Intramural sports through our RecLife department.

These events include:
5 on 5 Basketball
Flag Football
Powder Puff Football
Coed Volleyball
Coed Softball
Golf Tournaments
Sand Volleyball
Soccer Tournaments …. And much more!!!!

Call 214-333-5620 for more information or online at www.dbu.edu/reclife

Areas of Ministry

Bible Studies

The Baptist Student Ministry (BSM) provides several opportunities for Bible study, prayer, and fellowship weekly. *Band of Brothers* Men's Ministry meets each week for a time of Bible study, worship, prayer, and accountability, as well as small groups and monthly activities. *Thread* Women's Ministry also meets each week for prayer, Bible study, and relationship-building and hosts annual events, retreats, and seminars.

Fine Arts Groups

DBU sponsors various touring student groups who perform locally, regionally, nationally, and internationally in churches, schools, and concert halls on behalf of the university. Auditions are scheduled through the Department of Music each year for University Chorale, Chamber Singers, Consort Singers, Musical Theatre Ensemble, Opera Workshop, University Ringers, and Symphonic Winds. Glowing Heart is a small, select musical ensemble that performs contemporary Christian music representing DBU in churches around the world. This ensemble operates separately from the Department of Music and students audition each spring.

Summer Missions

Numerous positions for short-term ministry projects are offered through GoNow Missions during the summer, semesters, and Christmas breaks. Other mission trips are organized through the BSM and DBU and offered consistently during fall break, spring break, and summer. All of these opportunities include one, two, or 10-week options. Students are encouraged to prayerfully consider and apply for positions.

Worship

Monday, Wednesday, and Friday chapel services are scheduled weekly at 10:00 a.m. in the Burg Center to provide an atmosphere for the DBU campus to come together in worship as a family. The BSM also sponsors a monthly Night of Worship. This serves as a time of praise and adoration through music and prayer.

Academic Policies

The University has established certain policies as the context through which the academic endeavor will be completed. These policies seek to aid students in their progress toward an academic experience that is both effective and efficient. Students should seek full understanding of, and are responsible for, adherence to the policies outlined in the catalog. **It is the student's responsibility to inform himself/herself of degree requirements**.

Credit Hour

Credit Hour
The credit hour is the basic unit of measure for college credit. Most courses at Dallas Baptist University are offered for three semester hours of college credit. This means that the student invests the equivalent of three hours per week in the formal instruction process for each three-hour course. The student should invest much more actual time than this for each three-hour course in order to complete the necessary library and preparatory work for formal instruction periods. Laboratory classes are exceptions to this example as are certain music classes and other classes that require the development of various skills.

Academic Load

A student must be registered for a minimum of 12 hours to be designated as a full-time student. The normal course load for a full-time student during any long semester (spring or fall) is considered to range from 12-18 credit hours which will include all residential courses for credit, correspondence courses (if permitted and approved), noncredit or audit courses and approved courses taken at other institutions. Any load exceeding 18 credit hours must be approved by the dean of the college in which the student has declared a major. Any load exceeding nine credit hours for students working more than 30 hours per week must be approved by the dean of the college in which the student has declared a major. Students in the Adult Education Degree Program should seek approval from the dean of the College of Adult Education.

The normal course load for a full-time student during a summer or long winter term is considered to be three to seven credit hours which will include all residential courses for credit, correspondence courses (if permitted and approved), noncredit or audit courses and approved courses taken at other institutions. Any load exceeding seven credit hours in a specific summer or winter term, must be approved by the dean of the college in which the student has declared a major prior to completion of enrollment. Any load exceeding 18 credit hours, including all summer terms, all mini-terms and all intramesters, must be approved by the dean of the college in which the student has declared a major. Any load exceeding nine credit hours for Summers I, II, and Long Summer for students working more than 30 hours per week must be approved by the dean of the college in which the student has declared a major. Students in the Adult Education Degree Program should seek approval from the dean of the College of Adult Education.

The normal course load for a full-time student during a short winter term is considered to be three credit hours, which will include all residential courses for credit, correspondence courses (if permitted and approved), and noncredit or audit courses. Any load exceeding three credit hours must be approved by the dean of the college in which the student has declared a major prior to completion of enrollment. The maximum allowable load for mini-terms is three credit hours.

NOTE: Students may not register for both day and evening classes in any mini-term.

Academic Advisement

Upon acceptance to DBU, each student is assigned an advisor who guides in arranging a schedule of studies and in making progress in educational and professional development until the student has selected a major field. When the major field of study is determined, the student is assigned an advisor in the chosen field of study. Students may be granted an interview and secure academic advisement prior to making final plans for enrolling. All academic advising is to be considered unofficial until the Registrar's Office approves an official degree plan. **Although academic advisors strive to advise students as accurately as possible, the student bears ultimate responsibility for fulfilling all requirements for graduation, certification, and/or licensure.**

Grading and Progression

Grading

The grade represents all the work of the student in the course concerned including the daily recitations, tests and examinations, outside assignments, and the final examination. Students are graded on an individual basis, and the grade received is an index of that student's knowledge of the subject and quality of performance in the course.

Grade	Description	Grade Point Value Per Credit Hour
A+		4.00
A	Excellent	4.00
A-		3.67
B+		3.33
B	Good	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Pass	1.00
D-		0.67
F	Fail	0.00
W	Withdrew	*
AU	Audit (Attendance 75% or more)	*
X	Audit (Attendance Less Than 75%)	*
I	Incomplete	*
CR	Credit	*
NC	No Credit	*

*** No Grade Point Value**

Incomplete Grades.

Grades of "I" may be awarded only upon the approval of the faculty member involved. The student must remove the "I" no later than thirty calendar days preceding the end of the first long semester following the awarding of the "I" (such date to be published in the Academic Calendar); otherwise the "I" will become an "F." The grade "I" may be assigned only when the student is currently passing the course and in situations involving extended illness, injury, death in the family, or as a result of employment or government reassignment (documentation required). These events must be the cause of a student's inability to complete course work. **Note: Students cannot participate in commencement ceremonies or graduate until all Incomplete grades have been removed.**

"W" Grades.

A student may withdraw from a single course, or from the University completely, and be eligible to receive a "W" for the course(s). This grade will indicate that the student will not receive credit for the course nor will the course be computed in the student's GPA. The student must withdraw from the course within the date and time specified in the Schedule of Classes and the Academic Calendar. If an official (full) withdrawal occurs prior to completing 60% of the semester or term, a pro-rated portion of all federal financial aid received during the semester will have to be returned within 45 days of withdrawal.

"CR" Grades.

"CR" is used only in giving credit for Chapel attendance, credit by examination, and courses designed for evaluation with no grade description.

"NC" Grades.

"NC" indicates a non-credit experience. It is not a failing grade, but the student must register for the course again to pursue credit.

Grade Point Average

A student's relative progress toward a degree is measured in part by the grade point average. To determine the grade points earned in each course, simply multiply the number of credit hours for the course by the grade point value of the grade received.
For example, a student who made an "A" in a three-hour course would receive 12 grade points for the course (3 credit hours x 4 = 12 grade points).

The grade point average is determined by dividing the total number of points earned by the number of credit hours attempted (displayed as CredCalc on grade report). For example, a student who had earned 36 grade points in taking 12 credit hours of courses would have a grade point average of 3.00 (divide 36 by 12 to get the average grade point).

The cumulative grade point average for students is determined by dividing the total number of points earned in all courses completed at DBU and courses accepted in transfer to DBU by the total number of credit hours attempted. The minimum

satisfactory cumulative grade point average is 2.00. DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Repetition of Courses

If a student repeats a course, the last attempt is a permanent grade for the course. Any previous grades will remain on the transcript, but only the last attempt will be counted in the cumulative grade point average. **A student may not repeat at another institution a course in which a grade has already been earned at Dallas Baptist University. DBU grades always take precedence over courses taken at other institutions.**

Audit Grades and Policy

A student who has paid an audit fee may visit a course; however, there is no privilege of class participation including taking tests and submission of materials to be graded. Occasional visitation of classes by currently enrolled students is allowed with the consent of the instructor. Any extended attendance requires registration and payment of appropriate fees. Auditors are admitted to classes on a space available basis under the following guidelines:

1. Any interested person, including currently enrolled students, may audit one or more courses.
2. Non-students must complete an application for admission form and be approved for enrollment by the Admissions Office. A non-refundable $25 application fee will be charged.
3. Individuals who desire to audit graduate courses must be admitted for graduate study or have documentation indicating the completion of a baccalaureate degree and approval from the Graduate Office.
4. The only period during which students may register for an audit course, change a credit course to audit, or change an audit course to credit is during late registration as published in the University calendar. Appropriate tuition and fees will apply. Individuals must complete a Registration Form or Change of Schedule Form (Add/Drop) as appropriate. The audit course(s) should be clearly marked as such by the advisor by placing AUDIT ONLY in the course description section of the appropriate form.
5. Enrollment as an auditor is subject to the approval of the dean of the related college. It is recommended that prospective students consult the instructors of courses in which they are interested before they register.
6. Policies governing prerequisites and academic load will be applicable.
7. An auditor is not entitled to have work evaluated by the instructor and the degree of participation is determined by the instructor and dean. Individuals who wish to participate fully and engage in all instructional activities must register for credit and pay full tuition.
8. Auditing grants only the privilege of hearing and observing and does not grant credit. An auditor's name will appear on the instructor's class roll. In order for the designation "AU" to appear on the transcript, however, the instructor must certify at the end of the course that the individual attended at least 75% of the class meetings as an auditor. If the student attends less than 75% of the class meetings, the designation of "X" will appear on the transcript.
9. Audit and other appropriate fees, as prescribed in the University Schedule of Classes, are due at the time of registration.
10. Full-time faculty and staff members will be eligible for audit tuition benefits consistent with the guidelines established in the University Tuition Remission Policy.
11. **No one is allowed to audit online classes**.

Grade Reports

DBU has implemented a new Web Advisor System to access student information via the Internet. Final grades will be available online as soon as they are entered by the faculty member and will no longer be mailed to students. The Registrar's Office will only mail grades to a student upon request. Web Advisor for Students/Faculty can be accessed at https://webreg.dbu.edu/datatel.

While nonpayment of one's DBU student account results in suspension of a student's access to his/her DBU transcript or printout of grades, the student is permitted to make an appointment with the Registrar's Office to examine his/her transcript on the computer screen in order to review academic status. **The Registrar is not allowed to print out the transcript and give it to any student whose account balance has not been cleared.**

Adding and Dropping Courses

Within the Add/Drop deadlines as recorded on the *Academic Calendar*, a student may change course sections, add one or more course(s), or drop one or more course(s) with no change recorded on the permanent record. In every case the student must submit a properly executed Add/Drop Form. To be properly executed, the form must be signed and dated by the student's academic advisor and be received in the Registrar's Office. The student must withdraw from the course within the first 65% of the term, according to the date and time specified in the **Schedule of Classes** and the **Academic Calendar**. After that date, the student will not be allowed to officially withdraw from a course. If the student has entered into a financial aid agreement, the student should meet with the Financial Aid Department. In every situation, the student is responsible for making sure that the form progresses through each step in the Add/Drop process, whether the process is conducted in person on the main campus or through faxes and telephone conversations. **Any appropriate refund will be calculated according to the date the Add/Drop Form is received in the Registrar's Office.** Students are subject to a $25 fee each time a drop is made.

Students who are eligible to register online may be able to Add/Drop online. (Students using web advisor may not drop all classes in a term). Students must consult their advisor before changing their schedule. In every situation, the student is responsible for entry of correct information and for making sure that the Add/Drop process has been completed. **Any appropriate refund will be**

calculated according to the date the Add/Drop is properly completed online. Students are subject to a drop fee of $25 each time a drop is made. Students are not allowed to withdraw from classes online.

Note: *International students are responsible for maintaining appropriate course loads per INS guidelines. All add/drop/withdrawals can only be processed upon approval of the International Office and appropriate academic advisor.*

Official Withdrawal

It is the student's responsibility to officially withdraw from the University when necessary. Failure to officially withdraw through the Registrar's Office will cause the student to receive an "F" in each course regardless of the record at the time one ceased to attend class. (Withdrawal from the University does not automatically withdraw the student from housing).

After the Add/Drop deadlines recorded on the **Academic Calendar**, a student may drop one or more courses; this is defined as Withdrawal. Withdrawal from ALL courses on ANY date is known as Official (Full) Withdrawal from the University. Students will be required to have an exit interview with the Assistant Vice President for Student Affairs prior to Official (Full) Withdrawal from the University. If the Official (Full) Withdrawal occurs prior to completing 60% of the semester or term, a pro-rated portion of all federal financial aid received during the semester will have to be returned within 45 days of withdrawal.

In every case the student must submit a properly executed WITHDRAWAL FORM. To be properly executed, the form must: (1) Be signed and dated by the instructor for EACH course, and (2) Be received in the Registrar's Office. If the student has entered into a financial aid agreement, the student should meet with the Financial Aid Department. Federal Financial Aid recipients who withdraw from all classes before 60% of the semester is completed, **will be required to return a portion of the Federal Financial Aid received**. In every situation, the student is responsible for making sure that the form progresses through each step in the withdrawal process, whether the process is conducted in person or through faxes and telephone conversations. **Any appropriate refund will be calculated according to the date the withdrawal form is received in the Registrar's Office. Students are subject to the appropriate fee.**

NOTE: *Once the withdrawal period has expired, the grade of "F" will be assigned for courses not completed.*

Exam Free Week
Major tests are not to be given, nor are major projects to be due, the week preceding final examinations in the fall and spring semesters.

Student Classification
A student's classification is determined by the number of credit hours earned or the degree for which the student is a candidate, as shown below:

Freshman	0 to 29 credit hours of work
Sophomore	30-59 credit hours of work
Junior	60-89 credit hours of work
Senior	90 or more credit hours of work, but has not yet graduated
Post-Baccalaureate Student	A student with a bachelor's degree who is enrolled for one or more courses

Honors

Honors List. The Academic Honors List is composed of students who are taking 12 or more credit hours in the regular long spring or regular long fall semester (this does not include hours from spring break, fall break, intramester, or any special terms) and have a grade point average of 3.50 or higher for the semester, with no grade below 2.00.

Dean's List. The Dean's List is composed of those students who are taking 12 or more credit hours in the regular long spring or regular long fall semester (this does not include hours from spring break, fall break, intramester, or any special terms) and have a grade point average of 3.75 or higher for the semester, with no grade below 2.00.

President's List. The President's List is composed of those students who are taking 12 or more credit hours in the regular long spring or regular long fall semester (this does not include hours from spring break, fall break, intramester, or any special terms) and have a grade point average of 4.00 for the semester.

A student's record is evaluated in regard to honors status (Honors List, Dean's List, and President's List) at the end of the fall and spring semesters. The academic standing of each student qualifying for honors is posted on their transcript and the lists are publicized.

Those students who have received an Incomplete grade during the semester are not considered for honors for that semester. All courses taken during the semester must have a grade assigned other than an Incomplete grade **at the time of the approval process**. When a student's grade is changed **after** the Academic Standing Report has been approved/released for publication, no amendment to the report will be made. However, if appropriate, the student's academic standing will be listed on their official transcript.

Graduation With Honors:

Students who enter DBU as of Fall 2005:
Graduation with honors is based upon **the grade point average in:**
1) the declared major(s), and 2) the cumulative grade point average, which includes all courses at DBU plus all courses accepted in transfer. **To be graduated with honors, a student must have earned a minimum of 45 credit hours in residence at Dallas Baptist University (ACE, AP, CLEP, or IB credit and CAED Portfolio hours do not count toward residency hours).** To be graduated with honors, a student is required to have earned **a final major and cumulative** (or overall) grade point average of 3.75 for cum laude; 3.85 for magna cum laude; and 3.95 for summa cum laude (on the basis of "C"=2.00, "B"=3.00, and "A"=4.00). The lower of the two GPAs (major/cumulative) will determine the level of honors. Honors are announced at commencement rehearsal.

Students who entered DBU prior to Fall 2005:
Graduation with honors is based upon the cumulative grade point average which includes all courses at DBU plus all courses accepted in transfer to DBU. **To be graduated with honors, a student must have earned a minimum of 45 credit hours in residence at Dallas Baptist University (ACE, AP, CLEP, or IB credit and CAED Portfolio hours do not count toward residency hours).** To be graduated cum laude, a student is required to have earned a final cumulative (or overall) grade point average of 3.50; magna cum laude, 3.70; and summa cum laude, 3.90 (on the basis of "C"=2.00, "B"=3.00, and "A"=4.00). Honors are announced at commencement rehearsal.

Academic Standing Policy

A student's academic record is evaluated at the end of the fall and spring semesters and posted to the student's transcript.

There are two categories for academic standing of a student's academic record.

1. BY **TERM** GPA

   a. **Honors List** - The Academic Honors List is composed of students who are taking 12 or more credit hours in the regular long spring or regular long fall semester (this does not include hours from spring break, fall break, intramester, or any special terms) and have a grade point average of 3.50 or higher for the semester, with no grade below a "2.00."

   b. **Dean's List** - The Dean's List is composed of those students who are taking 12 or more credit hours in the regular long spring or regular long fall semester (this does not include hours from spring break, fall break, intramester, or any special terms) and have a grade point average of 3.75 or higher for the semester, with no grade below at "2.00."

   c. **President's List** - The President's List is composed of those students who are taking 12 or more credit hours in the regular long spring or regular long fall semester (this does not include hours from spring break, fall break, intramester, or any special terms) and have a grade point average of 4.00 for the semester.

2. BY **CUMULATIVE** GPA

   a. Academic Probation - See Academic Probation, Suspension and Withdrawal.

   b. Academic Suspension - See Academic Probation, Suspension and Withdrawal.

   Once the academic standings have been evaluated for the semester, a copy of the Academic Standings Report is sent to the President, Executive Vice President, Provost, Associate Provost, Vice President for Graduate and Corporate Affairs, Director of International Student Services, Athletic Director, and Director of Advising Center for notification. Once the notification has been received by each administrator, the honors lists are made available for publication and the academic probation and suspension letters are mailed to the appropriate students. The academic standing is posted to the student's transcript.

Academic Conduct Policy

Consistent with the Christian character and values of Dallas Baptist University and in order to encourage and preserve the honor and integrity of the academic community, the University expects its students to maintain high Biblical standards of personal and scholarly conduct.

Honor Code

The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity. Proverbs 11:3

It is the purpose of Dallas Baptist University to provide students with an educational experience that will allow them to grow in every aspect of their lives. Central to the success of the student is the knowledge "[t]hat God made us in His own image ... [T]his reminds us that in the vast universe that reflects God's glory, humans are uniquely crowned with glory and honor" (Arthur F. Holmes, *The Idea of A Christian College*, Revised ed., p.15). Through the Honor Code at Dallas Baptist University students are to uphold the

integrity of themselves, their fellow students, and God by maintaining the highest moral and ethical character in all aspects of their college career. Prior to beginning classes, students will sign the following:

The Honor Pledge

As a student at Dallas Baptist University, I pledge to uphold the honor and integrity of myself, my fellow students, and my God to the highest moral and ethical standard. As I grow in my understanding of servant leadership, I promise to abide by all University policies and procedures. I will not lie, steal, or cheat nor tolerate this behavior in others. I pledge to confront and expose any attempt to undermine the success of the academic or university community at DBU.

Faculty members are encouraged to remind students in their classes of this written statement of policies and procedures developed by the University in regard to cheating on examinations, plagiarism, collusion, and other academic-related misconduct.

All instructors or proctors shall have the right to examine materials in the student's possession during quizzes, examinations, and/or laboratory sessions.

In instances of cheating during an examination or other classroom or laboratory activity or exercise, the instructor shall have the right to suspend the student(s) who is (are) cheating from further work on the examination or exercise and to deny the student(s) credit for the examination or exercise.

Academic misconduct includes, but is not limited to, the following:

Cheating shall be defined as copying from another student's test paper, laboratory work, other written work, or computer files and listings; using, during a test or laboratory experiment, material and/or devices not authorized by the person in charge of the test, including the sharing of calculator results or information and the unauthorized use of cellular telephones, palm pilots, blackberry devices and other electronic tools to improperly access or share information; willfully cooperating with or seeking aid from another student during a test or laboratory experiment without permission; knowingly using, buying, selling, stealing, transporting, or soliciting in its entirety or in part, the contents of a test or other assignment unauthorized for release; substituting for another student, or permitting another student to substitute for oneself, to take a test or other assignment or to make a presentation.

Plagiarism shall be defined as the appropriation, theft, purchase, memorization, or obtaining by any means another's work, and the unacknowledged submission or incorporation of that work as one's own offered for credit. (Appropriation includes the quoting or paraphrasing of another's work, words, or ideas without appropriate citation of the source(s).)

Re-submission of assignments shall be defined as submitting any work previously submitted by the student for credit in another course. Such action is prohibited unless previously approved by the current instructor.

Collusion shall be defined as the unauthorized collaboration with another in preparing work offered for credit. A student is not guilty of collusion if he or she merely discusses with another a matter relevant to the work in question.

Abuse of resource materials shall be defined as mutilating, destroying, concealing, or stealing such materials.

Computer misuse shall be defined as unauthorized or illegal use or destruction of computer software or hardware through the DBU Computer and Technology Department or through any programs, terminals, or freestanding computer owned, leased, or operated by DBU or any of its academic units.

Classroom misconduct shall be defined as any conduct by a student during a class meeting which is disrespectful of another person or disrupts the progress and continuation of the class in the judgment of the instructor, regardless of the time and location for the class meeting.

Possible Actions for Academic Misconduct

Any one or more of the actions listed below may be taken with regard to a student who has engaged in academic misconduct.

A. Action by the Faculty Member

1. Handle as a confidential matter between the student and the faculty member.
2. Notify the dean that an incident has occurred and has been dealt with.
3. Assign a grade of "F" (or a zero) for the examination or assignment.
4. Recommend to the dean that the student be dropped immediately from the course with a grade of "F." This grade cannot be changed by student-initiated withdrawal.
5. If the alleged incident occurs during a final examination, an "I" (incomplete) shall be given to the student until a decision is made.

B. Action by the Dean

1. Place a written incident report in the student's permanent University record.
2. Uphold the action by the faculty member.
3. Recommend to the Associate Provost that the student be placed on probation at the University for a specified period of time.
4. Recommend to the Associate Provost that the student be suspended from the University for a specified period of time.

5. Recommend to the Associate Provost that the student be expelled from the University.

C. Action by Associate Provost

1. Place the student on probation at the University for a specified period of time.
2. Suspend the student from the University for a specified period of time.
3. Expel the student from the University.

Academic Appeals and Academic Misconduct Appeals Procedures

Applications for a formal academic appeal are available in the Office of the Registrar. In order to ensure an appeal process that is fair and timely to all parties involved, the following procedure is in place for academic appeals.

- If the student wishes to file a formal concern regarding classroom procedure, the process starts with step 1a below.
- Should the faculty member find a student subject to academic misconduct as defined in the University catalog, the process starts with step 1b below.
- If a student wishes to raise grounds for challenging a specific academic policy of the University, not the resolution of an academic matter with a faculty member or other responsible person, the appeals process begins with step 7 below.

Upon receipt of a formal written appeal in the Office of the Registrar, the procedure below will be followed.

1a. The student should schedule a conference with the faculty member (or other individual directly responsible) within 14 calendar days after the posting of grades. The faculty member (or other individual) may resolve the problem at that point. (Skip to step 2.)

1b. If there are reasons for a faculty member to believe that a student has engaged in academic misconduct, the faculty member shall notify the student of the charges. The student should contact the faculty member within 14 calendar days after the posting of grades to arrange a conference with the faculty member.

2. If the faculty member is unavailable, the student shall notify the dean of the appropriate college in writing within seven additional calendar days that he/she is seeking a conference with the faculty member. The conference shall be held at the earliest possible convenience of the faculty member and the student.

3. If the matter is not resolved to the satisfaction of the student, he/she may submit a written appeal to the dean of the appropriate college (and the chair of the appropriate department, if applicable) within seven calendar days of the conference.

4. The dean of the appropriate college (and the chair of the appropriate department, if applicable) shall schedule a conference with the student and/or other involved persons within seven calendar days of receiving the appeal from the student.

5. The dean shall notify all parties in writing of his/her decision within seven calendar days after the conference.

6. If the student believes the decision of the dean is unwarranted, he/she may appeal to the appropriate undergraduate or graduate Academic Appeals Committee in writing within seven calendar days after receipt of the decision of the dean.

7. The Academic Appeals Committee shall establish a regular monthly meeting date for the purpose of hearing appeals. The date shall be published in all appropriate university publications. The deadline for filing an appeal shall be one week prior to a meeting. Appeals filed after the deadline will be heard at the next meeting of the committee. All parties involved shall be notified of the meeting date at which the appeal will be heard and given the opportunity to be present.

8. The Academic Appeals Committee shall notify all parties in writing of its decision within seven calendar days.

9. If a student believes the decision of the Academic Appeals Committee is unwarranted, he/she may appeal to the Vice President for Graduate and Corporate Affairs writing within seven calendar days after receipt of the decision of the Academic Appeals Committee.

10. If requested, the Vice President for Graduate and Corporate Affairs shall schedule a conference with the student and/or other involved parties to be held within 14 calendar days of the receipt of the student's appeal.

11. The Vice President for Graduate and Corporate Affairs shall notify all parties in writing of his/her decision within 14 calendar days after the conference.

Note 1: *The Academic Appeal and Academic Misconduct Appeal Procedure is an internal academic process of the University and legal counsel may not participate in any conference or hearing.*

Note 2: *Faculty members have the same right of appeal as the student at each stage of the above process.*

Cell Phone Policy

Classroom disruption by cell phones or other electronic devices is prohibited. All cell phones and similar electronic devices must remain turned off and out of sight for the duration of class. Electronic devices utilized in a learning context, such as laptops and language interpreters, may be permitted at the professor's discretion. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test. Cheating at Dallas Baptist University is not tolerated and may result in expulsion.

Children in Classes and Unaccompanied Children

Minor children of DBU students are not permitted to attend class with their parents. Furthermore, minor children may not be unaccompanied at any location or property where DBU classes are taught. If a minor child is brought to the DBU campus or a location where DBU classes are taught, the child must be accompanied by an adult at all times. For their safety and welfare, unaccompanied children on the DBU campus will be escorted to the Campus Security Office, and the parent or guardian will be summoned to pick them up immediately.

Electronic Mail Policy

The use of electronic mail (e-mail) through the University network is a privilege, not a right. Its use is limited to staff, administration, faculty, and enrolled students. Violations of this policy may be dealt with in the same disciplinary manner as violations of other university policies. The full range of disciplinary sanctions is available including the loss of network usage privileges, dismissal from the University, and legal action. Violation of some of the policies may constitute a criminal offense. The purpose of the e-mail policy is to enhance the efficiency and effectiveness of campus communication. All persons using a DBU computer lab must also comply with the applicable DBU computer lab access policy.

The following policies govern the responsible use of e-mail:

1. E-mail should reasonably relate to University matters and educational uses. Items such as chain letters, fund raisers, commercial use, and mass national distribution are not allowed. Accordingly, the DBU campus e-mail system cannot be used as an avenue to advertise the selling of goods or soliciting donations from students, faculty, staff, or student organizations. USE OF THE DBU NETWORK FOR PERSONAL TRANSACTIONS IS AT YOUR OWN RISK. Server failures and other computer problems will sometimes occur. Despite having an excellent computer staff, the University makes no warranty or guarantee about the operation of its computers, network, or access to the Internet.

2. Fraudulent, harassing, obscene, or pornographic messages and images are not to be sent, received, printed, requested, or stored. E-mail which relates to participation in gambling or which constitutes copyright infringement is prohibited. Any communication that violates DBU policies and/or local, state, or federal laws and regulations is likewise prohibited.

3. The content, confidentiality, and maintenance of an electronic mailbox is the responsibility of the person to whom the e-mail account is assigned.

4. Each person is responsible for deleting outdated and unnecessary messages. Accounts accumulating excess e-mail will be reviewed and addressed by the Computer and Technology Department.

5. Any college or department may send e-mail to 10 or more users within the college or department with the approval of the academic dean or the head of the department.

6. Any e-mail addressed to 10 or more users (including all users) that has not been previously approved, or 10 or more users outside your college or department, must be approved by the appropriate vice president.

7. Be aware of forged mail. If a person has acquired another individual's password, forged mail can be sent. Also, e-mail that originates from outside DBU may not be subject to strict security. If a message appears out of character for the sender, it may be a forgery and you should contact the sender by another means for verification.

8. Although there are individual access passwords to voicemail, e-mail, and computer network systems, these systems are accessible at all times to and by the University and may be subject to periodic, unannounced inspections by the University for business purposes. Backup copies of e-mail and voicemail may be maintained by the University and may be reviewed.

9. Dallas Baptist University is not legally responsible for the personal online activities or publications of individuals, which are solely a result of their individual, independent judgment. Persons who use the resources and equipment of DBU to individually publish any opinions, material, or other information expressly assume all responsibility and liability for that publication and waive any right to make claims against the University for injury or damages resulting from that use. This includes claims for libel as well as copyright and patent infringement.

Internet Policy

All users of the Internet through the DBU computer network must conform to DBU policy for use of its computer facilities and also conform to all federal and state laws. Use of the Internet should be consistent with DBU's emphasis on Christian values and guidelines. The DBU user is responsible for his/her actions while using campus computer network services, including the Internet. While a limited, reasonable amount of personal use is permissible, access of the Internet through the DBU network should generally relate to University matters and educational uses. USE OF THE DBU NETWORK FOR PERSONAL TRANSACTIONS IS AT YOUR OWN RISK. Server failures and other computer problems will sometimes occur. Despite having an excellent computer staff, the University makes no warranty or guarantee about the operation of its computers, network, or access to the Internet.

The Internet is not to be accessed through the DBU network by any individual using another person's login and password. The person to whom an account is assigned will be held responsible for activities that take place with that account.

The posting of any Internet messages by DBU users, including through a "LISTSERV" group, which purport to have or indicate sponsorship by the University, is prohibited unless specifically authorized in advance by the appropriate vice president.

It is required that you have an active anti-virus scanning program running on your PC. You must have an updated subscription service to keep your virus patterns up-to-date. If found without this software, your Internet privileges may be revoked.

Spyware is becoming a more prevalent way of attacking your PC from the Internet. We require that you download some type of spyware scanning program. Please see Computer & Technology for software suggestions. A free anti-virus and anti-Spam product can be downloaded at www.dbu.edu/computers.

Use of the DBU computer network, including access to the Internet, is a privilege, not a right. It may be revoked at any time for misuse. Examples of misuse include, but are not limited to, the following:

1. placing unlawful information on a system;
2. hacking within or outside the campus community;
3. accessing, sending, printing, or storing fraudulent, harassing, racist, obscene, or pornographic material;
4. copyright and patent infringements;
5. participation in gambling;
6. plagiarism;
7. creating, downloading, or sending viruses;
8. commercial purposes, such as operating a business;
9. any activity that unreasonably limits or drains DBU network resources and/or is illegal, such as some Internet gaming or downloading videos, movies, large quantities of music, or other excessively large files.
10. connecting any hardware to the Internet that is not sanctioned by Computer & Technology. (i.e, personal wireless hubs, signal boosters, etc.)

Violations of this policy will result in disciplinary action. The University has the ability to identify Internet addresses accessed by campus users and may periodically monitor such usage.

Dallas Baptist University is not legally responsible for the personal online activities or publications of individuals, which are solely a result of their individual, independent judgment. Persons who use the resources and equipment of DBU to individually publish any opinions, material, or other information expressly assume all responsibility and liability for that publication as well as waive any right to make claims against the University for injury or damages resulting from that use. This includes claims for libel as well as copyright and patent infringement.

Academic Probation, Suspension, and Withdrawal

All students of the University are required to meet certain academic standards. Regulations regarding academic probation, suspension, and withdrawal are designed to provide close supervision of the program of study and progress of students. Failure to meet standards will place students on academic probation or suspension. The minimum satisfactory standard of achievement is a grade point average of 2.00.

Each student's transcript will be evaluated at the end of the fall and spring semesters. Because all students are expected to maintain an overall grade point average of at least 2.00, which is a requirement for graduation, any student whose cumulative grade point average is less than 2.00 will be placed in one of the following categories:

1. Academic Probation
Students whose overall grade point average is less than the appropriate level indicated below are placed on academic probation.

Semester Hours Attempted	Required Grade Point Average
0-29.5	1.60
30-59.5	1.80
60 or more	2.00

Academic probation will be imposed only after the student has attempted a minimum of 12 semester hours. While on academic probation, the student, with the approval of the Registrar, will be allowed to register only for 13 hours or less.

- **Provisional AIM:** The academic progress of students who are admitted through the AIM program will be evaluated at the end of the spring, summer, and fall semesters of enrollment until they have completed 13 hours at DBU. All AIM students who fall below a 2.0 grade point average during the first 13 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

- **Provisional:** The academic progress of students who are admitted provisionally will be evaluated at the end of the spring, summer, and fall semesters of enrollment until they have completed 12 hours at DBU. All provisional students who fall below a 2.0 grade point average during the first 12 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

- **CAED Provisional:** The academic progress of students who are admitted provisionally will be evaluated at the end of the spring, summer, and fall semesters of enrollment until they have completed 6 hours at DBU. All provisional students who fall below 2.0 grade point average during the first 6 hours at DBU will be placed on academic probation with additional requirements from the Registrar. Should a provisional student not reach a GPA of 2.0 by the end of the semester following being placed on Admitted Provisionally Probation status, the student will be placed on Academic Suspension.

2. Academic Suspension
Any student on academic probation whose cumulative grade point average falls below the appropriate level indicated below will be placed on academic suspension and removed from the University for the following long semester (fall/spring):

Semester Hours Attempted	Required Grade Point Average
0-29.5	1.40
30-59.5	1.60
60 or more	1.80

NOTE: A student notified of academic suspension who has earned a grade point average of 2.50 or better in his/her last 12 semester hours of work attempted may apply in writing to the Registrar for an extension of probation in lieu of suspension.

Suspended students wishing to return to DBU must have their file reviewed by the Registrar and the Admissions Committee for a determination of their eligibility to reenroll. Students should contact the Registrar no later than three weeks prior to registration to have their file reviewed. The Registrar will send a recommendation to the Admissions Committee. In no instance is a student to assume that readmission is automatic after having been placed on suspension for failure to meet minimum academic standards. Reinstated students will be placed on academic probation during the first long semester of reinstatement and must remove the grade point deficiency within two long semesters or be subject to a second suspension. Students placed on academic suspension for the second time will not be eligible to reapply and reenroll for 12 months. In no instance is a student to assume that readmission is automatic after having been placed on suspension a second time for failure to meet minimum academic standards. A student placed on academic suspension for a third time will not be readmitted to the University.

3. Administrative Withdrawal
The Provost, and/or the Vice President for Student Affairs reserve the right to withdraw a student from classes and/or the University for non-disciplinary reasons if such action is deemed in the best interest of the student and/or the University.

Academic Regulations

Application for Graduation
The student is cautioned that: (1) application for graduation must be made before the published deadline (See Academic Calendar) and preferably at least one semester before the semester of graduation, (2) all grades must be officially transmitted to the Registrar's Office at least four days prior to the date of graduation, (3) applicants who apply for graduation and fail to meet requirements must reapply for graduation.

Class Absences
Attendance in class is considered a necessary factor in the learning process. Therefore, absences for all reasons must be kept to a minimum and should not exceed 25 percent of the total class time. Students are held responsible for all academic work required or performed during their absence regardless of the reasons for those absences. Students who register late are responsible for work missed. The policy concerning class attendance for individual courses, seminars, or other guided learning experiences will be determined by the faculty members in charge of such course, seminar, or learning experience; and this policy will be communicated to the students in the course syllabus.

Chapel Policy
Chapel attendance is a required part of the educational experience at Dallas Baptist University. Chapel programs are presented on Monday and Wednesday at 10:00 a.m. for all students and Friday at 10:00 a.m. for freshmen who have not completed 30 hours or

two long semesters (Fall/Spring) of University course credit at DBU or in transfer. Each non-exempt student must enroll in the chapel course each fall and spring semester. The only students exempt from Chapel are:

1. Students 25 years of age or older as of first class day of first enrolled semester at DBU
2. Graduate students

Credit for the course will be given on a credit / noncredit basis. Students must have their valid DBU student I.D. with them during Chapel in order to scan their I.D. and receive credit for that day. Freshmen are required to attend thirty-three Chapel services each semester, while upperclassmen must attend twenty-two for credit. Responsibility for making sure the Chapel requirements have been met and duly recorded rests solely upon each student. Students arriving late for Chapel will not receive credit for that day's Chapel service.

Students who come to DBU as freshmen are required to attend 8 semesters of Chapel in order to graduate. Transfer students will receive credit for Chapel according to the scale below. A transfer student is defined as one who has been out of high school for at least one long full semester (fall/spring) and has attempted some college or university work for credit.

Credit hours transferred	Remaining semesters of Chapel required
1 - 14	8
15 - 29	7
30 - 44	6
45 - 59	5
60 - 74	4
75 - 89	3
90 -104	2
105 +	1

In some instances students may qualify for a Chapel Waiver for a specific semester. For example, part-time students may wish to apply for a waiver if they will not be taking any classes on Monday, Wednesday, or Friday. To be waived from Chapel for a semester, a student must submit a Chapel Waiver Form online from WebAdvisor. After evaluating each waiver, Student Affairs will notify the student after the 10th class day regarding their request via e-mail. Students are encouraged to keep a copy of the e-mail for their records. Students should continue to attend Chapel while their petition is being considered. Chapel Waivers will be granted in only the most imperative circumstances. Excuses such as work schedule, driving distance, or excessive class or workload are not acceptable excuses to receive a Chapel Waiver. *Students must re-apply for a Chapel Waiver every semester in which they wish to be considered.* **Students must also register for Chapel every semester regardless of waiver application.**

Concurrent Registration

A student enrolled at Dallas Baptist University who wishes to enroll for a course at another college must secure the written permission of the Registrar at Dallas Baptist University before registering for the course. Failure to obtain this approval in advance will result in the refusal of this University to accept such work. Students should seek full understanding of the conditions under which transfer credit is accepted.

NOTE: Graduating students are not allowed to transfer hours taken at another institution if the hours are taken during their final semester at Dallas Baptist University.

Concurrent Graduate Coursework

Senior DBU undergraduate students who have been accepted into the Graduate Programs at Dallas Baptist University pending completion of their undergraduate degree and who possess a 3.0 or greater cumulative GPA are allowed to register for up to 12 graduate credit hours in the final semester of their undergraduate degree at DBU. Any student registering for any combination course load exceeding 12-credit hours must have the approval of the Director of Graduate Programs and the appropriate academic Dean.

Continuous Progress Course (CP)

This is a non-traditional system of course progress for students who have been admitted to the University. There are no regularly scheduled class meetings; all necessary conferences are scheduled individually between the student and the instructor. The following policies apply to Continuous Progress Courses:

1. Only students who have been admitted to the University may register for these courses during the regular registration period as published and must complete the course before the end of that semester.
2. Course work cannot begin until enrollment is completed and course fee paid.
3. There is a $100.00 fee per course over and above the regular tuition for each CP course. Refunds and withdrawal policy are based on the standard refund schedule and withdrawal policies as published in this catalog.
4. Authorization to take CP courses will not be given except in extenuating circumstances.
5. The dean of the college involved will approve both the student and the faculty instructor for all CP courses.

Registering for a Continuous Progress Course. In order to register for a CP course, a Continuous Progress Form must be completed for each course listed in the section of this catalog titled "Course Descriptions." The form must state the definite plan for accomplishment of the course objective. The plan must include the course syllabus and work schedule, defining blocks of material to be completed in specified times.

After the Continuous Progress Form has been completed by the instructor and signed by the student, it is then submitted by the student for approval to the dean of the college in which the course will be taught. Upon final approval by the dean of the college, regular registration procedures are followed.

Independent Study/Research Courses

Whereas students at any level may take Continuous Progress Courses, only juniors or seniors are allowed to take Independent Study/Research courses. In addition, while regular course numbers should be used in the case of CP courses, only experimental numbers (courses with a "9" as the third digit) may be used in Independent Study/Research courses. Finally, no limits are placed on the number of CP courses a student may take, yet limits are placed on the number of Independent Study/Research courses that may be taken.

Resident Study Programs (3190-3390) and Research Problems (4190-4690) are regulated by the following:

1. Resident study programs are available only to juniors and seniors with the exception of the foreign language department.
2. Research problems are available only to seniors.
3. The student must have a minimum GPA of 2.50 in the field of study for 3190-3390 and 4190-4690 courses.
4. The student must have a minimum of nine hours in the field of study for 3190-3390 courses.
5. The student must be a major in the field of study for 4190-4690 courses.

Students will be limited to nine hours per discipline in any combination of independent study courses. In no case will the student be permitted to accumulate more than six hours of independent study courses per discipline. In any case, the student will be limited to 12 over all credit hours in any combination.

Guidelines:

1. No faculty member should accept a combination of more than five students for Continuous Progress, Independent Study, or Research courses during one semester.
2. The Independent Study/Research Course Form must be used to report enrollments in 3190-3390 and 4190-4690 courses.
3. Enrollment for Independent Study/Research Courses can be accomplished only during registration periods.
4. The original form for Independent Study/Research is taken to the Registrar's Office when the student registers. A copy is provided to the student, the professor, and the dean of the college.

The basic difference between the Continuous Progress Courses and the Independent Study/Research Courses is that CP courses are regularly scheduled courses that students may not be able to take because of a conflict in their schedules, whereas Independent Study/Research Courses are devised by professors to permit students to explore material not offered in regularly scheduled courses, or to do guided research on their own in a given discipline.

Correspondence Work

A maximum of 30 credit hours of correspondence work will be considered for transfer toward degree requirements at Dallas Baptist University, as long as the work comes from another regionally accredited institution. After matriculation, a student may only transfer a total of 15 credit hours to DBU. The acceptance of the correspondence work is subject to prior approval of the Registrar. Final determination regarding acceptability of transfer course work will be made within each discipline when questions arise.

Advanced Placement (AP)

Dallas Baptist University participates in the Advanced Placement (AP) Program of The College Board. Credit will be awarded for the AP tests listed in the following chart. No credit will be awarded for AP tests that are not listed. Letter grades are not given in any course for which credit is granted. These credits may be used to satisfy degree requirements, but do not apply to the 25-percent-credit-hour residency requirement.

Advanced Placement Credit

Subject	Exam Title	AP Score	DBU Course Equivalent	Sem. Cr. Hrs.	Area Type of Exam
BIOLOGY	Biology I	* 4	BIOL 1401 & 14L1	4	
CHEMISTRY I	Chemistry I	*4	CHEM 1401 & CHEM 14L1	4	
CHEMISTRY II	Chemistry II	*5	CHEM 1402 & CHEM 14L2	4	
ECONOMICS	Economics: Macro	4	ECON 2301	3	
	Economics: Micro	4	ECON 2302	3	
ENGLISH	English Language & Composition	3	ENGL 1301	3	
	English Literature & Composition	4	ENGL 1302	3	
FRENCH LANGUAGE I	French Language I	3	FREN 1401	4	
FRENCH LANGUAGE II	French Language II	5	FREN 1402	4	
GERMAN LANGUAGE I	German Language I	3	GERM 1401	4	
GERMAN LANGUAGE II	German Language II	5	GERM 1402	4	
HISTORY	History - Europe	4	HIST REQU	6	
HISTORY	U.S. History I	4	HIST 1301 & 1302	6	4

MATHEMATICS	Calculus AB	4	MATH 1405	4	AP – AB
	Calculus BC	3	MATH 1405 & 1406	8	AP – BC
MUSIC THEORY I: **MUSIC THEORY-AURAL SUBSCORE** **MUSIC THEORY-NONAURAL SUBSCORE**	Music Theory - Aural Music Theory - Nonaural	5 5	MUSI 1111 MUSI 1311	1 3	
POLITICAL SCIENCE	Government & Politics: United States	4	POLS 2301	3	4
PSYCHOLOGY	Psychology	4	PSYC 1301	3	
SPANISH	Spanish Language I	3	SPAN 1401	4	

* Subject to interview and review of laboratory work.

International Baccalaureate Programme (IB)

Dallas Baptist University participates in the International Baccalaureate (IB) Programme of the College Board. Credit will be awarded for the IB tests listed in the following chart. No credit will be awarded for IB tests that are not listed. Letter grades are not given in any course for which credit is granted. These credits may be used to satisfy degree requirements, but do not apply to the 25-percent-credit-hour residency requirement.

Subject	Exam Title	IB Score	DBU Course Equivalent	Sem. Cr. Hrs.
BIOLOGY	Biology, Higher Level	* 6	BIOL 1401	4
CHEMISTRY	General Chemistry, Standard Level	* 5	CHEM REQU	
	General Chemistry, Standard Level	* 6	CHEM 1401	4
	Chemistry, Higher Level	* 5	CHEM 1401	4
	Chemistry, Higher level	* 6	CHEM 1401, 1402	8
ECONOMICS	Economics, Higher Level	5	ECON 2301, 2302	6
ENGLISH	**English, A1, Higher Level	5	ENGL 1301	3
FRENCH	**French, Standard Level	5	FREN 2301	3
	**French, Standard Level	6	FREN 2301, 2302	6
	**French, Higher Level	4	FREN 2301	3
	**French, Higher Level	5	FREN 2301, 2302	6
German	**German, Standard Level	5	Foreign Language Requirement	3
	**German, Standard Level	6	Foreign Language Requirement	6
	**German, Higher Level	4	Foreign Language Requirement	3
	**German, Higher Level	5	Foreign Language Requirement	6
HISTORY	History, Americas, Higher Level	5	***Submit syllabus for review.***	
PSYCHOLOGY	Psychology, Higher Level	5	PSYC 1301	3
SPANISH	**Spanish, Standard Level	5	SPAN 2301	3
	**Spanish, Standard Level	6	SPAN 2301, 2302	6
	**Spanish, Higher Level	4	SPAN 2301	3
	**Spanish, Higher Level	5	SPAN 2301, 2302	6

* Subject to interview and review of laboratory work.

** Languages:
A1 = course in the student's native or best language, including selections from world literature
A2 = course for native speakers or for speakers with a high level of proficiency in the target language.
B = foreign language program for students with two to four years previous experience in learning the target.

College Level Examinations Program (CLEP)

Students may seek college credit by either satisfactorily completing the Advanced Placement Examination or the College Level Examinations Program (CLEP) of the College Entrance Examination Board for the subject area in which credit is sought, and/or by making satisfactory scores on tests administered by the individual discipline offering the course. Letter grades are not given in any course for which credit is granted by examination. General examinations of CLEP, USAFI, etc., are not acceptable for credit. Students may receive credit for a maximum of 15 hours through the College Level Examination Program (CLEP).

CLEP credits may be used to satisfy degree requirements, but do not apply to the 25-percent-credit-hour residency requirement. In addition, these credits may be used to meet prerequisites for advanced courses. Students who have failed a class are not eligible to take a CLEP exam for that same course. **A student may not receive credit for a CLEP exam for a course in which a grade of "D" or "F" has already been earned at Dallas Baptist University**. Graduating seniors are not allowed to take CLEP exams during their final (graduating) semester.

Credit by examination secured by students transferring to Dallas Baptist University will be accepted only if the examinations and resulting scores meet specified requirements.

Credit by Examination Course Listing

Course No.	Course Title	CLEP Exam	Scaled Score*
ACCT 2301	Principles of Financial Accounting	Financial Accounting	**55**
COSC 1301	Introduction to Computers	Info. Systems & Computer Appl.	**55**
ECON 2301	Principles of Macroeconomics	Principles of Macroeconomics	**55**
ECON 2302	Principles of Microeconomics	Principles of Microeconomics	**55**
ENGL 1301	Intro. to Language & Literature I	Fresh. College Composition **	**55**
FREN 1401 & 1402	Elementary French	College French Level I	**55**
FREN 2301 & 2302	Intermediate French	College French Level II	**66**
GERM 1401 & 1402	Elementary German	College German Level I	**55**
GERM 2301 & 2302	Intermediate German	College German Level II	**66**
HIST 1301	American History to 1865	U.S. History I	**55**
HIST 1302	American History Since 1865	U.S. History II	**55**
HIST 2301	Western Civilization I	Western Civilization I	**55**
HIST 2302	Western Civilization II	Western Civilization II	**55**
MANA 3301	Principles of Management	Principles of Management	**55**
MANA 3308	Business and Public Law	Introductory Business Law	**55**
MATH 1303	College Algebra	College Algebra	**55**
MATH 1304	Trigonometry	Trigonometry	**55**
MATH 1405	Calculus	Calculus	**55**
MRKT 3301	Principles of Marketing	Principles of Marketing	**55**
POLS 2301	American National Government	American Government	**55**
PSYC 1301	General Psychology	Introductory Psychology	**55**
PSYC 4312	Human Growth & Development	Human Growth & Development	**55**
SOCI 1301	Introduction to Sociology	Introductory Sociology	**55**
SOCI 4313	Human Growth & Development	Human Growth & Development	**55**
SPAN 1401 &1402	Elementary Spanish	College Spanish Level I	**55**
SPAN 2301 & 2302	Intermediate Spanish	College Spanish Level II	**66**

- Scores are computed by tallying the number of correct answers. There is no deduction for unanswered questions. The results are converted into scaled scores within a range of 20-80.

Note: ** DBU essay required in addition to objective CLEP exam. A student must pass both the CLEP exam and the essay (with a score of C or higher) to receive credit for English 1301.

Note: The number of hours accepted from any combination of College Level Examination Program (CLEP), Advanced Placement (AP), and International Baccalaureate (IB) is limited to thirty hours.

Student Records

Following the recommendations of the American Association of Collegiate Registrars and Admissions Officers' (AACRAO) guide for the retention of records, the Registrar's Office retains the following documents in a student's permanent academic record: academic appeals, competency assessments, change of grades, degree plan, disclosure of information forms (until terminated), final academic transcript, grades, graduation audit, narrative evaluations, registration appeals, and transcript evaluations.

The following is a list of various records maintained on each student and where they are housed. Original documents submitted to the University become a permanent part of a file and will not be returned to the student or sent elsewhere. The University adheres to the privacy of student records as required by the Family Educational Rights & Privacy Act (FERPA).

Academic Records. The official transcript and grades are maintained in the Registrar's Office by the Registrar.

Admissions Records. Records are transferred from the Admissions Office to the Registrar's Office when the admission process is complete. Completed records are maintained in the Registrar's Office by the Registrar.

Advising Records. Advising records are maintained by the student's assigned advisor in the advisor's office.

Discipline Records. Discipline records are maintained in the Office of Student Affairs.

Financial Aid and Placement Records. Financial aid and placement records are maintained in the Financial Aid Office by the Director of Financial Aid.

Access to Student Records
Each year this institution gives notice of the various rights accorded to students pursuant to the Family Educational Rights and Privacy Act (FERPA). You are hereby notified of the following:

1. 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 written requests that specifically identify the record(s) they wish to inspect to the Office of the Registrar. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

   Students may ask the University to amend a record that they believe is inaccurate or misleading. They should notify the Registrar's Office of this request, clearly identifying the part of the record which they are requesting to be changed and specifying why it is inaccurate or misleading. If the University determines that the record will not be amended as requested by the student, the University will notify the student of that 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.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One such exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is 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 (such as an auditor, attorney or collection agent); a member of the Board of Trustees; or a student serving on an official University 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. Upon request, the University also discloses education records without consent to school officials of another institution in which a student seeks or intends to enroll.

   Another exception which permits disclosure without consent is for the disclosure of a student's directory information. "Directory information" is defined as a student's:
   - (a) Name;
   - (b) address;
   - (c) telephone number;
   - (d) e-mail address;
   - (e) date and place of birth;
   - (f) major field of study;
   - (g) enrollment status (full-time, part-time, undergraduate, graduate);
   - (h) participation in officially recognized activities and sports;
   - (i) weight and height (if an athletic team member);
   - (j) dates of attendance;

(k) degrees, honors, and awards received;
(l) most recent previous educational agency or institution attended;
(m) photographic, video or electronic images that are taken and/or maintained by the University; and
(n) other similar information.

A student may request that directory information, in part or in whole, be withheld from disclosure by providing a specific written request to the Office of the Registrar on or before the last day of late registration each term. Such a request is valid until revoked in writing by the student. If no request is filed with the Registrar's Office, the University may release directory information to the general public upon inquiry.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Dallas Baptist 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
600 Independence Avenue, SW
Washington, D.C. 20202-4605

Pursuant to FERPA, an institution of higher education may disclose to a parent or legal guardian of a student information regarding any violation of any federal, state, or local law, or any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance regardless of whether that information is contained in the student's education records if, (a) the student is under the age of 21; and (b) the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

Change of Name or Address
A student who, after registration, changes a local or home address, or a student who marries (documentation required) after enrollment at Dallas Baptist University, is expected to notify the Registrar of this change immediately. Any communication from the University which is mailed to the name and address on record in the Registrar's Office is considered to have been properly delivered, and the student is responsible for the information contained therein.

Current and former students of Dallas Baptist University may request a change of name on their student records, including but not limited to academic transcripts, with appropriate documentation. Current and former students who request a change of name on their records must provide to the Registrar's Office, in person, the original legal document which verifies the change of name requested. These original legal documents would include a valid marriage license issued by a county or city clerk, a divorce decree from a court of law and/or a change of name decree from a court of law. A copy of this original document will be made by the Registrar's Office and retained in the student's file.

For those current and former students who are unable to produce an original legal document to the Registrar's Office in person, a legally certified copy of the original document verifying the change of name may be mailed to the Registrar's Office. The certified copy will be retained by the Registrar's Office in the student's file.

Official Communications
A request that a student report to an administrative office or faculty office may be made in person, by email, by mail, or by telephone. Failure to comply with such a request immediately may result in disciplinary action.

Communications to the entire student body are considered properly delivered when they are sent to the student's DBU email account, placed on official campus bulletin boards, in the campus newsletter, in the student's campus mailbox, or sent to the student's address on record in the Registrar's Office. Each student is responsible for checking their DBU email account, bulletin boards, mailboxes, and the newsletter regularly, and giving proper heed to such communications.

Transcript of Credits
The transcript of college credits is an official copy of the student's permanent record, bearing the school seal and the signature of the Registrar. Copies of the student's transcript are available on the student's written request from the Registrar's Office. Transcripts are $5.00 each. Payments are made in advance to the Cashier's Office.

A student, who is clear of all university holds, should allow a minimum period of one business day for delivery of the transcript after the request has been submitted either in person or in written form. Students requesting transcripts at the close of a semester should allow for delays in receipt of transcripts due to the posting of grades.

Transcripts will not be released if the student has outstanding financial, academic, or administrative obligations to the University except as occasionally required by law. This policy includes, but is not limited to, the Cashier's Office, the bookstore, athletic department, or any other department or agency considered a part of the University. Transcripts will also not be released until the student is clear with the Financial Aid Office.

Veteran's Affairs Program

The Texas Veterans Commission approves Dallas Baptist University for students who wish to receive educational benefits under various Veterans Administration programs. All students who feel they may be eligible should contact the Certifying VA Official in the Registrar's Office.

Procedures
Eligibility of new students will be determined after the VA representative has received the "Application for Education Benefits" or the "Request for Change of Program" (for transfer students) form available in the Registrar's Office. New students should contact the VA Certifying Official, in the Registrar's Office, one month prior to registration, to ensure completion of paperwork in a timely manner. Transcripts showing previous credit must be submitted prior to the completion of the second semester in residence. The Veterans Administration requires that each student receiving benefits must follow an approved degree plan.

Certification
A VA student may not receive payment for courses previously completed, for courses that are in excess of degree requirements, or for courses that do not apply toward the student's approved degree. A degree plan **must** be on file as soon as possible. A copy of your official degree plan should be given to the VA Certifying Official in the Registrar's Office as soon as it is completed.

It is the student's responsibility to notify the VA Certifying Official in the Registrar's Office **each** semester that he/she enrolls, and at any time he/she adds, drops, or withdraws from a course.

Progress Policy Guidelines
Satisfactory Progress: A student who is receiving VA Educational Benefits must maintain a **cumulative** GPA of 2.00 to be considered making satisfactory progress.

Probation: Students who fail to achieve a **cumulative** GPA of 2.00 shall be placed on probation for one semester. If the student achieves a **semester** GPA of 2.00 or better during the probationary semester but has not achieved the required cumulative GPA of 2.00, the student may continue on probation for one additional semester.

Unsatisfactory Progress: If the student on probation fails to achieve a **cumulative** GPA of 2.00 at the end of the first probationary semester, the student will be reported to the Veterans Affairs Regional Office as making unsatisfactory progress. The student will be permitted to remain on probation for one additional semester.

A student who fails to achieve a **cumulative** GPA of 2.00 at the end of the second consecutive probationary semester shall be reported to the Veteran's Affairs Regional Office as making unsatisfactory progress.

Chart of Probation Guidelines and Results

First Probation Semester

Cumulative GPA	Semester GPA	Result
Less than 2.00	N/A	Put on probation for one semester

After 1st Probation Semester

Cumulative GPA	Semester GPA	Result
2.00 or higher	2.00 or higher	Satisfactory progress, removed from probation
Less than 2.00	Less than 2.00	VA notified as making "unsatisfactory progress" (may not be able to receive further benefits)
Less than 2.00	2.00 or higher	Probation for only one more semester, VA notified as making "unsatisfactory progress"

After 2nd Probation Semester

Cumulative GPA	Semester GPA	Result
2.00 or higher	N/A	Satisfactory progress, removed from probation
Less than 2.00	N/A	VA notified as making "unsatisfactory progress" (may not be able to receive further benefits)

Certificate Programs

DBU Certificate Programs have been designed to provide additional knowledge and skills for individuals seeking to prepare for new careers, to qualify for promotions, to gain or refine expertise in a particular area of study, to enhance educational or professional credentials, or to pursue a course of study simply for self-enrichment.

The programs are planned with working adults in mind, so courses are scheduled at convenient times and locations, and in cases where a cohort group can be established, courses may be scheduled at the workplace. DBU is an innovative leader in distance education and many courses are available online.

The curriculum for an certificate program will typically consist of four to eight courses, excluding prerequisites, in a specified field of study. Each course in a certificate program earns two to three credit hours and may be applied toward an associate's, bachelor's, or master's degree. Students enrolled in a certificate program are eligible to use University facilities such as the Computer Lab, the Vance Memorial Library, and the John G. Mahler Student Center.

The University has established certain policies as the context through which the academic endeavor will be completed. These policies seek to aid students in their progress toward an academic experience that is both effective and efficient. Students enrolled in certificate programs should become familiar with University policies as stated here, in the Undergraduate Catalog and in the current *DBU Schedule of Classes*. Students should seek full understanding of, and are responsible for, adherence to all University policies.

Academic Standards
Course transfer is limited to one course, in addition to prerequisites for a required course in a certificate program. Only one course which satisfies undergraduate degree requirements for a major, minor, or concentration may be applied toward a certificate program.

Students granted admission to DBU Certificate Programs must satisfy the program requirements as listed in the published catalog for the term in which they register for the first course in a certificate program. However, under extenuating circumstances, the dean of the college from which the certificate course is offered may authorize course substitutions. No waiver of the total number of required courses is permitted.

Certificates must be completed within a period of six years.
Only students granted admission to the DBU Certificate Program are eligible to be awarded a Certificate of Completion.
To earn a Certificate of Completion, students must achieve at least a 2.0 overall cumulative grade point average (GPA) for undergraduate certificate programs.

At the completion of all certificate program course requirements, students are responsible for requesting a certificate of completion from the Registrar. Request forms are available through the Certificate Programs Department and all academic advisors.

Completion of a Dallas Baptist University certificate program will signify that the certificate holder has acquired knowledge and proficiencies in a specialized area of study. The certificate alone does not guarantee a specific level of performance, but does signify that the individual has been provided with knowledge and skills that if appropriately applied will produce improved performance. It is important to note that certain professional associations and state agencies often rely on certificates as evidence that an individual is eligible for a specific licensure of position. A DBU certificate does not guarantee licensure, employment, or promotion unless it has been identified as the sole prerequisite for such. Dallas Baptist 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)

Admission Requirements Undergraduate Certificate Program

- Completed Certificate Program Application
- Non-refundable $25 application fee
- Official high school transcript or GED certificate or Official college/university transcripts
- Letter of Intent (typewritten) stating:
    1) which certificate you would like to earn and why you selected that program
    2) what you personally hope to accomplish during this program
    3) why you have chosen to attend Dallas Baptist University
- Minimum 2.5 GPA
- Current professional resume
- Successfully complete all certificate course prerequisites
- Evidence of sound moral character and compatibility with DBU's mission

UNDERGRADUATE CERTIFICATE PROGRAMS

CERTIFICATE IN ADVERTISING AND PROMOTIONS

This program will introduce you to promotional strategy, marketing, and graphic design – a dynamic mix of business and art. You can learn key strategies and harness your creativity, building the skills you will use in present and future employment.

Program Fundamentals
Identify the forces influencing consumers in our competitive economy. Develop an understanding of promotions and the marketing mix. Create and investigate applied design and illustration for various media.

Required Courses

MRKT 3301 Principles of Marketing *
MRKT 3303 Promotional Strategy
MRKT 4345 Consumer Behavior *
COMA 3316 Media Graphics
and
COMA 2317 Advertising and Visual Communication I
COMA 3317 Advertising and Visual Communication II
or
COMA 2318 Desktop Publishing and Design I
COMA 3318 Desktop Publishing and Design II
* *course also available online*

CERTIFICATE IN BUSINESS COMMUNICATIONS

The talent of a powerful communicator is developed one skill at a time. During this program, you can develop various communication competencies such as: effective writing skills; perception and interpretation of nonverbal messages; preparation and delivery of presentations or speeches; and, recognizing and adapting your own communication styles to fit the requirements of your audience.

Program Fundamentals

Learn to develop an understanding of your audience so that you can set the best tone for your message. Begin writing for maximum impact. Learn to manage and control your "stage fright" as you acquire the skills necessary for effective business communication.

Required Courses:

COMA 1302 Fundamentals of Speech Communication *
COMA 2305 Interpersonal Communication
COMA 3301 Nonverbal Communication *
COMA 3303 Small Group Communication
COMA (MANA) 4319 Communication Style: A Key to Business Success *
MANA 3306 Management Communication *

**course also available online*

CERTIFICATE IN CRIMINAL JUSTICE FOR ORGANIZATIONAL SECURITY OR LAW ENFORCEMENT

A legal system that is continuously evolving and changing requires skilled and dedicated professionals in the fields of organizational security or law enforcement. This certificate program is designed to provide the educational background desirable for entry into the field of criminal justice, or for potential advancement of those currently employed in the field.

Program Fundamentals

Gain a broad understanding of the nature and impact of crime, along with a working knowledge of the criminal justice system. Become familiar with the causes of crime and the fundamentals of criminal investigation. Study the basic principles of administration and management. Explore negotiation processes and potential outcomes as related to management practice.

Required Courses

CRJS 1302 Introduction to Criminal Justice
CRJS 2304 Fundamentals of Criminal Law
CRJS 2308 Criminal Investigation

Choose a concentration listed below to complete the 18 credit-hour program (excluding prerequisites).

Organizational Security Concentration
CRJS 4303 Organization and Administration
CRJS 4309 Economic Crime
MANA 4341 Negotiations in Management

Law Enforcement Concentration
CRJS 4306 Crime and Drug Control
CRJS 4307 Criminology
CRJS 4308 Corrections

CERTIFICATE IN HEALTH CARE MANAGEMENT

This program will provide an opportunity for students to learn skills specific to the current challenges of health care management while developing some of the competencies necessary to assume a health care leadership role.

Program Fundamentals

Study the theories guiding ethical decisions and explore how basic principles can be adapted to meet cultural changes affecting health care today. Learn philosophies and policies of personnel management in health care. Understand the financial implications of decisions made in a health organization. Analyze areas of activities in which management functions occur.

Required Courses

HCMG 3301 Health Care Ethics
HCMG 3310 Human Resource Management for Health Care Organizations
HCMG 3320 Finance for Health Care Managers
HCMG 3330 Legal Issues in Health Care Management
HCMG 3340 Organizational Behavior in Health Care Management
MANA 3301 Principles of Management *
* *course also available online*

CERTIFICATE IN INFORMATION SYSTEMS AND TECHNOLOGY

This program will provide an opportunity for students to explore the critical relationship of information technology to organizational strategy, resources, and effectiveness. Special emphasis is given to business application development through the study of information technology trends along with the design, implementation, assessment and management of information systems projects.

Program Fundamentals

Study database design, administration, integrity, security, and implementation. Understand the importance of information technology for business management through in-depth case studies. Learn how IT is used to create a competitive advantage or solve a business problem. Class projects involving the complete development life cycle are designed to provide experience in all IS functions and business activities.

Required Courses *(excluding prerequisites)*

MISM 1302 Ethical and Human Side of Information Technology *
MISM 2311 Introduction to Business Software Development
MISM 3301 Information Systems for Management *
MISM 3310 Information Systems Analysis and Design *
MISM 3320 Web Page and Database Design
MISM 4330 Strategic IT Planning and Project Management *
* *course also available online*

CERTIFICATE IN LAY LEADERSHIP FOR EDUCATION OR SPORTS MINISTRIES

This program is designed to provide academic training for lay leaders of the contemporary church. The curriculum is intended to enhance the quality of their servant leadership by broadening their knowledge of the key elements of church ministries.

Program Fundamentals

Study the premises of various world and life views that are distinctly different from the Christian perspective. Become familiar with multimedia software programs commonly used by churches and ministries. Learn organizational methods used in the administration of churches and various types of ministries. Develop the competencies to function creatively with the professional staff and with church members.

Required Courses

CHST 3310 Computers in Ministry
CHST 4301 The Educational Ministry of the Church
CHST 4302 Practicum in Religious Education
RELI 3374 Christian World View

Choose a concentration listed below to complete the 18 credit-hour program (excluding prerequisites).
Education Ministries *(Choose two courses)*
CHST 3304 Religion and Older Persons
CHST 4306 Children's Ministry in the Church
CHST 4307 Youth Ministry in the Church

Sports Ministries *(Choose a minimum of 6 hours)*
KNES 2305 Coaching Today's Athlete
KNES 3310 Recreation Leadership
KNES 3301 Sports Ethics
KNES 4302 Organization/Administration of Kinesiology/Athletic Programs
**course offered online*

CERTIFICATE IN MANAGEMENT PRACTICES

Prepare to assume a position of increased responsibility by improving your supervisory and managerial skills through formal academic training. As you learn concepts that you can apply to your job right away, this program will elevate your confidence and ability to effectively manage projects and people.

Program Fundamentals

Gain insights into interpersonal and group behaviors. Learn the fundamentals of all aspects in personnel management. Learn the skills necessary for effective business communication. Participate in stimulating classroom discussions on current management topics.

Required Courses

MANA 3301 Principles of Management *
MANA 3303 Principles of Organizational Behavior *
Choose four courses from the list below to complete the 18 credit-hour program (excluding prerequisites).

MANA 3302 Principles of Human Resource Management *
MANA 3306 Management Communication *
MANA 3308 Business and Public Law *
MANA 4301 Operations and Quality Management *
MANA 4319 Communication Styles: A Key to Business Success *
MANA 4330 Entrepreneurship and Small Business Management *
**course offered online*

CERTIFICATE IN MARKETING PRACTICES

Examine the economical, political, cultural, competitive, and technological forces that influence the marketing environment. Study consumer behavior as it influences all aspects of marketing decisions. This program offers in-depth studies of theory, philosophy, and best practices, while allowing you to select from a wide range of elective courses to meet your individual requirements.

Program Fundamentals

Comprehensive examination of principles provides a practical understanding of the dynamic marketing environment. Gain basic preparation for advancement in marketing fields such as retailing, sales management, advertising, or service management. Learn how to enhance your skills and develop competencies necessary for making effectual and resourceful business decisions.

Required Courses

MRKT 3301 Principles of Marketing *
MRKT 4345 Consumer Behavior *
Choose four courses from the list below to complete the 18 credit-hour program (excluding prerequisites).

MRKT 3303 Promotional Strategy
MRKT 4301 Retail Management and Merchandising
MRKT 4302 Professional Selling and Sales Management
MRKT 4312 eCommerce Development in a Global Market
MRKT 4343 Global Marketing
MRKT 4346 Customer Satisfaction
** course also available online*

CERTIFICATE IN MUSIC MINISTRY LEADERSHIP

This program is designed to enhance academic credentials in the music field. The curriculum is intended to enrich the quality of servant leadership through a broadened knowledge of key elements in music ministry and church music administration.

Program Fundamentals

Become familiar with the history and influence of music in worship. Take part in comprehensive surveys of contemporary worship practices through field experiences in various forms. Learn organizational methods used in church music administration. Develop the competencies to function creatively with the professional staff and with church members.

Required Courses

MUSI 1304 Fundamentals of Music
MUSI 1311 Music Theory I
MUSI 1312 Music Theory II

MUSI 2311 Music Theory III
MUSI 2312 Music Theory IV
MUSI 4307 Music in Worship
MUSI 4306 Church Music Administration

Choose a concentration listed below to complete the program (excluding prerequisites).

Children and Youth Music
MUSI 3211 Elements of Music I
MUSI 3212 Elements of Music II

Arranging/Conducting
MUSI 3207 Basic Conducting
MUSI 4204 Choral Arranging

General
MUSI 4305 Hymnology

The Associate Degree

Dallas Baptist University offers six two-year associate degree programs: **Associate of Arts**, **Associate of Arts (Teacher Certification Preparation)**, **Associate of Biblical Studies**, **Associate of Business Administration**, **Associate of Christian Studies**, and **Associate of Church Music**. The associate degree is designed to aid those who may need to enter the business world more quickly than a four-year degree program would allow.

The associate degree programs are designed to provide a strong foundation in the liberal arts, business, or church-related ministries and to prepare students for future academic success. Additionally, the academic program of the associate degrees offers a sound foundation which helps prepare students to live their adult lives as mature, intellectually-integrated persons. All instruction is presented with a commitment to the students' intellectual and spiritual growth through the integration of faith and learning.

MINIMUM REQUIREMENTS FOR AN ASSOCIATE DEGREE

Dallas Baptist University offers programs leading to the Associate of Arts, Associate of Arts (Teacher Certification Preparation), Associate of Biblical Studies, Associate of Business Administration, Associate of Christian Studies, and Associate of Church Music degrees. A student may elect to graduate under the degree requirements of the official catalog of any year in which the student is enrolled for classes and receives credit, provided that the period between initial enrollment and graduation does not exceed six years. The six-year time frame begins at the final semester covered by the chosen catalog. The University reserves the right to change the requirements for graduation at the beginning of any semester. Such changes will appear in the next edition of the official catalog.

All candidates for an associate degree must fulfill the following requirements as a minimum:

1. Complete a minimum of 65-78 credit hours, including the General Studies requirements.
2. Complete at least 30 credit hours in residence at Dallas Baptist University.
3. Complete 30 of the last 36 credit hours with courses offered by DBU. If up to six of the last 36 credit hours are taken elsewhere, prior approval of the subject area dean and the Registrar must be given.
4. Earn a minimum of 2.00 grade point average in all courses taken. DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).
5. Meet the requirements for a prescribed degree curriculum and be recommended by the Associate Degree Department for graduation.
6. Participate in the graduation program of the University unless approval is obtained from the Registrar to be graduated *in absentia*.
7. Complete one-half of the Chapel credits required for a bachelor's degree candidate*. (See section under Academic Policies for Chapel requirements*.)

No student will be allowed to participate in the graduation exercises of the University until all of the above requirements for graduation have been completed.

Developing A Christian Mind
Required of all traditional students enrolling at DBU from fall 2004 forward. This course, built on a biblical foundation, is designed to introduce students to the lifelong goal of developing a Christian mind, and in the process, to impart to them a solid understanding of the larger purposes of Christian higher education and the educational vision of Dallas Baptist University. Topics addressed include Christian mind and worldview development, the problem of dualism, Christian liberal arts education, integrating faith and learning, the life of the mind, calling, and the implications of Christian faith across the whole spectrum of life.

Foundations for Excellence
One semester of the course Foundations for Excellence (FOUN 1101) is required of all freshman and transfer students who enroll with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).

Degree Plan

It is the student's responsibility, as soon as possible after entering the University, to meet with an associate degree advisor to develop a plan of study leading to a specific degree. With the assistance of the advisor, the student outlines the courses needed to complete the degree. The degree plan developed between the student and advisor is only a guide. The student must complete all degree requirements as stated in this catalog. A degree plan becomes official when it has been approved and signed by the advisor, the program director, the student, and the Registrar.

The degree plan will outline the requirements for the associate degree program selected by the student. Additional courses (credit hours) needed to complete the minimum 65-78 credit hour graduation requirement may be selected by the student as electives. Electives are courses that can be taken for credit on the selected degree plan but are not specifically named. These elective courses can enrich the program of study and allow students to explore new interests and fields.

General Studies Requirements
The General Studies requirements are designed to develop the basic understanding and skills needed by broadly educated men and women in a democratic society. The General Studies involve a concern for students' intellectual, spiritual, emotional, and physical growth. In addition, they provide the core of degree requirements for all associate degrees. General Studies courses are listed at the 1000 and 2000 levels.

Religion Requirements
The General Studies religion courses provide students with a general orientation to Christian life, increase the students' knowledge of the Bible, and provide an avenue for the development of a maturing Christian faith. All students are required to take Religion 1301, Old Testament Survey, and Religion 1302, New Testament Survey.

All students are required to take course work in both Old and New Testament with the following options:

- Six credit hours must be RELI 1301 and 1302. For students with a 9-credit-hour requirement, the third course may be any course in religion. For students with a 12-credit-hour requirement, the third course must be an approved course in Bible; the fourth course may be any course in religion or Christian Studies.
- 12 credit hours consisting of RELI 2301, 2302, 3302, and 3303.

eMAT Advising Tool
Every student who has not completed the general studies mathematics requirements for his or her degree plan upon enrolling at DBU will be required to take the eMAT Advising Tool instrument. No student will be advised for or permitted to register in any mathematics course other than MATH 1101 until after having completed this instrument. Students will be permitted to register for general studies math courses required for their degrees upon passing the qualifying segments of the eMAT.

Any student who does not satisfactorily complete the Arithmetic Skills portion of the eMAT will be required to enroll in MATH 1101. Any student whose degree plan requires MATH 1303 and whose performance on the Basic Algebra portion of the eMAT is not satisfactory will be required to take MATH 1300. The eMAT is free and available on the DBU secure website called "webreg." The eMAT consists of three tests and their respective study guides. The student must read carefully the homepage of the eMAT. For example, a specific internet browser is required.

Current students must contact their advisor for the web address. New students will be contacted by the Admissions Office. The eMAT is an advising tool for all undergraduate advisors and students. Each test may be taken a maximum of three times and the honor code must be followed. Contact the College of Natural Sciences and Mathematics at 214-333-5303 with any questions.

Computer Literacy Requirement
All DBU students are required to develop computer skills. The educated person of today must learn to handle computerized information, to identify the source of the information, to recognize its validity, to understand the assumptions that were made to generate the information, and to use the results to make decisions. DBU provides students the opportunity to begin building life-long skills for using the computer in a modern world.

Students will have access to computers for use in computer science and other courses which stress computer applications. These computers and computer software are in the Academic Computer Laboratory in the Collins Learning Center. The COSC 1301 course assists the student in the development of fundamental computer skills. Each student enrolled in COSC 1301 will be assigned a microcomputer for use in the COSC 1301 lab. It is recommended that, upon completing COSC 1301, each student determines the level of computing access needed and rent or purchase a computer to meet that need.

IMPORTANT NOTE: *A computer science course taken more than six years ago is NOT equivalent to a current DBU computer science course. This applies to all computer science courses, including COSC 1301.*

Associate of Arts

The Associate of Arts degree gives the student a strong core of study in the liberal arts and helps equip the student for the broad challenges of the twenty-first century.

Course Requirements for the Associate of Arts Degree

	A.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306 and any other 3-hour course in art, communication, or music	**6**
Foreign Language Two 1000 level courses in one language	**8**
Foundations for Excellence FOUN 1101 is required of those entering DBU with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES requirements are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level course only) One laboratory science selected from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302	**6**
Social Science POLS 2301 American National Government required for all students. Select any three of the following courses from at least three disciplines: ECON 2301, 2302; PHIL 2301, 2302, 2303; POLS 2302; PSYC 1301, 2304; SOCI 1301, 1302, 2304, 2305	**12**
Total General Studies Requirements	**59-64**
Electives	**1-6**
Total Credit Hours Required	**65**

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Associate of Arts (Teacher Certification Preparation)

This degree program is designed for those students whose ultimate goal is teacher certification in the State of Texas. It provides the student with an excellent liberal arts foundation and preparation for eventual entry into a teacher certification bachelor's degree program.

Course Requirements for the Associate of Arts (Teacher Certification Preparation) Degree

	A.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, and 2301 and 2302	**12**
Fine Arts COMA 1302 and either ART 1306, COMA 1306, or MUSI 1306	**6**
Foreign Language Six hours of 2000 level or above if adequate prerequisites are met	**6-14**
Foundations for Excellence FOUN 1101 is required of those who enter DBU with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301 and 1302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES requirements are waived	**0-2**
Mathematics MATH 1303 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3**
Natural Science (1000 or 2000 level course only) One laboratory science selected from Biology, Chemistry, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302	**6**
Social Science POLS 2301 American National Government required for all students. POLS 2302 State and Local Government Select one of the following courses: ECON 2301, 2302; PHIL 2301, 2302, 2303; PSYC 1301, 2304; SOCI 1301, 1302, 2304, 2305; An approved three-hour education course	**9**
Total General Studies Requirements	**57-69**
Electives	**0-9**
Total Credit Hours Required	**66-69**

NOTE: Accepted level of performance on the Texas Higher Education Assessment (THEA), a basic skills test in reading, writing, and mathematics is required for admission to the Teacher Education Program. Also required is a cumulative grade point average of 3.00.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students wishing to pursue a bachelor's degree in education from Dallas Baptist University will need a 3.0 GPA to continue in the program.

Associate of Biblical Studies

The Associate of Biblical Studies degree is designed to equip students with a sound theological base for leadership, teaching, and ministry within the local church, particularly related to volunteer or bivocational service.

Course Requirements for the Associate of Biblical Studies Degree

	A.B.S.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301 and 1302	**6**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of those entering DBU with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301,1302, 2301 or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES requirements are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level course only) One laboratory science selected from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Social Science POLS 2301 American National Government required for all students. Select an additional course from the following disciplines: ECON, PHIL (except 2301), POLS, PSYC, and SOCI	**6**
Total General Studies Requirements	**33-38**
Biblical Studies Concentration **At least 12 of the following hours must be taken at DBU:** CHST 3309 Spiritual Formation for Christian Ministry PHIL 2301 Introduction to Philosophy PHIL 3303 Philosophy of Religion RELI 2301 Old Testament I RELI 2302 Old Testament II RELI 3302 New Testament I RELI 3303 New Testament II RELI 3304 Christian Doctrine RELI 3305 Principles of Biblical Interpretation RELI 4301 World Religions RELI 4350 Systematic Theology RELI 4370 European Church History ***or*** RELI 4371 American Church History	**36**
Electives	**0**
Total Credit Hours Required	**69-74**

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Associate of Business Administration

The Associate of Business Administration degree is designed for the student desiring a strong educational foundation in the area of business administration. Such a course of study offers solid, practical training which can be applied directly in a wide variety of employment opportunities.

Course Requirements for the Associate of Business Administration Degree

	A.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301 and 1302	**6**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of those entering DBU with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301 or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES requirements are waived	**0-2**
Mathematics MATH 1303 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level course only) One laboratory science selected from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302	**6**
Social Science POLS 2301 American National Government required for all students.	**3**
Total General Studies Requirements	**36-41**
Business Concentration	**31**
At least 12 of the following hours must be taken at DBU: ACCT 2301 Principles of Financial Accounting ACCT 2302 Principles of Managerial Accounting COMA 1302 Fundamentals of Speech Communication ECON 2301 Principles of Macroeconomics ECON 2302 Principles of Microeconomics FINA 2301 Consumer Finance MANA 3100 Time Management and Leadership Training MANA 3301 Principles of Management MANA 3303 Principles of Organizational Behavior ***or*** MANA 3306 Management Communications MATH 1307 Mathematics for Business Applications I MRKT 3301 Principles of Marketing	
Electives	**0**
Total Credit Hours Required	**67-72**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Associate of Christian Studies

The Associate of Christian Studies program is designed to prepare students for effective leadership roles within the local church, particularly related to bivocational or volunteer ministry.

Course Requirements for the Associate of Christian Studies Degree

	A.C.S.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301 and 1302	**6**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of those entering DBU with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301 or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES requirements are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level course only) One laboratory science selected from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302	**6**
Social Science POLS 2301 American National Government required for all students. Select an additional course from the following disciplines not already listed in the Christian Studies core courses requirements: ECON, PHIL, POLS, PSYC, or SOCI	**6**
Total General Studies Requirements	**39-44**
Christian Studies Core Courses	**30**
CHST 3301 Introduction to Religious Education	
CHST 3309 Spiritual Formation for Christian Ministry	
CHST 4302 Practicum in Religious Education I	
RELI 3304 Christian Doctrine	
RELI 3305 Principles of Biblical Interpretation	

Select six additional hours in Biblical studies or Christian studies

Select one of the four following concentrations:

Concentration in Education Ministry
If the student desires to prepare for a career in the education ministry of the church, his/her specific hours will be:
CHST 4301 The Educational Ministry of the Church
RELI 3372 Church Administration
Select one of the following:
CHST 3304 Religion and Older Persons
CHST 4306 Children's Ministry in the Church
CHST 4307 Youth Ministry in the Church

Concentration in Christian Leadership
If the student desires to prepare for a career in Christian Leadership, his/her specific hours will be:
MANA 3301 Principles of Management
MANA 4322 Servant Leadership
RELI 3372 Church Administration

Concentration in Sports Ministry
If the student desires to prepare for a career in Sports Ministry, his/her specific hours will be:
KNES 2305 Coaching Today's Athlete
KNES 3310 Recreational Leadership
KNES 3301 Sports Ethics
KNES 4302 Organization and Administration of Physical and Athletic Programs

Concentration in Music Ministry
If the student desires to prepare for a career in Music Ministry, his/her specific hours will be:
MUSI 3311 Pedagogy of Music Education
MUSI 4305 Hymnology
MUSI 4306 Church Music Administration

Total Credit Hours Required **69-74**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Associate of Church Music

The Associate of Church Music degree program is designed to develop students' technical and ministry skills in the area of Church Music for leadership in the local church, either as a volunteer or as a bivocational service.

Course Requirements for the Associate of Church Music Degree

	A.C.M.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301 and 1302	**6**
Fine Arts MUSI 2305	**3**
Foundations for Excellence FOUN 1101 is required of those entering DBU with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301 or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES requirements are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level course only) One laboratory science selected from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302	**6**
Social Science POLS 2301 American National Government required for all students.	**3**
Total General Studies Requirements	**36-41**
Music Concentration **At least 12 hours of the following courses must be taken at DBU:** MUSI 1111 Musicianship I MUSI 1112 Musicianship II MUSI 1175 English Handbell Choir MUSI 1176 English Handbell Choir MUSI 1311 Music Theory I MUSI 1312 Music Theory II Applied Music Concentration (6 hours of organ, piano, or voice) Applied Music Secondary Field (4 hours of piano or voice) MUSI 3207 Basic Conducting MUSI 3211 Elements of Music I MUSI 3212 Elements of Music II MUSI 4307 Music in Worship MUSI 4211 Piano, Organ, or Vocal Pedagogy MUSI 4305 Hymnology MUSI 4306 Church Music Administration (includes internship)	**37**
Total Credit Hours Required	**73-78**

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

MINIMUM REQUIREMENTS FOR A BACHELOR'S DEGREE

Dallas Baptist University offers undergraduate programs leading to the Bachelor of Arts, Bachelor of Arts and Sciences, Bachelor of Business Administration, Bachelor of Business Studies, Bachelor of Music, and Bachelor of Science degrees. The University, through its seven colleges, offers 59 undergraduate majors leading to the bachelor's degree.

A student may elect to graduate under the degree requirements of the official catalog of any year in which the student is enrolled for classes and receives credit, provided that the period between such dates does not exceed six years. The six-year time frame begins at the final semester covered by the chosen catalog. The University reserves the right to change the requirements for graduation at the beginning of any semester. These changes will appear in the next edition of the official catalog. A student in the teacher education program must meet requirements of the Texas Education Agency to receive a teaching certificate from the State of Texas.

All candidates for a bachelor's degree must fulfill the following requirements as a minimum (refer to specific programs for exact requirements):

1. Complete a minimum of 126 credit hours of work.
2. Complete at least 42 credit hours of upper-level work (3000-4000 level courses).
3. Complete a minimum of twenty-five percent (25%) of credit hours in residence at Dallas Baptist University (e.g. for a 126 credit hour degree program, the residency requirement is 32 hours).
4. Complete 30 of the last 36 credit hours with courses offered by DBU. If up to six of the last 36 credit hours are taken elsewhere, prior approval of the Registrar must be given.
5. Complete the prescribed General Studies requirements as outlined in this catalog.
6. Complete an approved major program of study consisting of a minimum of 24 credit hours with a 2.0 grade point average or above in the major field, including at least 12 credit hours earned in courses numbered 3000 and above. At least 12 credit hours in the major program must be completed at Dallas Baptist University, including nine upper-level course hours. *
7. If completing a minor, a minimum GPA of 2.0 or above must be earned in the minor field of study. At least 6 upper level hours in the minor program must be completed at Dallas Baptist University. *
8. Earn a minimum of 2.0 grade point average in all courses taken. DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours). *
9. Meet the requirements for a prescribed degree curriculum and be recommended by the faculty for graduation.
10. Complete the Chapel requirement.

*** Minimum GPA Required for Graduation from Dallas Baptist University**
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

NOTE: *It is recommended that credit toward graduation be given for no more than 42 credit hours in the major field of study or any one discipline in the B.A. or B.S. degrees.*

No student will be allowed to participate in the graduation exercises of the University until all of the above requirements for graduation have been completed and all financial obligations have been met.

Developing A Christian Mind
Developing A Christian Mind (DCM 2301) is required of all traditional students enrolling at DBU from fall 2004 forward. This course, built on a biblical foundation, is designed to introduce students to the lifelong goal of developing a Christian mind, and in the process, to impart to them a solid understanding of the larger purposes of Christian higher education and the educational vision of Dallas Baptist University. Topics addressed include Christian mind and worldview development, the problem of dualism, Christian liberal arts education, integrating faith and learning, the life of the mind, calling, and the implications of the Christian faith across the whole spectrum of life.

Foundations for Excellence
One semester of Foundations for Excellence (FOUN 1101) is required of all freshmen and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours). It is expected that this course be taken during the student's first semester at DBU. A staff mentor will be assigned to each group of students.

This course helps students learn to excel in whatever task God calls them to, working with all of their hearts as serving the Lord and not men. Seminars to encourage development of time management and study skills are included along with seminars to aid spiritual growth (with special emphasis on developing a servant's heart). Students will have the opportunity to have their interests and aptitudes tested to determine the majors and careers for which they are best suited.

Second Bachelor's Degree
To qualify for a second bachelor's degree, a student must complete all the degree requirements as stated in this catalog for that degree, and in no instance may the student complete less than 32 credit hours beyond those required for the bachelor's degree previously earned. The additional hours must be taken in residence at Dallas Baptist University.

Degree Plan
It is the student's responsibility, as soon as possible after entering the University but no later than the end of the sophomore year, to meet with his/her advisor to develop a plan of study leading to a specific degree and major.
With the assistance of the advisor, the student outlines the courses needed to complete the degree. The degree plan developed between the student and advisor is only a guide. The student must complete all degree requirements as stated in this catalog. A degree plan becomes official once it has been received and approved by the Registrar.

The degree plan will outline the requirements for the chosen bachelor's degree program. To the General Studies courses required for the degree will be added the courses required for the student's selected major. In most cases, the total credit hours for these two groups of courses will not add up to 126 credit hours. The additional courses (credit hours) needed to complete the minimum 126 credit hour graduation requirement may be selected by the student as electives. Electives are courses that can be taken for credit outside the requirements for General Studies and the student's major. These elective courses can enrich the program of study and allow
students to explore new interests and fields. Students also may complete these additional hours by electing to earn a minor.

Religion Requirements
The General Studies religion courses provide students with a general orientation to Christian life, increase the student's knowledge of the Bible, and provide an avenue for the development of a maturing Christian faith. Students are required to take the following hours of credit in religion courses according to their entrance level: Freshman—12 credit hours; Sophomore—9 credit hours; Junior and Senior—6 credit hours. College of Education and Department of Music students should refer to their specific programs for their religion requirements.

All students are required to take course work in both Old and New Testament with the following options:
- Six credit hours must be RELI 1301 and 1302. For students with a 9-credit-hour requirement, the third course may be any course in religion. For students with a 12-credit-hour requirement, the third course must be an approved course in Bible; the fourth course may be any course in religion or Christian Studies.
- 12 credit hours consisting of RELI 2301, 2302, 3302, and 3303.

eMAT Advising Tool
Every student who has not completed the general studies mathematics requirements for his or her degree plan upon enrolling at DBU will be required to take the eMAT Advising Tool instrument. No student will be advised for or permitted to register in any mathematics course other than MATH 1101 until after having completed this instrument. Students will be permitted to register for general studies math courses required for their degrees upon passing the qualifying segments of the eMAT.

Any student who does not satisfactorily complete the Arithmetic Skills portion of the eMAT will be required to enroll in MATH 1101. Any student whose degree plan requires MATH 1303 and whose performance on the Basic Algebra portion of the eMAT is not satisfactory will be required to take MATH 1300. The eMAT is free and available on the DBU secure website called "webreg." The eMAT consists of three tests and their respective study guides. The student must read carefully the homepage of the eMAT. For example, a specific internet browser is required.

Current students must contact their advisor for the web address. New students will be contacted by the Admissions Office. The eMAT is an advising tool for all undergraduate advisors and students. Each test may be taken a maximum of three times and the honor code must be followed. Contact the College of Natural Sciences and Mathematics at 214-333-5303 with any questions.

Computer Literacy Requirement
All DBU students are required to develop computer skills. The educated person of today must learn to handle computerized information, to identify the source of the information, to recognize its validity, to understand the assumptions that were made to generate the information, and to use the results to make decisions. DBU provides students the opportunity to begin building life-long skills for using the computer in a modern world.

Students will have access to computers for use in computer science and other courses which stress computer applications. These computers and computer software are in the Academic Computer Laboratory in the Collins Learning Center. The COSC 1301 course assists the student in the development of fundamental computer skills. Each student enrolled in COSC 1301 will be assigned a microcomputer for use in the COSC 1301 lab. It is recommended that, upon completing COSC 1301, each student determines the level of computing access needed and rent or purchase a computer to meet that need.

IMPORTANT NOTE*: A computer science course taken more than six years ago is NOT equivalent to a current DBU computer science course. This applies to all computer science courses, including COSC 1301.*

General Studies Requirements

The program of General Studies comprises those learning experiences common to all students at Dallas Baptist University. They are completed for the most part in the student's freshman and sophomore years.

The General Studies requirements are designed to develop the basic understanding and skills needed by broadly educated men and women in a democratic society. They involve a concern for the student's intellectual, spiritual, emotional, and physical growth.

These courses are listed at the 1000 and 2000 level except in the Religion Department. If a student's degree plan requires more than six hours of religion, then upper-level religion classes will be allowed to satisfy this General Studies requirement.

The following chart outlines the specific General Studies requirements for each of DBU's bachelor's degrees. **All requirements are to be met from 1000 and 2000 level courses with the possible exception of religion.** Students must also complete the required number of Chapel attendances. Each discipline may specify the courses listed within the discipline that may be used to satisfy the General Studies requirements. Students should carefully study the General Studies requirements for the degree they plan to pursue. Students interested in pursuing teacher certification should refer to the College of Education section of this catalog for specific General Studies requirements.

General Studies Requirements for Bachelor's Degrees (1000 and 2000 level courses)

	BA	BS	BBA	BM	BBS/BAS
Computer Science	**3**	**3**	**3**	**3**	**3**
COSC 1301					
Developing A Christian Mind	**3**	**3**	**3**	**3**	**0**
DCM 2301					
English	**12**	**9**	**9**	**9**	**9**
ENGL 1301, 1302, and 2301 and/or 2302					
Fine Arts	**3**	**3**	**3**	**0**	**3**
ART 1306 or COMA 1306 or MUSI 1306					
Foreign Language	**6-14***	**0**	**0**	**0-8****	**0**
*Six hours at the 2000 level if adequate prerequisites are met. **BM students with Performance majors are required to take eight hours of 1000 level French or German.					
Foundations for Excellence	**0-1**	**0-1**	**0-1**	**0-1**	**0**
Fall – FOUN 1101 - **Required of all Freshmen and transfer students with fewer than 15 credit hours** (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).					
History	**6**	**6**	**6**	**6**	**6**
HIST 1301, 1302, 2301, 2302					
Kinesiology	**0-2**	**0-2**	**0-2**	**0-2**	**0-2**
KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES requirements are waived.					
Mathematics	**3-4**	**3-4**	**6**	**3-4**	**3-4**
(BA; BM; BAS; BBS) MATH 1301 or 1303 or 1307 or 1405 (BS) MATH 1303 or 1307 or 1405 (BBA) MATH 1307 and 1308 **[eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite]**					
Natural Science with Lab	**3-4**	**15**	**3-4**	**3-4**	**3-4**
One laboratory science or 15 semester hours of laboratory science (BS) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics.					
Religion	**6-12**	**6-12**	**6-12**	**6-9**	**6-12**
RELI 1301, 1302, and six additional credit hours depending on credit hours transferred at time of initial enrollment. College of Education and Department of Music students should refer to their specific programs for their religion requirements.					
Social Science	**6**	**6**	**12**	**3**	**6**
POLS 2301 American National Government required for all students. Additional hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology. (BBA) ECON 2301, 2302; POLS 2301 and three hours from Psychology or Sociology.					
Speech	**0-3***	**0-3***	**3**	**3**	**0**
COMA 1302					
**Required for some Education majors*					
Maximum Total General Studies Hours	**51-73**	**54-67**	**54-64**	**39-55**	**39-49**

NOTE: *Chapel is a required part of the educational experience, except for students 25 years of age or older as of the first class day of the first enrolled semester at DBU.*

NOTE: *Refer to the appropriate major for specific General Studies and course requirements. For General Studies requirements in the BAS and BBS degrees and the BA and BS in Interdisciplinary Studies degrees refer to the College of Adult Education section of this catalog.*

SUGGESTED PLANS FOR FULFILLING THE GENERAL STUDIES REQUIREMENTS

BACHELOR OF ARTS DEGREE

FRESHMAN YEAR		SOPHOMORE YEAR	
1st Semester	**2nd Semester**	**1st Semester**	**2nd Semester**
COSC 1301	ENGL 1302	ENGL 2301	ENGL 2302
ENGL 1301	History	Foreign Language	Foreign Language
History	Natural Science	Fine Arts	UL RELI
Math	Kinesiology	Social Science	Social Science
FOUN 1101	RELI 1302	Speech	Major or Elective
Kinesiology	CHAP 1000	CHAP 1000	CHAP 1000
RELI 1301			
CHAP 1000	DCM 2301 or	DCM 2301 or	DCM 2301

BACHELOR OF SCIENCE DEGREE

FRESHMAN YEAR		SOPHOMORE YEAR	
1st Semester	**2nd Semester**	**1st Semester**	**2nd Semester**
COSC 1301	ENGL 1302	English	Natural Science
ENGL 1301	History	History	UL RELI
Math	Natural Science	Natural Science	Social Science
Natural Science	Kinesiology	Fine Arts	Speech
FOUN 1101	RELI 1302	Social Science	Major or Elective
Kinesiology	CHAP 1000	CHAP 1000	CHAP 1000
RELI 1301			
CHAP 1000	DCM 2301 or	DCM 2301 or	DCM 2301

BACHELOR OF BUSINESS ADMINISTRATION

FRESHMAN YEAR		SOPHOMORE YEAR	
1st Semester	**2nd Semester**	**1st Semester**	**2nd Semester**
COSC 1301	Fine Arts	ECON 2301	ECON 2302
ENGL 1301	ENGL 1302	English	UL RELI
History	History	Natural Science	Speech
MATH 1307	MATH 1308	POLS 2301	Social Science
FOUN 1101	Kinesiology	Business Core Course	Business Core Course
Kinesiology	RELI 1302	CHAP 1000	CHAP 1000
RELI 1301	CHAP 1000		
CHAP 1000			
	DCM 2301 or	DCM 2301 or	DCM 2301

These are only suggested plans and may be rearranged to fit the student's needs. Each student should consult his/her advisor for detailed information regarding degree plans and curriculum requirements.

Core Competencies
Learning experiences at Dallas Baptist University are designed to foster the development of nine core competencies needed by broadly educated men and women in a democratic society. These include reading comprehension; logic/critical thinking/deductive reasoning; written/oral communication; computer/technology skills; Christian worldview/integration of faith and learning; citizenship; integrated service-learning; physical/emotional wellness; and information literacy.

Major Field of Study

Students select a primary field of study in which they concentrate the larger portion of the learning experience during the junior and senior year. The requirements for a major in each academic field are outlined in the Academic Programs section of this catalog. Within their major, students complete a sequence of at least 24 required credit hours of which 12 credit hours must be upper level. Requirements vary with the major selected. A minimum 2.0 grade point average or above must be earned in the major field of study. DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Dallas Baptist University offers a variety of disciplines in which students may major. Additional disciplines are offered to support these various majors. Majors leading to the **Bachelor of Arts, Bachelor of Business Administration, Bachelor of Science, or Bachelor of Music** degrees include:

Accounting
Art
Biblical Studies
Biology
Choral Music
Christian Studies
Church Music
Communication
Computer Information Science
Computer Science
Criminal Justice
Education: Interdisciplinary Academic:
- EC-4 Teacher Certification
- 4-8 English Language Arts/Reading Teacher Certification
- 4-8 Mathematics Teacher Certification
- 4-8 Science Teacher Certification

Education:
- 8-12 Biology w/Life Science Teacher Certification
- 8-12 Computer Science Teacher Certification
- 8-12 English w/English Language Arts/Reading Teacher Certification
- 8-12 History Teacher Certification
- 8-12 Mathematics Teacher Certification
- 8-12 Natural Science w/Science Teacher Certification
- Kinesiology w/All Level Certification

English
Finance
General Studies
History
Kinesiology
Management
Management Information Systems
Marketing
Mathematics
Music
Music - Choral Music with All Level Teacher Certification
Music Business (BBA)
Music Business (BA/BS)
Natural Sciences
Philosophy
Piano Performance
Political Science
Psychology
Sociology
Theory/Composition
Vocal Performance

Majors leading to a **Bachelor of Arts and Sciences or Bachelor of Business Studies** degree include, but are not limited to the following:

Accounting
Art
Business Administration
Christian Ministries
Communication
Computer Information Science
Criminal Justice
Finance
Health Care Management
Interdisciplinary Studies BA/BS
Interdisciplinary Studies BAS
Management
Management Information Systems
Marketing
Psychology
Sociology

The Optional Academic Minor

A student's program of study must include courses in General Studies and the academic major, and may also include electives and an optional minor. A student may minor in any department of the University that offers the required number and level of courses. A carefully chosen minor provides substantial grounding in a field other than that of the student's major and adds breadth and depth to the educational experience.

The number of hours required for a minor at Dallas Baptist University will be no less than 15 credit hours in one subject matter area. Of the 15 hours, there must be a minimum of 9 hours distinctive to the minor, separate and apart from general studies and major core hours. A minimum GPA of 2.0 or above must be earned in the minor field of study. At least 6 upper level hours in the minor program must be completed at Dallas Baptist University. The amount of upper-level credit hours is determined by the appropriate college. Several minor programs require specific course work (refer to the Academic Programs section of this catalog). The student should consult his/her advisor regarding declaration of a minor. DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Concentration
Students may have the opportunity for intensive study within their majors or minors. A concentration generally requires a minimum of 12 credit hours, although requirements vary with the concentration selected.

Maximum Hours in Discipline
It is recommended that credit toward graduation be given for no more than 42 credit hours in the major field of study or any one discipline in the B.A. or B.S. degrees.

Double Major
A student may secure a degree with a double major by fulfilling all course requirements as stated in this catalog for both majors, as long as both majors fall within the same degree. If both majors share common course requirements, there must be a minimum of 18 hours distinctive to the second major, separate and apart from the first major. (The student must determine which is to be the first major and which is to be the second major). Nine of the 18 hours must be upper-level and nine of the 18 must be in residence. A minimum of 12 hours of residency is required in any major. A minimum GPA of 2.0 must be achieved in both majors. DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

University Honors Program
To be recognized as an Honors Program graduate at DBU, a student must have successfully completed a minimum of 30 hours in honors classes including a minimum of at least 18 hours in the Honors core. Honors Program core components include four Perspectives classes, an Honors section of Developing A Christian Mind, and a Senior Thesis or Project. Honors Program students may take as many honors courses as they would like but no more than three honors courses per semester. For more information, see the section under “Special Programs” in this catalog or contact Dr. Philip Mitchell at 1/214-333-5526 or email him at philipm@dbu.edu.

Academic Programs

Dallas Baptist University offers a wide variety of majors and programs which reflect the comprehensive nature of the liberal arts curriculum. Major programs of study require specific course work to insure the depth of knowledge and breadth of understanding necessary to build a foundation for future vocational, occupational, and educational goals. The following pages feature descriptions of the majors, minors, and pre-professional programs offered by DBU through its seven colleges.

The General Studies major is offered through the College of Humanities and Social Sciences. A major in General Studies allows a student and an advisor to design a program from a range of possible courses. General Studies majors may be pursued within the requirements of either the Bachelor of Arts or the Bachelor of Science degrees. General Studies requirements (1000-2000 level courses) must be met in each degree as well as the "Minimum Requirements for the Bachelor's Degree" as stated elsewhere in this catalog. A General Studies major is not applicable to the Bachelor of Business Administration or Bachelor of Music degrees.

General Studies Major

Course Requirements for a Bachelor's Degree in General Studies

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 semester hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301, 1303, 1307, or 1405 **(B.S.)** MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**

General Studies Major The areas of concentration consist of courses selected by the student in consultation with an advisor which focus on the student's unique academic and/or vocational interests. The General Studies major consists of a minimum of 30 credit hours, at least 15 credit hours each in two disciplines. In addition, 18 credit hours of the minimum 30 credit hour total must be upper-level with a minimum of 9 in each discipline.	**30**	**30**
Electives Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours	**26-45**	**32-42**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

College of Adult Education

You're an adult. Working full time. Perhaps with children. Balancing many commitments. Though your life may be challenging, you want to **get your bachelor's degree**. That's why DBU created the College of Adult Education over 30 years ago to meet the special demands of adult learners like you.

DBU is a comprehensive liberal arts university. Our commitment to **Christ-centered scholarship** uniquely blends academic learning with Biblical faith to enrich your educational experience while enhancing your spiritual development.

We've helped thousands of adult learners obtain a bachelor's degree. Now it's *your* turn to take those first steps toward **realizing your career, life, and spiritual goals**. We're ready to help you do it!

Academic Programs

DBU offers two ways for you to step back into the college flow and achieve your desired academic degree — the Portfolio Degree Program or the Inverted Degree Program.

Portfolio Degree Program

Have you gained college level learning from workplace and life experiences that could translate into academic credit? Are you at least 25 years old with four or more years of significant work experience? If so, the Portfolio Degree Program is for you.

The Portfolio Degree Program enables you to maximize prior learning, accelerate the process of earning your degree, and reduce the cost of obtaining your diploma. Typically, the hours awarded through the portfolio satisfy elective hour requirements; however, in some cases, the portfolio hours may be utilized within the major.

Academic credit through the portfolio is awarded only for college-level learning achieved through life and work experiences. Credit is not awarded on the basis of work experience, corporate training, continuing education courses, or certificates completed. The emphasis of the portfolio program is on learning achieved, not experience gained. Learning documented in the portfolio is assessed by academic evaluators to determine the amount of college-level credit to be awarded.

The hours awarded through the portfolio do not apply toward the 25% credit-hour residency requirement. You are not charged tuition fees for the hours earned through the portfolio. There is a one-time evaluation and transcription fee of $300.

Portfolio students take the following adult education courses:

- **CAED 3301: Lifelong Learning for Adults**
  This course lays the foundation for the adult degree program by enhancing academic study skills, examining the philosophy of Christian higher education, introducing critical thinking skills and the concept of servant leadership, and exploring eight major worldviews. CAED 3301 is taken by adult students during their first term of classes at DBU.

- **CAED 3303: Experiential Learning**
  This course will guide you in the development of a personal portfolio that can result in the awarding of up to 30 hours college credit for college-level learning achieved through work and life experiences. The completed portfolio includes a student profile section, individual course petitions (each of which represents a request for academic credit), and a documentation section. CAED 3303 should be taken after a student has accumulated 60 hours of college credit, completed ENGL 1301 and ENGL 1302, and fulfilled the computer science requirement for the degree.

Inverted Degree Program

Have you completed at least 24 hours of technical or occupational studies? Then the Inverted Degree Program may be for you.

If you previously specialized in a subject during your prior college years, you now must complete your remaining general studies and major core requirements.

As an Inverted Degree Program student, you will take *CAED 3301: Lifelong Learning for Adult Students.* **The minimum requirement of 42 hours of upper-level credit is waived.**

For further information on our two academic programs, just email us: **CAED@dbu.edu**

Gaining Additional College Credit

You may earn college credit through two other methods:

Credit by Examination. College credit can be earned in specific subject areas through the satisfactory completion of College Level Examination Program exams and/or by satisfactory scores on tests administered by individual university departments. CLEP credits may be used to satisfy degree requirements, but do not apply to the 25-percent-credit-hour residency requirement.

Military or Corporate Training. Military or corporate training that has been recognized by the American Council of Education (ACE) is another avenue for earning college credit toward completion of an adult education degree. Typically, ACE credits satisfy elective requirements, but do not apply to the 25-percent-credit-hour residency requirement.

Degrees and Majors

Bachelor of Arts and Sciences

- Art
- Christian Ministries
- Communication
- Computer Information Science
- Criminal Justice
- Health Care Management
- Interdisciplinary Studies
- Psychology
- Sociology

Bachelor of Business Studies

- Accounting
- Business Administration
- Finance
- Management
- Management Information Systems
- Marketing

Bachelor of Arts

- Interdisciplinary Studies

Bachelor of Science

- Interdisciplinary Studies

The Online Connection

DBU offers individual classes and fully accredited degree programs via the Internet. Using the latest technologies, students and faculty converse through discussion threads, e-mails, and group chat rooms to make our online classes dynamic and interactive. Discover our extensive selection of individual online courses and review our "start to finish" online degree programs. If you have the organizational skills and the self-discipline, our online courses are for you!

Accounting

Course Requirements for a Bachelor of Business Studies in Accounting

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science POLS 2301 American National Government required for all students. ECON 2301 Principles of Macroeconomics required	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Accounting Major	**30**
ACCT 2301 Principles of Financial Accounting ACCT 2302 Principles of Managerial Accounting ACCT 3300 Survey of Accounting Systems ACCT 3301 Intermediate Financial Accounting I ACCT 3302 Intermediate Financial Accounting II ACCT 3304 Managerial Cost Accounting ACCT 3323 Income Tax Accounting ACCT 4304 Auditing FINA 3301 Corporate Financial Management MANA 3301 Principles of Management	
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, in the last term of academic course work prior to graduation. This will assist the students in taking the MFAT exam.

Art

Course Requirements for a Bachelor of Arts and Sciences in Art

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Art Major ART 4370 Senior Seminar in Art ART 4380 The Arts in the Creative Process The student will complete 24 additional hours in art electives, 9 of which must be upper level.	**30**
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Business Administration

Course Requirements for a Bachelor of Business Studies in Business Administration

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science POLS 2301 American National Government required for all students. ECON 2301 Principles of Macroeconomics	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Business Administration Major	**30**
ACCT 2301 Principles of Financial Accounting ACCT 2302 Principles of Managerial Accounting ECON 2302 Principles of Microeconomics FINA 3301 Corporate Financial Management MANA 3301 Principles of Management MANA 3305 Managerial Statistics MANA 3308 Business and Public Law MANA 4320 Strategy and Problems in Management MISM 3301 Information Systems for Management MRKT 3301 Principles of Marketing	
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students.
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as MANA 4320, Strategies and Problems. This will assist the students in taking the MFAT exam.

Christian Ministries

Course Requirements for a Bachelor of Arts and Sciences in Christian Ministries

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**

Christian Ministries Major **30**

Core Requirements for all CAED Christian Ministries Majors: (18 hours)

CHST 3309	Spiritual Formation for Christian Ministry
PHIL 2301	Introduction to Philosophy
OR	
RELI 3301	Christian Ethics
RELI 3304	Christian Doctrine
RELI 3305	Principles of Biblical Interpretation
RELI 3383	History of Christianity
RELI 4301	World Religions

Major Elective Requirements (12 hours): Choose from 5 concentrations or 12 general religion hours

- **Depending on the student's vocational interest, a variety of concentrations are available and may be added to the core requirements to complete a major. Examples are listed below and on the next page.**
- **If a student does not select one of the examples listed, they may use a minimum of 12 religion-related hours, not including RELI 1301 and RELI 1302, to complete their major elective requirements.**
- **Major elective hours may be satisfied by transfer, portfolio, courses taken in the classroom at DBU, or in a combination.**

Total Credit Hours Required **Minimum 126**

Business/Management

ACCT 2301	Principles of Financial Accounting
MANA 3301	Principles of Management
MRKT 3301	Principles of Marketing
3 Hours Business	TBD
(12 hours)	

Christian Leadership

RELI 3372	Church Administration
MANA 3301	Principles of Management
MANA 4322	Servant Leadership
3 Hours Leadership	TBD
(12 hours)	

Educational Ministry

CHST 3301	Introduction to Religious

Music Ministry

MUSI 3311	Pedagogy of Music Education

	Education
RELI 3372	Church Administration
CHST 4301	The Educ. Ministry of the Church
Select from one of the following courses:	
CHST 3304	Religion and Older Persons
CHST 4306	Children's Ministry in the Church
CHST 4307	Youth Ministry in the Church
(12 hours)	

MUSI 4305	Hymnology
MUSI 4306	Church Music Administration
3 Hours Music	TBD
(12 Hours)	

Sports Ministry

KNES 2305	Coaching Today's Athlete
KNES 3310	Recreation Leadership
KNES 3301	Sports Ethics
KNES 4302	Org/Admin of Kines & Athl. Programs
(12 Hours)	

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students.
2. Minimum of 42 upper-level credit hours.
3. Minimum of 15 credit hours in major in residence at Dallas Baptist University, 12 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Communication

Course Requirements for a Bachelor of Arts and Sciences in Communication

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Communication Major	**30**
COMA 1302 Fundamentals of Speech Communication COMA 2318 Desktop Publishing and Design I COMA 3301 Nonverbal Communication	
Students must choose three (3) of the four (4) courses from the list below:	
ENGL 3305 Advanced Written Communication MRKT 3301 Principles of Marketing PSYC 4330 Social Psychology SOCI 4301 Multicultural Perspectives	
The remaining twelve (12) hours for the major will be selected from elective Communication courses in consultation with an advisor from the College of Adult Education. (A minimum of nine (9) of these remaining twelve (12) hours must be upper-level.)	
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.

Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Computer Information Science

Course Requirements for a Bachelor of Arts and Sciences in Computer Information Science

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) PHSC 1402	**4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**28-38**
Computer Information Science Major COSC 1405 Foundations of Computer Science I COSC 1408 Foundations of Computer Science II COSC 2403 Object-Oriented Analysis and Design COSC 2406 Data Structures COSC 3301 Database Management Systems COSC 3405 Organization and Architecture COSC 3406 Networks and Telecommunication COSC 4308 Senior Project in Computer Science **or** Upper-level elective in Computer Science COSC 4402 Software Engineering	**34**
Concentration Requirement The student must also complete a concentration consisting of 12 upper-level hours in a discipline other than Computer Information Science or Management Information Systems. This requirement may be satisfied by transfer and/or portfolio credit hours. The concentration must be approved by the dean of the College of Natural Sciences and Mathematics or the dean of the College of Adult Education.	**12**
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.

Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Criminal Justice

Course Requirements for a Bachelor of Arts and Sciences in Criminal Justice

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Criminal Justice Major CRJS 3305 Constitutional Law CRJS 4301 Ethics in Law Enforcement CRJS 4303 Organization and Administration CRJS 4307 Criminology CRJS 4312 Research Methods SOCI 4301 Multicultural Perspectives The remaining 12 hours will be in criminal justice, psychology, sociology, or business and may be satisfied by transfer and/or portfolio credit hours.	**30**
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Finance

Course Requirements for a Bachelor of Business Studies in Finance

General Studies Requirements		Semester Hours
Computer Science		**3**
COSC 1301		
English		**9**
ENGL 1301, 1302, and 2301 or 2302		
Fine Arts		**3**
ART 1306 or COMA 1306 or MUSI 1306		
History		**6**
HIST 1301, 1302, 2301, or 2302		
Kinesiology		**0-2**
KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived		
Mathematics		**3-4**
MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].		
Natural Science (1000 or 2000 level courses only)		**3-4**
One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics		
Religion		**6-12**
RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)		
Social Science		**6**
POLS 2301 American National Government required for all students.		
ECON 2301 Principles of Macroeconomics		
Electives		**44-54**
Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.		
Finance Major		**30**
ACCT 2301	Principles of Financial Accounting	
ACCT 2302	Principles of Managerial Accounting	
FINA 3301	Corporate Financial Management	
FINA 3302	Securities Analysis	
MANA 3301	Principles of Management	
MANA 3308	Business and Public Law	
MISM 3301	Information Systems for Management	
MRKT 3301	Principles of Marketing	
Choose two from:		
FINA 3304	Money and Financial Institutions	
FINA 3305	Introduction to Risk Management and Insurance	
FINA 3307	Personal Financial Planning	
FINA 3308	Real Estate Finance and Investments	
FINA 4301	Portfolio Management	
FINA 4302	Advanced Topics in Corporate Financial Management	
FINA 4308	International Finance	
Total Credit Hours Required		**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University - DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, in the last term of academic course work prior to graduation. This will assist the students in taking the MFAT exam.

Health Care Management

Course Requirements for a Bachelor of Arts and Sciences in Health Care Management

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Health Care Management Major HCMG 3301 Health Care Ethics HCMG 3310 Human Resource Management for Health Care Organizations HCMG 3320 Finance for Health Care Managers HCMG 3330 Legal Issues in Health Care Management HCMG 3340 Organizational Behavior in Health Care Management HCMG 4301 Advanced Management Seminar in Health Care MANA 3301 Principles of Management MANA 3306 Management Communication ***or*** PSYC/SOCI 4301 Multicultural Perspectives ***or*** upper-level business elective MISM 3301 Information Systems for Management MRKT 3301 Principles of Marketing	**30**
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minor in Healthcare Management

This minor is designed to give the adult and traditional student a foundational knowledge of the field of healthcare management. The minor in healthcare management is comprised of the following courses:

HCMG 3301 Healthcare Ethics
HCMG 3310 Human Resource Management for Healthcare Organizations
HCMG 3320 Finance for Healthcare Management
HCMG 3330 Legal Issues in Healthcare Management
HCMG 3340 Organizational Behavior in Healthcare Management

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Interdisciplinary Studies

Course Requirements for a Bachelor of Arts and Sciences in Interdisciplinary Studies

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Interdisciplinary Studies Major Three options are available to students majoring in Interdisciplinary Studies: Option One: The student completes the portfolio emphasizing only one of two concentrations. The student then finishes the major by completing a minimum of 15 credit hours in the classroom at DBU in the second concentration. (Twelve (12) hours must be upper-level.) * Option Two: The student completes the portfolio with course petitions for both concentrations. The student then completes the concentrations with a minimum of 15 credit hours of course work at DBU. (Twelve (12) hours must be upper-level.) * Option Three: Inverted Degree Program students have the option of using the technical/occupational semester hours transferred in for one of their two concentrations. In that case, the 12 hour upper-level requirement is waived for the concentration for which the technical/occupational hours are used. * If an Inverted student chooses not to utilize technical/occupational hours for one concentration, then each concentration must include a minimum of 12 upper-level hours. * All three options require a minimum of 15 credit hours in each concentration totaling 30 credit hours for both. DBU also requires a minimum of 12 upper-level hours for each concentration (except with Option Three).	**30**
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 15 credit hours in major in residence at Dallas Baptist University, 12 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.
8.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Management

Course Requirements for a Bachelor of Business Studies in Management

General Studies Requirements		Semester Hours
Computer Science		**3**
COSC 1301		
English		**9**
ENGL 1301, 1302, and 2301 or 2302		
Fine Arts		**3**
ART 1306 or COMA 1306 or MUSI 1306		
History		**6**
HIST 1301, 1302, 2301, or 2302		
Kinesiology		**0-2**
KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived		
Mathematics		**3-4**
MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].		
Natural Science (1000 or 2000 level courses only)		**3-4**
One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics		
Religion		**6-12**
RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)		
Social Science (1000 or 2000 level courses only)		**6**
POLS 2301 American National Government required for all students.		
ECON 2301 Principles of Macroeconomics		
Electives		**44-54**
Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.		
Management Major		**30**
ACCT 2301	Principles of Financial Accounting	
ACCT 2302	Principles of Managerial Accounting	
FINA 3301	Corporate Financial Management	
MANA 3301	Principles of Management	
MANA 3302	Principles of Human Resource Management	
or MANA 3303	Principles of Organizational Behavior	
MANA 3308	Business and Public Law	
MANA 4301	Operations and Quality Management	
or MANA 4342	Business Ethics	
MANA 4320	Strategy and Problems in Management	
MISM 3301	Information Systems for Management	
MRKT 3301	Principles of Marketing	
Total Credit Hours Required		**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.

Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as MANA 4320, Strategies and Problems. This will assist the students in taking the MFAT exam.

Management Information Systems

Course Requirements for a Bachelor of Business Studies in Management Information Systems

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science POLS 2301 American National Government required for all students. ECON 2301 Principles of Macroeconomics	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Management Information Systems Major	**30**
ACCT 2301 Principles of Financial Accounting	
ACCT 2302 Principles of Managerial Accounting	
MISM 1302 Ethical and Human Side of Information Technology	
MISM 2311* Introduction to Business Software Development	
MISM 3301 Information Systems for Management	
MISM 3306 Business Telecommunications and Networking	
MISM 3310 Information Systems Analysis and Design	
MISM 3320 Web Page and Database Design	
MISM 4300 IT Security and Forensics	
MISM 4330 Strategic IT Planning and Project Management	
* MISM 2311 requires a prerequisite of MISM 1302 or instructor approval based on adequate programming experience.	
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, **in the last term of academic course work prior to graduation.** This will assist the students in taking the MFAT exam.

Marketing

Course Requirements for a Bachelor of Business Studies in Marketing

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science POLS 2301 American National Government required for all students. ECON 2301 Principles of Macroeconomics	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Marketing Major	**30**
ACCT 2301 Principles of Financial Accounting	
MANA 3301 Principles of Management	
MANA 3305 Managerial Statistics	
MANA 3308 Business and Public Law	
MISM 3301 Information Systems for Management	
MRKT 3301 Principles of Marketing	
MRKT 3302 Marketing Research and Analysis	
MRKT 3303 Promotional Strategy	
MRKT 4302 Professional Selling and Sales Management	
MRKT 4330 Strategies and Problems in Marketing	
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, **in the last term of academic course work prior to graduation.** This will assist the students in taking the MFAT exam.

Psychology

Course Requirements for a Bachelor of Arts and Sciences in Psychology

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Psychology Major PSYC 1301 General Psychology PSYC 2301 Statistics for the Social Sciences PSYC 2304 Marriage and Family PSCY 4311 Integration of Psychology and Christianity PSYC 4312 Human Growth and Development PSYC 4314 Counseling Theories and Techniques PSYC 4319 Research Methods	**30**
The student will select an additional 9 hours of upper level electives in psychology. These hours can be satisfied by transfer and/or portfolio credit hours.	
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Sociology

Course Requirements for a Bachelor of Arts and Sciences in Sociology

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**44-54**
Sociology Major SOCI 1301 Introduction to Sociology SOCI 1302 Social Problems SOCI 2302 Social Work **or** SOCI 2304 Marriage and Family SOCI 4312 Research Methods	**30**
The student must also complete an additional eighteen (18) upper-level hours of sociology courses. This requirement may be satisfied by transfer and/or portfolio credit hours.	
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 12 credit hours in major in residence at Dallas Baptist University, 9 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Interdisciplinary Studies

Course Requirements for a **Bachelor of Arts in Interdisciplinary Studies**

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, 2301, and 2302	**12**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foreign Language *Six hours at the 2000 level or above if adequate prerequisites are met	**6-14***
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**27-45**
Interdisciplinary Studies Major Three options are available to students majoring in Interdisciplinary Studies: **Option One:** The student completes the portfolio emphasizing only one of two concentrations. The student then finishes the major by completing a minimum of 15 credit hours in the classroom at DBU in the second concentration. (Twelve (12) hours must be upper-level.) * **Option Two:** The student completes the portfolio with course petitions for both concentrations. The student then completes the concentrations with a minimum of 15 credit hours of course work at DBU. (Twelve (12) hours must be upper-level.) * **Option Three:** Inverted Degree Program students have the option of using the technical/occupational semester hours transferred in for one of their two concentrations. In that case, the 12 hour upper-level requirement is waived for the concentration for which the technical/occupational hours are used. * **** All three options require a minimum of 15 credit hours in each concentration totaling 30 credit hours for both. DBU also requires a minimum of 12 upper-level hours for each concentration (except with Option Three).***	**30**
Total Credit Hours Required	**Minimum 126**
Other Requirements 1. CAED 3301: Lifelong Learning for Adult Students 2. Minimum of 42 upper-level credit hours. 3. Minimum of 15 credit hours in major in residence at Dallas Baptist University, 12 credit hours of which must be upper-level. 4. Minimum of 32 credit hours in residence at DBU. 5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university. 6. Minimum of 126 credit hours to graduate. 7. Satisfactory completion of all requirements on official degree plan.	

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Interdisciplinary Studies

Course Requirements for a **Bachelor of Science in Interdisciplinary Studies**

General Studies Requirements	Semester Hours
Computer Science COSC 1301	**3**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1303 or 1304 or 1307 or 1308 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) Laboratory sciences selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**15**
Religion RELI 1301 and 1302. (If hours transferred at time of initial enrollment at DBU plus portfolio hours do not equal 60 or more hours, additional religion hours will be required.)	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Electives Courses transferred, portfolio credit, ACE approved military and/or corporate training, etc.	**33-42**
Interdisciplinary Studies Major Three options are available to students majoring in Interdisciplinary Studies: **Option One:** The student completes the portfolio emphasizing only one of two concentrations. The student then finishes the major by completing a minimum of 15 credit hours in the classroom at DBU in the second concentration. (Twelve (12) hours must be upper-level.) * **Option Two:** The student completes the portfolio with course petitions for both concentrations. The student then completes the concentrations with a minimum of 15 credit hours of course work at DBU. (Twelve (12) hours must be upper-level.) * **Option Three:** Inverted Degree Program students have the option of using the technical/occupational semester hours transferred in for one of their two concentrations. In that case, the 12 hour upper-level requirement is waived for the concentration for which the technical/occupational hours are used. * ***All three options require a minimum of 15 credit hours in each concentration totaling 30 credit hours for both. DBU also requires a minimum of 12 upper-level hours for each concentration (except with Option Three).***	**30**
Total Credit Hours Required	**Minimum 126**

Other Requirements

1. CAED 3301: Lifelong Learning for Adult Students
2. Minimum of 42 upper-level credit hours.
3. Minimum of 15 credit hours in major in residence at Dallas Baptist University, 12 credit hours of which must be upper-level.
4. Minimum of 32 credit hours in residence at DBU.
5. Completion of 30 of the last 36 credit hours in residence at Dallas Baptist University. Students must receive approval of the registrar prior to taking courses at any other college or university.
6. Minimum of 126 credit hours to graduate.
7. Satisfactory completion of all requirements on official degree plan.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Getting Started

First Steps

1. Complete the admissions application form.
2. Submit a non-refundable $25 application fee, made payable to DBU.
3. Write and submit a 250-word essay (typewritten) explaining why you want to attend DBU.
4. Submit an official transcript from all colleges/universities previously attended.
5. If you have completed less than 30 hours of college credit, you must obtain and submit your official high school transcript including the official seal of the school, or your official GED scores. If you are less than 25 years of age on the first day of classes and are transferring in less than 30 hours of previous college credit, you are required to submit ACT or SAT scores.

NOTE: Applicants must have a minimum grade point average of 2.5 on all previous college work or a score of 21 or higher on the ACT or 1020 or higher on the SAT.

Transferring Hours

At DBU, you can transfer an unlimited number of hours from regionally accredited four-year institutions, or up to 66 hours from regionally accredited two-year colleges. (No course with a grade of "D" or "F" will be accepted in transfer.) Please recognize that academic advising is unofficial until an official transcript evaluation form and official degree plan have been approved by the Registrar's Office. Additionally, other guidelines may apply.

Gaining Additional College Credit

Credit for Experiential Learning. Gain up to 30 credit hours for college-level learning you've achieved through life and work experiences. If you have four years of significant work experience and are 25 or older, the Portfolio Degree Program can be the starting point for your academic degree.

Credit by Examination. College credit can be earned in specific subject areas through the satisfactory completion of College Level Examination Program (CLEP) exams and/or by satisfactory scores on tests administered by individual university departments.

Military or Corporate Training. Military or corporate training that has been recognized by the American Council of Education (ACE) is another avenue for earning college credit toward completion of an adult education degree.

Financial Aid

Many students take advantage of financial aid programs to make their educational goals a reality. Financial aid is available in two forms:

Gift Aid (does not have to be repaid)
Church matching gift programs and corporate reimbursement programs

Self Aid (must be repaid)
Credit financing, payment plans and student loans
The primary sources that provide loans to our students are the federal government, local lending institutions, and DBU through its payment plans. Financing your college education can be a challenge, but DBU is ready to help make it easier for you. Click here to find out more about your options, or contact our financial aid specialists by e-mail or at (214) 333-5363.

Graduation Requirements

- Complete a minimum of 126 credit hours
- Complete 32 hours in residence at DBU
- Complete 30 of your last 36 hours in residence at DBU
- Fulfill a minimum of 42 upper-level hours (waived for inverted degree students)
- Minimum of 2.0 in overall GPA
- Complete a minimum of 12 residency hours in major
- Minimum of 2.0 GPA at DBU
- Minimum of 2.0 GPA in major and minor

Frequently Asked Questions About Adult Education

What adult education degrees are available?
The adult education program at DBU leads to one of four baccalaureate degrees — Bachelor of Arts and Sciences (BAS), Bachelor of Business Studies (BBS), Bachelor of Arts (BA), or a Bachelor of Science (BS). The Portfolio Degree Program allows students to earn up to 30 hours of credit for knowledge gained through life and work experience.

How will I decide on my major?
DBU's College of Adult Education offers 15 different majors. Your area of expertise from your portfolio usually will become your major. For example, a police officer would major in criminal justice or a business personnel director would major in business administration. The interdisciplinary studies major offers additional flexibility, allowing you to study in two concentrations, one of which is your area of expertise.

How many transfer hours will DBU accept from other colleges?
DBU will accept an unlimited number of hours in transfer from regionally accredited four-year institutions and up to 66 hours from regionally accredited two-year colleges. All classes must carry a grade of a "C" or higher and be college level courses. Selected hours from non-accredited institutions or training programs may also be accepted as credit. Check with a College of Adult Education academic counselor for more information.

What is the difference between my major and the academic programs?
DBU offers two ways for you to step back into the college flow and achieve your desired academic degree — the Portfolio Degree Program or the Inverted Degree Program. For the mature adult who has previous credit hours, college-level learning achieved through life and work experiences, and has been away from the college pace for a few years, the academic programs get you started on the right foot. What's more, CAED 3301: Lifelong Learning for Adult Students is the only required course for all adult education students. This course lays the foundation for the adult education program and will explore major value systems or world views; study current issues in the philosophy of Christian higher education; examine personal career goals; introduce servant leadership and critical thinking; and seek to develop various academic and professional skills. No doubt about it, DBU's academic programs get you on track toward achieving your planned degree.

What is the Portfolio Degree Program?
At DBU, we give you the opportunity to gain up to 30 credit hours for college-level learning you've achieved through life and work experiences. If you have four years of significant work experience and are 25 or older, the Portfolio Degree Program can help you advance toward your academic degree. The formal portfolio class takes you through the process of developing a comprehensive written **academic portfolio** that describes in detail the college-level learning and competencies you achieved experientially. Your completed portfolio will include a full student profile section; individual course petitions (requests to the University to grant college credit for specific courses); and documentation demonstrating your competencies.

Will I be charged tuition for the credits I receive through the Portfolio Degree Program?
You are not charged tuition for the hours that are earned through the portfolio process. You merely pay for the portfolio course itself, and the one-time portfolio evaluation and transcription fee.

How long will it take me to finish my degree at DBU?
At DBU, it's up to you! While you might typically take six or nine credit hours during a traditional semester (Fall, Spring, Summer), our condensed semester options enable you to schedule classes in a concurrent, overlapping, or linear fashion throughout the year. Talk with your academic advisor to determine the pace that's right for you.

Since I live far from DBU and often travel for my company, what are the alternatives to taking classes at DBU's main campus?
DBU has numerous extension sites in the Dallas/Fort Worth area. In addition, DBU-North and DBU-Colleyville offer a full complement of student services and a wide variety of courses leading to bachelor and master's degrees. DBU also offers online courses. You can complete a bachelor's degree in several majors entirely over the Internet. Other alternatives to classroom time are CLEP tests and departmental examinations.

When and where can I go to get information?
DBU makes it easy for you to attend information sessions, schedule meetings with academic advisors, or complete registration at either the main campus or DBU-North.

- **Extended Office Hours.** Open until 6:00 p.m. on Monday and Tuesday evenings.
- **Full-Service Saturdays.** Open from 9:00 a.m. to 1:00 p.m. on the second Saturday of each month.
- **Online Transactions.** Conduct enrollment, payment, and textbook ordering business via the Internet.
- **Contact Us.** You can call or e-mail us: **CAED@dbu.edu**

Weekend College

The Weekend College offers a viable opportunity for academic and professional development for those students who find it difficult to attend college in a traditional time frame. The Weekend College offers majors that can be completed entirely on the weekends (Friday nights and Saturdays). Specifically designed to fit the busy lifestyle of working adults, the Weekend College offers many outstanding features including:

- Some courses offered on an alternating weekend schedule.
- Some courses offered on four weekends during the semester.
- A full complement of student services.
- Undergraduate degrees with majors in Business Administration or Management.
- Master of Business Administration degree with a Management concentration.
- Undergraduate college credit for knowledge obtained through life and work experience.
- Professional education with a liberal arts foundation, building the knowledge, skills, and character needed for comprehensive success.
- The integration of Christian faith and quality education, preparing students to make a positive difference in today's global market.

Bachelor's Degree Program
The Weekend College offers the opportunity to fully complete a Bachelor of Business Studies degree with a major in Business Administration or Management. This bachelor's degree requires 126 semester hours with a minimum of 30 of the last 36 hours and a minimum of 32 hours in residence. DBU accepts an unlimited number of transfer hours from four-year colleges and universities and up to 66 hours from two-year institutions. Transfer hours must have a grade of "2.0" or better and be a college-level course from a regionally accredited institution.

Credit for Experiential Learning
The Weekend College allows the busy professional to accelerate the completion of a bachelor's degree by using assessment opportunities to take advantage of prior learning. Through three widely recognized methods -- portfolio assessment, credit by examination, and military and corporate training -- college credit can be received for knowledge obtained through life and work experience.

Portfolio Assessment
Students with a minimum of four years of full-time work experience qualify to participate in DBU's innovative experiential learning program. Students may earn a maximum of 30 hours of college credit through the preparation of an academic portfolio. (For more detailed information, refer to the College of Adult Education's Academic Portfolio section of this catalog.) This process can eliminate up to one year of full-time classroom study. With an associate degree, as few as 32 residency hours may be needed to earn a bachelor's degree through the Weekend College.

Credit by Examination
College credit can be earned in specific subject areas by satisfactory completion of College Level Examination Program (CLEP) exams and/or by satisfactory scores on tests administered by individual university departments. Graduating seniors are not allowed to take CLEP exams during their final (graduating) semester.

Military/Corporate Training
Military or corporate training that has been recognized by the American Council of Education (ACE) is another avenue for earning college credit toward completion of an adult education degree.

College of Business

Mission Statement
The College of Business at Dallas Baptist University is committed to equipping traditional age and adult students with an exceptional educational experience to prepare them for the global business environment. Central to this educational experience is the integration of the Christian faith and values with the professional studies of business. As a result of their academic preparation in the College of Business, students should be able to make significant contributions in their service to others through their chosen careers. The B.B.A. program of the College of Business is accredited by the Association of Collegiate Business Schools and Programs.

Description
Dallas Baptist University, through its College of Business, is nationally accredited by the Association of Collegiate Business Schools and Programs to offer the following business degrees:

- The Bachelor of Business Administration (B.B.A.) with majors in:
  Accounting, Finance, Management, Management Information Systems, Marketing, and Music Business.
- The Master of Business Administration (M.B.A.).
- 5-Year B.B.A./M.B.A. in Accounting

A student who graduates with a Bachelor of Business Administration (B.B.A.) from the College of Business will have demonstrated competence in the foundational areas of business, as well as the technical skills and knowledge in a chosen major area. This level of competence in the business disciplines will enable the student to assume entry-level roles and assignments in their chosen career.

College of Business goals are supportive of the Critical Performance Indicators in the Continuous Improvement Plan by the:

- Enhancement of faculty qualifications and scholarship;
- Enhancement of business programs through curriculum, enrollment, technology, co-curricular activities, and recognition;
- Enhancement of student performance, satisfaction, and support;
- Enhancement of our Alumni connection through support, involvement, success, and satisfaction;
- Enhancement of integration of faith and learning through service, service learning, and an in-depth study of character/ethics based on Biblical principles.

Competencies
Several core competencies are considered essential for the student to complete a program in the College of Business at Dallas Baptist University. Every student who graduates from the College of Business should be able to demonstrate the following:

- An appreciation of the importance of character, competence, and personal faith in the handling of ethical issues confronting business leaders and managers in today's organizational environment.
- A clear understanding of the role that business plays in the development of the economic structures of the United States and international markets.
- An understanding of the principles of the free enterprise system and its relation with the legal, social, and political systems and environments of the United States.
- A fundamental knowledge of the principles of the essential business disciplines of accounting, economics, finance, management, management information systems, and marketing.
- The ability to use business research methods and analyze research data and information in order to develop business plans and strategies and make effective and efficient business decisions.
- A practical understanding of the dynamic business environment and successful adaptation to organizational and industry changes as a business professional and resource.
- Effective written and verbal communication and interpersonal skills.

The Bachelor of Business Administration (B.B.A.) degree is offered in six major fields: Accounting, Finance, Management (behavioral management, general management, entrepreneurship), Management Information Systems, Marketing, and Music Business. Double majors are possible. A 33-credit-hour business core is required of all B.B.A. candidates. Students are strongly encouraged to seek the advice of their academic advisor early in their program of study to develop a degree plan and ensure the correct sequencing of courses.

Business Core Classes

All B.B.A. students, regardless of their major field of study, are required to take the 33-credit-hour **business core**. These courses are foundational prerequisites to other higher-level courses in each area.

ACCT 2301	Principles of Financial Accounting
ACCT 2302	Principles of Managerial Accounting
FINA 3301	Corporate Financial Management
MANA 3301	Principles of Management
MANA 3305	Managerial Statistics
MANA 3306	Management Communication
MANA 3308	Business and Public Law
MANA 4301	Operations and Quality Management
MANA 4320	Strategy and Problems in Management
MISM 3301	Information Systems for Management
MRKT 3301	Principles of Marketing

MANA 4320, Strategies and Problems, is a capstone course and should be taken during the student's last semester in residence. Refer to the course description for prerequisite requirements for this course. **Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as MANA 4320, Strategies and Problems.** This will assist the students in taking MFAT exam.

Students are strongly encouraged to complete the B.B.A. math requirement (MATH 1307 and 1308) and COSC 1301 their freshman year because they are prerequisite requirements to many of the upper level business courses. Likewise, students are strongly encouraged to complete the accounting and economics requirements by the end of their sophomore year. After a student has completed approximately 55 hours of course work, he/she should concentrate on completing the 3000/4000 level courses in the business core. An academic advisor will offer direction regarding majors as will various business faculty and mentors from within the College of Business. The student is responsible for sequencing his or her studies correctly to ensure that prerequisite requirements are met. Attention to the requirements set forth in this catalog and consultation with an academic advisor will eliminate any difficulties.

Minor in Business

For a general business minor, the student must take 21 semester hours including the following business courses: ACCT 2301, ACCT 2302, ECON 2301 or 2302, FINA 3301, MANA 3301, MISM 3301, and MRKT 3301.

Accounting

The BBA accounting curriculum is designed to prepare the student for an accounting career in private accounting. The 5-year BBA/MBA is designed to prepare the student who wishes to pursue certification as a public accountant (CPA). Students are encouraged to declare their intention to major in accounting as early as possible after enrolling at DBU. A full-time accounting professor will counsel with each declaring student individually to develop a semester-by-semester degree plan to assure proper sequence of courses. Students may not continue as accounting majors unless they maintain a Grade Point Average of 3.0 in their upper-level accounting courses.

Mission Statement:
The purpose of the Accounting Program of Dallas Baptist University is to provide a Christ-centered, high quality, accounting education by focusing on faith-integration, excellence in classroom instruction, and competence-building activities in order to produce servant leaders.

Programs:

BBA Accounting Degree:

Graduates with a BBA in Accounting will demonstrate competence in the foundational areas of business and possess the technical skills and accounting knowledge necessary to assume an entry-level accounting role in whatever business they choose. The BBA degree alone does not qualify a student to register for the Certified Public Accountant (CPA) examination. Students enrolled in the BBA degree program are required to complete a minimum of 126 credit hours.

The 24-hour BBA accounting major prepares students for careers as professional accountants in business. In addition to the eleven common-core courses required of all BBA degree programs, which include 6 hours of principles level accounting courses, accounting majors complete eight required upper-level accounting courses and two upper level business electives.

Degree Requirements for a Bachelor's Degree In Accounting

	B.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Economics ECON 2301 and 2302	**6**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1307 and 1308 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**6**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, 1302, and six additional credit hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Sciences (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Psychology or Sociology.	**6**
Speech COMA 1302	**3**
Business Core ACCT 2301, 2302; FINA 3301; MANA 3301, 3305, 3306, 3308, 4301, 4320; MISM 3301; and MRKT 3301	**33**

Accounting Major		**24**
ACCT 3300	Survey of Accounting Systems	
ACCT 3301	Intermediate Financial Accounting I	
ACCT 3302	Intermediate Financial Accounting II	
ACCT 3304	Managerial Cost Accounting	
ACCT 3323	Income Tax Accounting	
ACCT 4301	Advanced Financial Accounting	
ACCT 4304	Auditing	
ACCT 4332	Financial Accounting Theory	
Electives		**6**
Upper-level business electives.		
Total Credit Hours Required		**Minimum 126**

Minor in Accounting

For a minor in accounting, the following courses are required:
ACCT 2301, ACCT 2302, and 9 semester hours of electives within accounting.

Retention in and Graduation from the Program
Students must fulfill the following conditions to continue enrollment in the 4-year BBA accounting major and graduate from the program:

- Students must maintain an overall GPA of 3.0 and a GPA of 3.0 in upper-level accounting coursework.
- Students must be advised by a full-time accounting professor before enrollment each semester.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as the MANA 4320, Strategies and Problems. This will assist the students in taking MFAT exam.

BBA/MBA 5-Year Accounting Degree:

DBU also offers a 5-year BBA/MBA accounting degree for qualifying undergraduate students. Graduates of this program will demonstrate competence in the foundational areas of business, possess the technical skills and knowledge in accounting, and meet the education requirements of the Texas State Board of Accountancy necessary to register for the CPA examination.

Students enrolled in the 5-year BBA/MBA accounting degree program are required to complete a minimum of 156 credit hours. The BBA/MBA accounting major prepares students for careers as professional accountants in public practice. In addition to ten common-core courses required of all BBA degree programs, which include 6 hours of principles level accounting courses, and seven common-core courses required of all MBA degree programs, accounting majors complete fourteen required upper-level accounting courses.

Degree Requirements for a 5-Year BBA/MBA Accounting Degree

	B.B.A./M.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Economics ECON 2301 and 2302	**6**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1307 and 1308 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**6**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, 1302, and six additional credit hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Sciences (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Psychology or Sociology.	**6**
Speech COMA 1302	**3**
Business Core ACCT 2301, 2302; FINA 3301; MANA 3301, 3305, 3306, 3308, 4301; MISM 3301; and MRKT 3301	**30**
Accounting Major	**42**
ACCT 3300 Survey of Accounting Systems	
ACCT 3301 Intermediate Financial Accounting I	
ACCT 3302 Intermediate Financial Accounting II	
ACCT 3304 Managerial Cost Accounting	
ACCT 3323 Income Tax Accounting	
ACCT 4301 Advanced Financial Accounting	
ACCT 4304 Auditing	
ACCT 4332 Financial Accounting Theory	
ACCT 6330 Taxation of Business Entities	
ACCT 6332 Advanced Topics in Taxation	
ACCT 6333 Accounting Systems	
ACCT 6335 Financial Statement Analysis	
ACCT 6342 Internal Auditing	
ACCT 6343 Accounting for Government and NFP Entities	

MBA Business Core		21
FINA 6301	Corporate Finance	
MANA 6302	Quantitative Analysis for Managers	
MANA 6310	Leadership in Management	
MANA 6320	Business Ethics	
MANA 6341	Strategic Management Decisions (Capstone)	
MISM 6314	Management Information Systems	
MRKT 6301	Creative Problem Solving for Marketing Decisions	

Total Credit Hours Required	**Minimum 156**

Permission to pursue the 5-Year BBA/MBA

Students wishing to enter the BBA/MBA accounting program should file a Statement of Intent during the spring semester of the junior year (after 75 semester hours) following completion of ACCT 3301. Permission to pursue the 5-year BBA/MBA accounting major will be considered based on the following criteria:

- Completion of, or concurrent enrollment in, ACCT 3302.
- Completion of at least 75 semester hours and ACCT 3301 with a minimum overall Grade Point Average of 3.0 and a Grade Point Average of 3.0 in upper-level accounting coursework at the time of acceptance. The 3.0 GPA criteria must be maintained to continue in the program.
- A Statement of Intent filed with the College of Business requesting permission to pursue the 5-year BBA/MBA accounting program signed by a full-time accounting professor.
- Prior to acceptance into the BBA/MBA accounting program, a 5-year BBA/MBA degree plan, signed by a full-time accounting professor, must be completed.

Permission to pursue the 5-year BBA/MBA accounting program does not guarantee admission to graduate courses. Once students have completed 96 semester hours, they may apply for admission into Graduate School. Students may not enroll in 6000 level courses prior to admission by the Graduate School.

Retention in and Graduation from the Program

Students must fulfill the following conditions to continue enrollment in the 5-year BBA/MBA accounting major and graduate from the program:

- Students must maintain an overall GPA of 3.0 and a GPA of 3.0 in upper-level accounting coursework.
- Students must be advised by a full-time accounting professor before enrollment each semester.

Finance

Finance is an appropriate major for students who desire careers in corporate or personal financial planning or management. The 24-credit-hour major can be supplemented by the selection of electives to provide exposure to bank management, insurance, or real estate.

Degree Requirements for a Bachelor's Degree In Finance

	B.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Economics ECON 2301 and 2302	**6**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional KNES course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1307 and 1308 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**6**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, 1302, and six additional credit hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Sciences (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Psychology or Sociology.	**6**
Speech COMA 1302	**3**
Business Core ACCT 2301, 2302; FINA 3301; MANA 3301, 3305, 3306, 3308, 4301, 4320; MISM 3301; and MRKT 3301	**33**
Finance Major ACCT 3301 Intermediate Financial Accounting I FINA 3302 Securities Analysis FINA 3304 Money and Financial Institutions FINA 3307 Personal Financial Planning *Choose four from:* FINA 3305 Introduction to Risk Management and Insurance FINA 3308 Real Estate Finance and Investments FINA 4301 Portfolio Management FINA 4302 Advanced Topics in Corporate Financial Management FINA 4308 International Finance	**24**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	**5-15**
Total Credit Hours Required	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University: DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as the MANA 4320, Strategies and Problems. This will assist the students in taking MFAT exam.

Minor in Finance

For a minor in finance, the following courses are required:
ACCT 2301, FINA 3301, FINA 3302, FINA 3304, and FINA 3307.

Management

The 24-credit-hour management major is intended for those who wish a broad background in business administration. Students majoring in management can focus their studies in the areas of general management, behavioral management or entrepreneurship.

Degree Requirements for a Bachelor's Degree In Management

	B.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Economics ECON 2301 and 2302	**6**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1307 and 1308 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**6**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, 1302, and six additional credit hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Sciences (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Psychology or Sociology.	**6**
Speech COMA 1302	**3**
Business Core ACCT 2301, 2302; FINA 3301; MANA 3301, 3305, 3306, 3308, 4301, 4320; MISM 3301; and MRKT 3301	**33**
Management Major Choose one of the following concentrations:	
General Management Major : MANA 3302 Principles of Human Resources Management MANA 3303 Principles of Organizational Behavior **9 hours chosen from the following:** MANA 4330, 4340, 4341, 4342 **plus 9 upper-level credit hours offered in the College of Business**	**24**
Behavioral Management Concentration: MANA 3302 Principles of Human Resources Management MANA 3303 Principles of Organizational Behavior MANA 4330 Entrepreneurship and Small Business Management MANA 4341 Negotiations in Management MRKT 4345 Consumer Behavior **plus 9 upper-level credit hours offered in the College of Business**	**24**

Entrepreneurship Concentration	**24**
ACCT 3323 Income Tax Accounting	
MANA 4330 Entrepreneurship and Small Business Management	
MRKT 3303 Promotional Strategy	
MRKT 4331 New Product Marketing	
plus 12 credit hours from:	
FINA 3305, 3308; MANA 3302, 3303, 4341; MRKT 3302, 4301, 4345	
Electives	**5-15**
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	

Total Credit Hours Required **Minimum 126**

Minor in Management

For a minor in management, the following courses are required:
MANA 3301, MANA 3302, MANA 3303, and 6 semester hours of electives within management.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as the MANA 4320, Strategies and Problems. This will assist the students in taking MFAT exam.

Management Information Systems

The 24-credit-hour management information systems curriculum is intended for students who wish to assume an important role in solving business problems by the more effective utilization of information technology and information systems in the workplace.

Degree Requirements for a Bachelor's Degree In Management Information Systems

	B.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Economics ECON 2301 and 2302	**6**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1307 and 1308 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**6**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, 1302, and six additional credit hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Sciences (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Psychology or Sociology.	**6**
Speech COMA 1302	**3**
Business Core ACCT 2301, 2302; FINA 3301; MANA 3301, 3305, 3306, 3308, 4301, 4320; MISM 3301; and MRKT 3301	**33**
Management Information Systems Major MISM 1302 Ethical and Human Side of Information Technology MISM 2311 Introduction to Business Software Development MISM 3306 Business Telecommunications and Networking MISM 3310 Information Systems Analysis and Design MISM 3320 Web Page and Database Design MISM 4300 IT Security and Forensics MISM 4330 Information Systems Projects MISM 4340 Current IT Trends and Emerging Technologies	**24**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	**5-15**
Total Credit Hours Required	**Minimum 126**

Minor in Management Information Systems

For a minor in management information systems, the following courses are required: MISM 1302, MISM 2311, MISM 3301, MISM 3310, and 3 semester hours of electives within management information systems.

- **Minimum GPA Required for Graduation from Dallas Baptist University:** DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).
- **Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as the MANA 4320, Strategies and Problems.** This will assist the students in taking MFAT exam.

Marketing

The 24-credit-hour program of study in marketing prepares students for careers in retailing, sales management, advertising, brand/service management, marketing research, and global marketing.

Degree Requirements for a Bachelor's Degree In Marketing

	B.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Economics ECON 2301 and 2302	**6**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1307 and 1308 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**6**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, 1302, and six additional credit hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Sciences (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Psychology or Sociology.	**6**
Speech COMA 1302	**3**
Business Core ACCT 2301, 2302; FINA 3301; MANA 3301, 3305, 3306, 3308, 4301, 4320; MISM 3301; and MRKT 3301	**33**
Marketing Major MRKT 3302 Marketing Research and Analysis MRKT 3303 Promotional Strategy MRKT 4301 Retail Management and Merchandising MRKT 4302 Professional Selling and Sales Management MRKT 4330 Strategies and Problems in Marketing MRKT 4345 Consumer Behavior Plus 6 upper-level elective credit hours in marketing	**24**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	**5-15**
Total Credit Hours Required	**Minimum 126**

Minor in Marketing

For a minor in marketing, the following courses are required:
MRKT 3301 and 12 semester hours of electives within marketing.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as the MANA 4320, Strategies and Problems. This will assist the students in taking MFAT exam.

Music Business

Degree Requirements for Bachelor's Degree in Music Business

	B.B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Economics ECON 2301 and 2302	**6**
English ENGL 1301, 1302, and 2301 or 2302	**9**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1307 and 1308 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**6**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, 1302, and six additional credit hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Sciences (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Psychology or Sociology.	**6**
Speech COMA 1302	**3**
Business Core ACCT 2301, 2302; FINA 3301; MANA 3301, 3305, 3306, 3308, 4301, 4320; MISM 3301; and MRKT 3301	**33**
Music MUSI 1300 Fundamentals of Music (or MUSI 1311*) MUSI 1311 Music Theory I (or MUSI 1312*) *(*Specific courses determined by Music Theory Placement Exam)* MUSB 2305 Music Literature and Fine Arts	**9**
Music Business MUSB 2301 Introduction to Music Business MUSB 3301 History of Commercial Music MUSB 3310 Inside the Recording Industry MUSB 3311 Introduction to the Recording Studio MUSB 3380 Copyright Law MUSB 4301 Music Publishing MUSI 4310 The Musician as Entrepreneur ***or*** MUSB 4320 Launching an Entrepr. Venture in the Music Business MUSB 4380 Seminar in Music ***or*** MUSB 4385 Internship in the Music Industry I	**24**
Total Credit Hours Required	**Minimum 126**

Minimum 2.0 cumulative GPA required in the major field (business, music, music business), with a letter grade of "C-" or better in each course.

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Students are required to take the Major Field Assessment Prep course, MANA 4020, the same semester as the MANA 4320, Strategies and Problems. This will assist the students in taking MFAT exam.

College of Christian Faith

The Mary C. Crowley College of Christian Faith fulfills a significant role in the curriculum of Dallas Baptist University through the course offerings in biblical studies, Christian studies, Greek, and philosophy. It provides general studies courses in biblical studies for all students, a program of courses for majors and minors in biblical studies, Christian studies, and philosophy; and electives for all students who desire them. The general studies courses in biblical studies are designed to give students a working knowledge of both the Old and New Testaments and to help students see the relationship between the Bible and Western Civilization. Non-Biblical studies majors may use RELI 1301 and 1302 as part of the general studies religion requirements.

Mission Statement
The purpose of the Mary C. Crowley College of Christian Faith is to provide for all students of Dallas Baptist University a working knowledge of both the Old and New Testaments in order that they may have a Biblical foundation for all their life experiences; and to provide a program of study for majors and minors in Biblical studies, Christian studies, and Philosophy to equip them for Christian leadership and graduate study in these fields.

Goals of the College

- To equip students with the ability to articulate a general knowledge of the Bible, including for some, a knowledge extending to the original Biblical languages.
- To produce students who will become skilled servant leaders in ministry, reflecting the spiritual values of the historic Christian faith.
- To provide a foundation of high-quality academic training for ministry, enabling students to serve as pastors, teachers, missionaries, and in other positions of Christian leadership; and enabling students to excel as graduate students at seminaries and universities in their chosen field.
- To guide students in developing a Christian theology, philosophy, and world view.
- To expose students to the premises of various world and life views that are distinctly different from the Christian perspective.
- To instill in students a commitment to a Biblically-based philosophy of Christian education, including a commitment to personal evangelism and the global mission of the church.

Biblical Studies

The program of study for a major in Biblical studies is designed to prepare students for further seminary or university studies, or for a lifetime of study and service without further formal training. The Mary C. Crowley College of Christian Faith encourages on-the-job training for Biblical studies majors in cooperation with local churches, hospitals, missions, and other religious institutions.

Greek is not required for a major in Biblical studies but is strongly recommended. The second year of Greek will count as part of the general studies foreign language requirement.

In accordance with the recommendations of the American Association of Theological Schools, it is anticipated that the pre-seminary student will select a substantial number of elective hours outside the major field. The following courses are especially recommended: ACCT 2302, Principles of Managerial Accounting; HIST 3312, History of Modern Europe to 1815; HIST 3313, History of Modern Europe since 1815; HIST 4305, American Cultural and Intellectual History; PSYC 1301, General Psychology; SOCI 1301, Introduction to Sociology.

Students majoring in Biblical studies who plan to enroll in graduate theological education may be eligible for advanced placement. The student should contact the graduate institution for specific information.

Goals of the Biblical Studies Major

- To equip the student with the ability to articulate a general knowledge of the Old Testament and New Testament.
- To provide a foundation of high quality academic training for ministry, equipping students to serve as pastors, teachers, missionaries, and in other positions of Christian leadership.
- To provide the academic foundation that will enable our graduates to be accepted in and graduate from graduate theological programs.
- To enable the student to ponder the ultimate questions of life, to develop a strong, maturing, distinctively evangelical faith, and present an apologetic to competing views.
- To lay a Biblical foundation for the student's task of integrating faith and learning.
- To integrate the Biblical studies discipline with God's truth wherever it is found.

Course Requirements for a Bachelor's Degree In Biblical Studies

	B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, and 2302	**12**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**

Biblical Studies Core Courses		**36**
CHST 3309	Spiritual Formation for Christian Ministry	
RELI 2301	Old Testament I	
RELI 2302	Old Testament II	
RELI 3302	New Testament I	
RELI 3303	New Testament II	
RELI 3304	Christian Doctrine	
RELI 3305	Principles of Biblical Interpretation	
RELI 3383	History of Christianity	
RELI 4301	World Religions	
RELI 4350	Systematic Theology	
PHIL 2301	Introduction to Philosophy	
PHIL 3303	Philosophy of Religion	
Electives		**32-45**
	Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.	
Total Credit Hours Required		**Minimum 126**

Minor in Biblical Studies

A minor in Biblical studies is designed to provide the student adequate exposure to and training in the discipline of Biblical studies. In order to complete a minor in Biblical studies, the student must take the following courses:

RELI 1301 Old Testament Survey
RELI 1302 New Testament Survey
RELI 3304 Christian Doctrine
RELI 3305 Principles of Biblical Interpretation
RELI 4350 Systematic Theology

Six hours of electives from the following courses:
RELI 3306 – 3370, RELI 3374, RELI 4301, RELI 4304 – 4338

Minor in Greek

In order to complete a minor in Greek, the student must complete 15 hours in Greek, including GREK 2301 and 2302. Nine of these total hours must be upper level.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Christian Studies

The major in Christian studies is designed primarily for students planning careers in church-related vocations other than the traditional pastoral ministry.

Goals of the Christian Studies Major

- To provide Christ-centered higher education for students at the undergraduate level who are preparing for Christian ministry and/or planning to pursue graduate studies in the field.
- To provide a program designed with a well-balanced curriculum that prepares its graduates to assume positions as ministers of education, youth and children's workers, as well as other church-related ministries.
- To produce graduates who demonstrate management and church administration skills including age-group administration and leadership.
- To produce graduates with the competence to function creatively with other professional staff and church members.
- To produce graduates with the competencies to develop programs of evangelism and outreach.

Course Requirements for a Bachelor's Degree in Christian Studies

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, and 2301 and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional credit hours depending on credit hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Christian Studies Core Courses CHST 3301 Introduction to Religious Education CHST 3309 Spiritual Formation for Christian Ministry CHST 4302 Practicum in Religious Education I RELI 3304 Christian Doctrine RELI 3305 Principles of Biblical Interpretation	**30**	**30**

The student will have the opportunity of selecting one of four areas of concentration:

Concentration in Educational Ministry:		
RELI 3372	Church Administration	
CHST 4301	The Educational Ministry of the Church	
Plus one of the following:		
CHST 3304	Religion and Older Persons	
CHST 4306	Children's Ministry in the Church	
CHST 4307	Youth Ministry in the Church	
Concentration in Christian Leadership:		
RELI 3372	Church Administration	
MANA 3301	Principles of Management	
MANA 4322	Servant Leadership	
Concentration in Sports Ministry:		
KNES 2305	Coaching Today's Athlete	
KNES 3301	Sports Ethics	
KNES 3310	Recreation Leadership	
KNES 4302	Organization and Administration of Kinesiology and Athletic Programs	
Concentration in Music Ministry:		
MUSI 3311	Pedagogy of Music Education	
MUSI 4305	Hymnology	
MUSI 4306	Church Music Administration	
Electives		**26-45** **32-42**
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.		
Total Credit Hours Required		**Minimum 126**

Minor in Christian Studies

A minor in Christian Studies is designed to provide the student adequate exposure to and training in the discipline of Christian studies. In order to complete a minor in Christian studies, the student must take: CHST 3301, CHST 3309, CHST 4301, CHST 4302, RELI 3304, RELI 3305.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Philosophy

The program in philosophy is dedicated, on the foundation of the Christian faith, to the pursuit of an understanding of reality, both infinite and finite; to the systematic study of ideas and a reasoned pursuit of truth; to an examination of the principles of moral conduct and aesthetic experience; and overall, seeks to understand the world and human life from the perspective of the Christian world view. The goals of this department are to acquaint the student with the main philosophical subdisciplines (metaphysics, epistemology, ethics, aesthetics); to learn to think, speak, write, and evaluate logically and critically; to understand the main problems of philosophy and the solutions proposed to them; to trace the development of the history of philosophy, and to become familiar with the main philosophers and their systems of thought which have contributed to this history. Those majoring in philosophy will be prepared for graduate school and/or careers in law, ministry, teaching, business, and writing, as well as pursuing philosophy itself professionally. Students may pursue either a B.A. or a B.S. in philosophy.

Goals of the Philosophy Major

- To enable students to obtain a general understanding of the methods, vocabulary, and content of the discipline of philosophy.
- To train students in the basic principles of sound reasoning and critical thinking.
- To expose students to the essential tenets of fundamental world views, including a Biblical vision of reality, and training them in the art of thinking presuppositionally.
- To teach students how philosophic thought has unfolded throughout the centuries by becoming familiar with the main ideas of key philosophers who have contributed significantly to the development of the Western intellectual tradition.
- To impart to students enhanced expertise in the research and writing process through the composition of a senior project on a topic of historic or contemporary philosophical importance.

Course Requirements for a Bachelor's Degree In Philosophy

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, and 2301 and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional credit hours depending on credit hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Political Science, Psychology or Sociology	**6**	**6**

		B.A.	B.S.
Philosophy Core Courses		**30**	**33**
PHIL 2301	Introduction to Philosophy		
PHIL 2302	Introduction to Logic		
PHIL 2303	Introduction to World Views		
PHIL 3301	History of Philosophy I: Classical and Medieval		
PHIL 3302	History of Philosophy II: Modern and Postmodern		
PHIL 3370	Philosophy of Science/Technology (B.S. only)		
PHIL 4301	Metaphysics		
PHIL 4302	Epistemology		
PHIL 4303	Ethics		
PHIL 4304	Aesthetics		
PHIL 4305	Senior Project		
Electives		**26-45**	**29-39**
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.			
Total Credit Hours Required		**Minimum 126**	

Minor in Philosophy

A minor in Philosophy is designed to provide the student adequate exposure to and training in the discipline of philosophy and is an excellent complement to any academic major. Courses required for a minor in philosophy include: PHIL 2301, plus any combination of additional courses in philosophy, including 9 upper-level hours, which lead to the required 18 total hours.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

College of Education

For information on teaching in the state of Texas go to: http://www.thecb.state.tx.us/Partnerships/teachprep.htm

The Dorothy M. Bush College of Education has offered fully accredited teacher certification programs since 1966. The college offers programs of study at both the undergraduate and graduate levels. Professors of the college integrate faith and learning from a biblical worldview in every class. Graduates of our programs are in high demand by area school districts and private schools.

The DBU Teacher Certification Program provides students with rich field-based experiences in public and private, urban and rural, large and small school settings. Our student teacher preparation can include observation of master teachers and involvement with before and after school care.

Representatives from various academic disciplines of the University, students and administrators are selected to serve on the Teacher Certification Program Committee which functions as an advisory group for the education program. The Teacher Certification Program is accredited by the State Board for Educator Certification (SBEC). The Kinesiology Department is also part of the College of Education.

Mission Statement
The Dorothy M. Bush College of Education is dedicated to quality, Christ-centered preparation of learner-centered educators for servant leadership in private and public schools. Professors have vital concerns for the total development of individual students, helping them learn ways to become loving, caring educators as they fulfill the important task of equipping children, youth, and adults to become lifelong learners and productive citizens.

Goals of the College

The goals of the Teacher Certification Program is to:

- Provide well-balanced curricula for all certifications.
- Provide meaningful field-based experiences which prepare students to teach.
  Z
- Prepare students to effectively integrate technology with instructional practice.
- Promote enrollment, retention, and program completion in the respective certification areas.
- Prepare students to score successfully on the appropriate TExES examinations.
- Maintain an accredited status rating from the State Board for Educator Certification.

Teacher Certification Program

The College of Education offers routes to teacher certification for Early Childhood through Grade 4 (EC-4), Grades 4-8, Grades 8-12, and Early Childhood through Grade 12 (EC-12) certification. Students who pursue teacher certification do not declare a major in "education." Students seeking EC-4 or Grades 4-8 certification are "interdisciplinary academic" majors. Students pursuing Grades 8-12 certification will major in one of the following disciplines/teaching fields: biology, computer science, English, history, mathematics, or natural sciences. Students pursuing EC-12 certification must choose a major in either physical education or music. All students seeking certification must meet State Board for Educator Certification (SBEC) and university Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree requirements, or Bachelor of Music (B.M.) degree requirements for EC-12 music certification.

Required scores, as determined by the College of Education, on the Texas Higher Education Assessment (THEA) test over the basic skills of reading, writing, and mathematics must be achieved prior to admission to the Teacher Certification Program. No education courses (EDUC, ECHE, READ), with the exception of EDUC 1301, EDUC 3312, and READ 3330 may be taken until the student is accepted into the Teacher Certification Program.

Certification is available for post-baccalaureate students through the Pathways to Teaching Program in the College of Education. See the *Graduate Catalog* for further details.

Admission to the Teacher Certification Program

Freshman and transfer students are encouraged to declare their intention to work toward teacher certification as early as possible after enrolling at DBU. A College of Education advisor counsels with each student individually to develop a semester-by-semester degree plan to assure proper sequence of courses. Students wishing to officially enter the Teacher Certification Program should make application to the program during the spring semester of the sophomore year (after 45 semester hours). Applications to the program will be considered based on the following criteria:

- Required level of performance on all three sections of the THEA test **with minimum scores of 260 on the reading section, and 240 on each of the writing and math sections.**

- An application of petition filed with the College of Education requesting admission to the Teacher Certification Program. Approval also must be provided by the student's College of Education advisor.

- Completion of the Teacher Perceiver Interview with a College of Education faculty member.

- Completion of at least 45 semester hours with a minimum overall **Grade Point Average of 3.0 and a minimum 3.0 Grade Point Average in the teaching field/academic concentration** at the time of application to the program. **The 3.0 GPA criteria must be maintained to remain in the program.**

- Prior to application to the Teacher Certification Program, a degree plan must be selected by the student and a College of Education advisor and filed with the Registrar.

- Completion of the following courses: EDUC 1301, 3312, and READ 3330.

- Evidence of the personal qualities and characteristics desired in a teacher as judged by the Teacher Certification Program Committee.

Other Requirements
Students admitted to the Teacher Certification Program are required to attend a minimum of ten Student Education Association (SEA) meetings before graduation. Students transferring to DBU with 60-89 semester hours are required to have eight SEA attendances, while those with 90 or more hours need six attendances. A record of SEA attendances is maintained in the student's file to determine eligibility for certification.

Students pursuing a major involving teacher certification are required to compile a professional portfolio. The portfolio allows students to present information about themselves as learners and to document growth over a period of time. The portfolio is a collection of artifacts and self-reflections which are completed in various education courses. The portfolio is completed as part of the assignments in the required course, EDUC 4315 - Methods and Evaluation of Instruction, taken during the semester just prior to the student teaching semester.

Retention in the Program

Students must fulfill the following conditions to continue in the Teacher Certification Program:

1. Students must maintain an overall GPA of 3.0 and must maintain a 3.0 in his or her teaching field/academic concentration.

2. Students must be advised by a College of Education advisor before enrollment for each semester. Additional conferences may be required by the advisor.

3. Personal conduct must be in harmony with university standards.

4. Students must reflect those personal qualities and professional characteristics identified by the Teacher Certification Committee which are conducive for employment in a teaching position.

5. A professional attitude must be developed and maintained during the sequence of professional educational courses.

6. Students are required to take the appropriate Texas Examination of Educator Standards (TExES) to be eligible for recommendation to SBEC for certification. These tests include a pedagogy and professional responsibilities test and a content area test. All of the following must be fulfilled regarding the TExES:

    a. Students must compile TExES study materials from their courses which are related to the test into a notebook which will be monitored by professors.

    b. Students must enroll in and attend Teacher Certification Seminars, and pass a practice TExES test(s).

    c. Students will not be approved to take TExES tests until they have scored 85 percent or above on the appropriate practice test given by the University.

    d. Students are permitted to take only one TExES test per test administration. Secondary students may take their subject area TExES after all course work in that field is completed and they have scored 85 percent or above on the university practice test.

    e. Students who do not achieve a passing score on the TExES test(s) will be required to attend TExES study sessions before being approved to retake the test(s). Students may also be required to seek help from professors in their teaching field/academic concentration.

7. Students must complete a week of pre-student teaching observation at the beginning of the public school year in which they are scheduled for student teaching. This includes those students who are scheduled for student teaching during the spring or fall semesters.

8. Students will report to their first supervising teacher. Students will observe and assist the supervising teacher and keep a journal of their experiences.

9. All students seeking teacher certification must complete the program of study for teacher certification in their subject area as approved by the Teacher Education Committee, the University, and the State Board for Educator Certification.

Admission to Student Teaching

The following list identifies the criteria for admission to student teaching:

- Admitted to the Teacher Certification Program.
- Maintain a minimum overall Grade Point Average of 3.0 and a minimum 3.0 Grade Point Average in the teaching field/academic concentration.
- Application should be made during registration for the spring semester of the junior year (not more than 50 semester hours remaining).
- Evidence of the personal qualities and characteristics desired in the "Code of Ethics and Standard Practices for Texas Educators."
- TExES practice tests are given in Teacher Certification Seminars. Students must pass both TExES practice tests to be permitted to student teach.

  Students will take the pedagogy and professional responsibility TExES seminar during field base I. If they successfully pass the pedagogy and professional responsibility practice test, then they will be allowed to take the appropriate content area/comprehensive TExES seminar in field base II. Students who do not pass the professional responsibility practice test will not be allowed to take the content area/comprehensive seminar until they have successfully completed the professional responsibility seminar, including passing the practice test.

Policy Regarding Releasing a Student Teacher for Full-time Employment

The College of Education faculty has determined that student teaching is a critical component and the culminating experience of teacher preparation. Therefore, the COE has established the following standards for releasing a student teacher for full-time employment at the request of a school district:

1. The student teacher must have completed a minimum of eleven weeks in the student teaching assignment.
2. The request must originate from the district where the student teacher is student teaching.
3. A committee consisting of the following individuals will be involved in determining if the student teacher will be permitted to sign a contract with the school district to be placed in a classroom as a regular teacher: On-site principal, On-site cooperating teacher(s), DBU's supervising professor(s), Dean of the College of Education.
4. The committee will only consider releasing students for full-time employment who have had extensive prior teaching experience (e.g., individuals who have taught in a private setting for several years and have excellent supervisor references).

Should a student teacher elect to ignore these guidelines, the student shall be withdrawn from student teaching and thus not be eligible to receive a teaching certificate from the state with the approval of Dallas Baptist University and the College of Education.

In addition, this would prevent an undergraduate student from receiving a degree unless a General Studies degree requirement could be met without the six hours of student teaching.

Redirection from the Program

In the event a student becomes ineligible to continue in the Teacher Certification Program, the student will be redirected through consultation with a faculty advisor in the College of Education and/or the Dean of the College of Education. Every attempt will be made to effect such redirection as early as possible so that the student may experience a minimum of inconvenience in the total program.

General Studies Requirements for Teacher Certification

	B.A.	B.M.	B.S.
Computer Science COSC 1301	**3**	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**12**	**9**
Fine Arts **(B.A. and B.S.)** ART 1306 or COMA 1306 or MUSI 1306 **(B.M.)** MUSI 2305	**3**	**3**	**3**
Foreign Language ***(B.A.)** Six hours at the 2000 level if adequate prerequisites are met.	**6-14***	**0**	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**	**0-1**
History HIST 1301and 1302	**6**	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**	**0-2**
Mathematics MATH 1303 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite]. ***(For the Mathematics major Grades 8-12,** MATH 1405 is required**)**	**3-4**	**3-4**	**3-4**
Natural Science **(B.A. and B.M.)** BIOL 1401 *** (B.S.)** BIOL 1401, GEOL 1401, PHSC 1401 * **(For the B.S. Biology major Grades 8-12**, BIOL 1401, BIOL 2405, and CHEM 1401 are required.) * **(For the B.S. Natural Science major Grades 8-12**, BIOL 1401, CHEM 1401, and CHEM 1402 are required.) * **(For the B.S. EC-12 Physical Education certification**, BIOL 1401, 2405, and 2406 are required.)	**4**	**4**	**12***
Religion **(B.A. and B.S.)** RELI 1301, 1302, and three additional semester hours depending on semester hours transferred at time of initial enrollment. **(B.M.)** RELI 1301, 1302, and 4342.	**6-9**	**9**	**6-9**
Social Science POLS 2301 POLS 2302	**6**	**6**	**6**
Speech COMA 1302	**3**	**3**	**3**
Total General Studies Requirements	**55-70**	**52-56**	**54-61**

Note: The above general studies requirements are the same for students pursuing either EC-4, grades 4-8, secondary, or EC-12 physical education teacher certification. EC-12 music students need to refer to the general studies requirements found in the College of Fine Arts section of this catalog.

Early Childhood through Grade 4 Certification

Students planning to be certified to teach early childhood through grade 4 (EC-4) will secure an interdisciplinary academic major and meet the appropriate general studies requirements. To be eligible for Texas certification, students will follow the State Board for Educator Certification (SBEC) EC-4 standards. Students follow a course of study which includes the following components: (1) General Studies, (2) Professional Responsibility, and (3) an Interdisciplinary Academic Major which includes 42 upper-level semester hours.

I. **General Studies Requirements** (51-70 semester hours)

II. **Professional Responsibility** (27 semester hours):
ECHE 4360, EDUC 1301, 3302, 3312, 4010, 4020, 4305, 4307, 4313, 4315, and TECH 4320

III. **Interdisciplinary Academic Major** (45-53 semester hours):

A. Pedagogy:
ART 3350, GSCI 4320, KNES 3345, MUSI 3311, READ 3331, 3333, and SOST 4340

B. Content:
GEOL 1401, HIST 4309, MATH 3303, 3304, PHSC 1401, READ 3330, 3332, 4301, 4332, and 4333

Total Credit Hours Required **141-149**

NOTE: Degree plan subject to adjustment as state policy changes.

Grades 4 through 8 Certification

Students planning to be certified to teach Grades 4 through Grade 8 will secure an interdisciplinary academic major and meet the appropriate general studies requirements. The interdisciplinary academic major for Grades 4-8 are available for either math, science, or for English Language Arts and Reading certificates. To be eligible for Texas certification, students complete course requirements that follow the State Board for Educator Certification (SBEC) standards for Grades 4-8. Students follow a course of study which includes the following components: (1) General Studies, (2) Professional Responsibility, (3) an Interdisciplinary Academic Major, and (4) sufficient electives to complete the 126-credit-hour minimum for the bachelor's degree, which includes 42 upper-level semester hours.

I. **General Studies Requirements** (51-70 semester hours)

II. **Professional Responsibility** (24 semester hours):
EDUC 1301, 3302, 3312, 4020, 4306, 4307, 4313, 4315, and TECH 4320.

III. **Interdisciplinary Academic Major** (39-67 semester hours)
A major from either English Language Arts and Reading, Math, or Science.

A. Pedagogy
ART 3350, ESLS 4304, GSCI 4320, KNES 3345, MUSI 3311, READ 3334 and SOST 4340

B. Content
English Language Arts and Reading -- (18 semester hours):
READ 3330, 3332, 4010, 4301, 4331, 4332 and 4333
Math -- (21 semester hours):
MATH 2301, 2309, 3303, 3304, 3309, 3310, 4010, and READ 4331
Science -- (38-46 semester hours):
BIOL 2405, 2406, 3402, 3404, 3407, CHEM 1401, 1402, GEOL 1301, 1401, GSCI 4010, PHSC 1401, 1402, and READ 4331.

IV. **Electives** (0-9 hours)
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.

Total Credit Hours Required **132-160**

NOTE: Degree plan subject to adjustment as state policy changes.

Grades 8 through 12 Certification

Students planning to be certified to teach Grades 8-12 will secure a major in either biology, computer science, English, history, mathematics, or natural science. To be eligible for Texas certification, students will also follow the State Board for Educator Certification (SBEC) standards for Grades 8-12.

Students follow a course of study which includes the following components: (1) General Studies, (2) Professional Responsibility courses, (3) major in either biology, computer science, English, history, mathematics, or natural sciences, and (4) sufficient electives to complete the 126-credit-hour minimum for the bachelor's degree, which includes 42 upper-level semester hours.

I. **General Studies Requirements** (51-70 semester hours)

II. **Professional Responsibility** (24 semester hours):
EDUC 1301, 3302, 3312, 4021, 4313, 4315, 4608, and TECH 4320

III. **Academic Major** (30-58 semester hours)
A major from either biology, computer science, English, history, mathematics, or natural sciences.

A. **Reading Requirement:**
READ 3334

B. **Content:**

***Biology* -- (32-40 semester hours):**

BIOL 2405, 2406, 3402, 3404, 3407, 3408, 3409, 4011, plus 4 additional upper-level semester hours of biology electives, CHEM 1401, and 1402

***Computer Science* -- (51 semester hours):**

COSC 1405, 1408, 2403, 2406, 3301, 3405, 3406, 4011, 4305, 4308; MATH 2309, 3302; PHYS 1401, 1402, and 3401

***English* -- (39 semester hours):**

ENGL 2302, 3305, 4011, 4301, plus 6 semester hours chosen from ENGL 3301, 3302, 3313, and 3314, plus 9 additional upper-level semester hours of English electives, and READ 3330, 4301, 4331, 4332, and 4333

***History* -- (30 semester hours):**

HIST 1301, 1302, 2301, 2302, 3312, 3313, 4011, 4307, 4309 plus 6 additional upper-level semester hours of history electives

***Mathematics* -- (38 semester hours):**

MATH 1406, 2309, 2407, 3301, 3302, 3305, 3308, 3309, 3310, 4011, 4301, 4302, 4303

***Natural Sciences* -- (47-55 semester hours):**

BIOL 2405, 2406, 3402, 3404, 3407, 3408, CHEM 1401, 1402, GEOL 1301, 1401, GSCI 4011, and PHYS 1401 and 1402 or PHSC 1401 and 1402, plus an additional 8 upper-level semester hours chosen from BIOL 3301, 3303, 3403, 3405, 3406, 4305, 4401, 4403, CHEM 3402, 3403, or PHYS 3401

IV. **Electives** (0-15 semester hours)
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.

Total Credit Hours Required **126-139**

NOTE: Degree plan subject to adjustment as state policy changes.

EC-12 Certification

Students planning to acquire EC-12 certification may do so by securing a major in either music or kinesiology. To be eligible for Texas certification, students will also follow the EC-12 certification program designed to provide certification for Early Childhood through Grade 12 under the State Board for Educator Certification (SBEC) standards. Students follow a course of study which includes the following components: (1) General Studies, (2) Professional Responsibility courses, which include student teaching, (3) an academic major in either music or kinesiology, and (4) sufficient electives to complete the 126-credit-hour minimum for the bachelor's degree, which includes 42 upper-level semester hours.

I. **General Studies Requirements** (55-61 semester hours)

II. **Professional Responsibility** (27 semester hours):
ECHE 4360, EDUC 1301, 3302, 3312, 4021, 4306, 4307, 4313, 4315, and TECH 4320

III. **Academic Major** (either music or kinesiology)

EC-12 Music

Reading Requirement -- (3 semester hours): READ 3334

Music Education Core -- (44 semester hours):
MUSI 1111, 1112, 1206, 1311, 1312, 2111, 2112, 2311, 2312, 3201, 3204, 3205, 3206, 3207, 3208, 3211, 3212, 4010, 4189, 4201, 4211, 4214, and 4301

Applied Concentration -- (10 semester hours): 6 upper-level and 4 lower-level.

Applied Secondary -- (4 semester hours)

Performance Experience -- (7 semester hours):
MUSI 1115, 1116, 2115, 2116, 3115, 3116, and 4115

Performance Lab/Recital -- (7 semesters, noncredit-hour requirement): MUSI 1000/1001

EC-12 Physical Education

Reading Requirement -- (3 semester hours): READ 3334

Natural Science Requirement –(4-12 semester hours) BIOL 1401, 2405, 2406

Kinesiology Core -- (33 semester hours):
KNES 1111, 1115 or 1116, 1122, 2301, 2305, 2309, 3303, 3305, 3326, 3345, 4010, 4301, 4302, and 4303

IV. **Electives** (0-5 semester hours)
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.

Total Credit Hours Required

EC-12 Music	**150-153**
EC-12 Physical Education	**126-128**

NOTE: *Degree plan subject to adjustment as state policy changes.*

Department of Kinesiology

The Kinesiology Department is concerned with the total development of each individual student taking part in the kinesiology program. Of special concern is the development of an appreciation and respect for the human body as the earthly temple of God. Thus, becoming good stewards of this earthly temple is a major goal of the Department of Kinesiology. The goals of the physical activity requirement are twofold:

1. The student will participate in organized exercise to offset the amount of time that is necessarily sedentary due to sitting in the classroom or studying. Thus, the student will attain or maintain a minimum amount of fitness, and the student will have an outlet for stress.
2. The student will be exposed to physical activities that he/she will want to continue throughout life--as a social and emotional outlet and as a vehicle to fitness and total wellness.

Each student is required to register for two 1-credit-hour activity courses to complete the kinesiology requirement. These required courses should be taken during the freshman and sophomore years. Juniors and seniors are encouraged to elect additional activity courses in order to maintain a healthy lifestyle and enjoy physical activity with their fellow students.

The following are exceptions to the two 1-credit-hour requirement, but do not reduce the total number of semester hours required for a degree:

6. A student 25 years of age or older prior to enrollment at DBU will be exempt from required kinesiology courses.
7. A student who presents adequate documentation of two years on active duty in any branch of U.S. military service will be exempt.
8. Students with temporary or permanent physical limitations should seek advisement from the Kinesiology Department on course selection during their first semester on campus or soon after the physical limitation occurs.
9. Members of the ROTC are exempt from kinesiology provided they have successfully completed MILS 0180 and 1142, pass the annual physical fitness test, and participate in the weekly physical fitness program.

Kinesiology Activities Program
Kinesiology activity courses (KNES 1101 through 1122) are designed to emphasize the development of physical fitness and proficiency in team and lifetime sports. Students are encouraged to take activity classes that are unfamiliar to them in order to have a variety of activities from which to choose in their pursuit of a wellness lifestyle.

Kinesiology
The purpose of the Kinesiology Department is to develop the minds and bodies of men and women in preparing them to become servant leaders in teaching, coaching, and other health- and sports-related fields. The Department of Kinesiology offers a program leading to a major in kinesiology or a kinesiology major with an exercise science or sports management specialization. A specialization in exercise science is recommended for those students who wish to pursue careers in corporate fitness, health club work, cardiac rehabilitation, physical therapy, and related areas. A specialization in sports management is recommended for these students who wish to pursue positions in a myriad of sports-related careers. Teacher certification is available with a teaching field in secondary kinesiology or in all-level kinesiology. Certain general studies requirements differ for students seeking teacher certification. Therefore, those interested in teacher certification should consult the College of Education.

Kinesiology

Course Requirements for a Bachelor's Degree in Kinesiology

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science **(B.A.)** or 15 semester hours of laboratory science **(B.S.)** selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Kinesiology Major Core Courses KNES 2301 Foundations and Trends in Kinesiology KNES 2309 Adapted Kinesiology KNES 3303 Care and Prevention of Athletic Injuries KNES 3326 Psychology of Motor Learning and Skill Development KNES 4021-4024 Professional Development in Kinesiology KNES 4301 Exercise Physiology KNES 4303 Biomechanics **plus the following courses for teaching majors:** KNES 2305 Coaching Today's Athlete KNES 3305 Measurement and Evaluation in Kinesiology KNES 4302 Organization and Administration of Kinesiology and Athletic Programs plus 9 semester hours of kinesiology electives and 3 activity courses in addition to the general education requirements	**34**	**34**
Exercise Science Concentration The Exercise Science concentration requires student take the kinesiology major core courses plus the following courses in lieu of the elective courses listed for the Kinesiology major: KNES 4305 Nutrition KNES 4307 Exercise Testing and Prescription KNES 4336/4636 Internship in Kinesiology	**35-38**	**35-38**

Sports Management Concentration	**33-39**	**33-42**
The Sports Management concentration requires the student take the following courses in lieu of the Kinesiology major core courses: COMA 1302 Fundamentals of Speech Communication FINA 2301 Consumer Finance KNES 2301 Foundations and Trends in Kinesiology KNES 2305 Coaching Today's Athlete KNES 3301 Sports Ethics KNES 3326 Psychology of Motor Learning and Skill Development KNES 4302 Organization and Administration of Kinesiology and Athletic Programs KNES 4336 / 4636 Internship in Kinesiology I **and/or** KNES 4337 / 4637 Internship in Kinesiology II MANA 3301 Principles of Management MANA 4311 Professional Sports Management MRKT 3301 Principles of Marketing plus 3 activity courses in addition to the general education requirements		
Electives		
Kinesiology Major	**22-40**	**28-38**
Exercise Science Concentration	**18-39**	**24-37**
Sports Management Concentration	**14-41**	**20-39**
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours		
Total Credit Hours Required		**Minimum 126**

NOTE: Degree plan subject to adjustment as state policy changes.

Minor in Kinesiology

A minor program in kinesiology is available through the Department of Kinesiology. The kinesiology minor requires the completion of 18 hours of kinesiology coursework, 9 hours of which must be upper level.

College of Fine Arts

Mission Statement
The primary goal of Dallas Baptist University's Mission Statement is the producing of servant leaders. The College of Fine Arts is uniquely poised to carry out this goal and mission. The very nature of the disciplines in the fine arts lend themselves to ministry (servant leadership). The implication for servanthood looms large if the ministry to others is the focus in music, the visual arts, and communication.

The fine arts involve not only technical procedures (a part of education), but also communication of feeling and revelation of values. The arts make us fully human and can be used to change people and reveal as well as influence the values of society. Also, this college has the opportunity to produce leaders who are willing to serve with distinction in their field. With the extensive use of technology from music notation and composition to media graphics, the College of Fine Arts is positioned for excellence in the 21st century.

Description
The College of Fine Arts provides a curriculum that offers broad aesthetic experiences in art, communication, music, and music business for Fine Arts majors and the general student. In addition to the course work that introduces the student to the fine arts, many creative activities and programs are offered each year. Regular performances are presented by the University Concert Chorale, Chamber Singers, University Ringers, Consort Singers, and Legacy. Student and faculty art displays, together with musical and dramatic presentations, provide ample opportunity for participation and enjoyment. The University also houses some outstanding works of art permanently displayed on the DBU campus. These include one bronze sculpture by Max Greiner entitled "The Divine Servant," located near the entrance to the John G. Mahler Student Center, two bronze sculptures by Max Greiner entitled "Fishers of Men," located by the Mountain Creek and Kiest entrances to the University, and one bronze sculpture by Max Greiner entitled "The Great Commission," located near the John G. Mahler Student Center. In the lobby of the Student Center is an original oil painting named "The Patriot" by Bruce Marshall. In addition, a series of artworks of the 12 Disciples, Jesus, and Paul by artist Kenneth Wyatt are displayed in and near the Gaston Chapel in the Collins Learning Center.

Dallas Baptist University is uniquely situated near the cultural centers of Dallas and Fort Worth. There are numerous excellent galleries and museums in the area such as the Dallas Museum of Art, Kimbell Art Museum, Fort Worth Art Center, African American Life and Culture Museum, and the Amon Carter Museum of Western Art. In addition, students can enjoy performances by the Fort Worth Symphony, the Fort Worth/Dallas Ballet, the Dallas Symphony Orchestra at the Meyerson Symphony Center, and various performances at the Bass Performance Hall.

The College of Fine Arts offers undergraduate majors in the fields of art, communication, music, and music business. The curricula of these areas may serve as preparation for specialized graduate study, as background training for a career in the arts, or (when coordinated with supporting courses in education) as preparation for teacher certification.

Goals of the College
The college is committed to train students who will be capable of the necessary skills and proficiencies to make a significant contribution in the fine arts (art, communication, and music), and to provide courses which give support in general studies as required by the University and various degree plans.

Goals of the College of Fine Arts:

- All general studies students enrolled in courses offered by the College of Fine Arts will have an acceptable knowledge and appreciation of all the fine arts.
- The College of Fine Arts faculty will demonstrate excellence in teaching, engage in meaningful participation in professional, scholarly, and service activities, as well as serve as servant leadership role models for students and peers.
- All College of Fine Arts graduates will be able to demonstrate an acceptable level of mastery in their major area which will make them competitive with their peers from other comparable programs in the fields of art, communication, and music.
- The College of Fine Arts graduates will be prepared either to enter the job market in their chosen field or be qualified to enter graduate study.
- All College of Fine Arts graduates will have a thorough knowledge of the history, fundamentals, and basics of their field, as well as develop adequate performance skills in their area of expertise to pursue a profession in their chosen field of service.

Department of Art

The mission statement of the Department of Art is to prepare servant leader art students for a professional career in art and to offer avenues of creative fulfillment for all students of the university. This aim is to be accomplished through the pursuit of excellence and artistic achievement within a Christian context.

The goals of the art program are to enable the students to develop skills and understanding in the foundations and principles of art, gain knowledge of historical and contemporary art, develop aesthetic judgment, and creatively produce and use their artistic abilities on the basis of mature Christian ethics.

Offering a wide variety of work areas, the program provides practical experience in drawing, painting, design, pedagogy of art, visual communication, art history, advertising, crafts, sculpture, photography, museum studies, and internships. The program also maintains a permanent collection of outstanding works by students. In addition to student art shows, professional artworks and artists are also featured.

Courses with no prerequisites are open to all students regardless of ability or previous training. The program recommends taking additional advanced hours as art electives if the student plans to enter graduate school in art.

The goals for those granted a bachelor's degree in art are:

Educational Goals

To enable students to:

- Cultivate a broad knowledge of the history and visual arts fundamentals.
- Gain experience in two- and three-dimensional art.
- Develop a workable knowledge of many art fields so the student can develop artistically as well as make a living.
- Have training in the cutting edge of art.
- Present a portfolio and senior exhibition and the highest artistic level possible.

Ministry Goals

To enable students to:

- Prepare with how to deal with challenges in art and culture without compromising faith.
- Have opportunities to experience and share ideas on how to use art in Christianity and society.
- Establish a servant leadership presence within the Christian and secular art world.

Jury of Artwork and Portfolio Review. The portfolio will be received for review before the senior exhibit is to be presented. The exhibit should exemplify quality, good judgment and taste that is consistent with DBU's Christian message and the Department of Art mission statement. It is essential to continuously prepare the portfolio with samples of the best work to show potential clients, art directors, agencies, and any person interested in your work.

Critiques and Exhibits. Critique sessions throughout the course of study will enable the student to share work with other class members and participate in discussion regarding artwork. Constructive criticism and positive, helpful observations will be shared with one another. Selected work should be completed, neatly presented, and prepared for exhibition. Three-dimensional work should be prepared for exhibit with an appropriate base support.

Internships in Art. This is designed to give the student actual field experiences in art. Through the professional cooperation of area art agencies, museums, galleries, studios, and schools, the student will report to a place of employment for a minimum of 90 hours per semester over a 15-week period. This opportunity gives the student a transitional experience between academics and the reality of the work environment in the specialized areas of art in which he/she is considering for a career.

Senior Solo Exhibition. Each graduating senior is required to present a Senior Show of original artwork, digital portfolio, and Artist Talk. It should exemplify the best efforts in excellence in every aspect. All art should be carefully selected, prepared, and presented. The work presented may be from any phase of your life as long as it is original. One artwork is to be given to the Art Department for the permanent collection.

Art Scholarships. Art scholarships require the application form, letters of recommendation, portfolio review, and interview. They are based on art demonstration, future potential, commitment to the Department of Art, and need.

The Art Major

A. BASIC CORE
The Basic Core of the Art Major is fulfilled by completing 24 hours: Design I, Design II, Drawing I, Drawing II, Art History Survey I, Art History Survey II, The Arts and the Creative Process, and completing the Senior Seminar in Art. The Senior Exhibition and Portfolio Presentation are required for graduation. Check the DBU catalog that you entered the University under for class and graduating requirements

Basic Art Core (24 hours)
Design I (ART 1301) and Design II (ART 1302)
Drawing I (ART 1303) and Drawing II (ART 2303)
Art History Survey I (ART 2319) and Art History Survey II (ART 2320)
Senior Seminar in Art (ART 4370)
Arts and the Creative Process (ART 4380)

B. ART MAJOR CONCENTRATION
The major area of art concentration requires 15 semester hours. Students are encouraged to determine the art degree emphasis from: Advertising and Visual Communication, Art History/Museum Studies, Crafts, Drawing and Painting, General Visual Arts, Photography, or Sculpture,. Art Majors have a basic art core of 24 semester hours and can choose between a BA or BS degree. In addition, the art degree must contain six upper level art electives. At least 21 of the total 45 art hours must be upper level.

General Visual Art Concentration:
24 hours of basic art courses.
21 additional hours composed of six lower-level and fifteen upper-level semester hours in art.

Advertising and Visual Communication Concentration:
ART 2317, 2318, 3317, 3318, 4317
Recommended Electives: ART 2314, 3316

Art History/Museum Studies Concentration:
ART 3301, 4304, 4306, 4319, 4320

Crafts Concentration:
ART 2311, 2313, 3313, 4313, 4314
Recommended Electives: ART 3310, 3311

Painting and Drawing Concentration:
ART 2310, 3303, 3310, 4309, and 4303 or 4310
Recommended Electives: ART 2314, 4304

Photography Concentration:
ART 2314, 2317, 3314, 3316, 4317
Recommended Electives: ART 2318, 3318

Sculpture Concentration:
ART 2311, 2313, 3311, 4311, 4315
Recommended Electives: ART 3313, 4313

C. ART ELECTIVES
Six semester hours of upper level art electives are required to fulfill degree requirements. These upper level art electives should represent and strengthen the art degree concentration.

D. ELECTIVES
Sufficient electives are required to complete 126-credit-hour minimum for the bachelor's degree, including 42 upper-level semester hours. Art courses, a concentrated minor in another course of study, or other university courses may be selected

Course Requirements for a Bachelor's Degree in Art

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Art Major **Basic Core** ART 1301 Design I ART 1302 Design II ART 1303 Drawing I ART 2303 Drawing II ART 2319 Art History Survey I ART 2320 Art History Survey II ART 4370 Senior Seminar in Art ART 4380 The Arts and the Creative Process	**24**	**24**
Art Concentration **15 semester hours from one of the following concentrations:** **General Visual Art Concentration:** 24 hours of basic art courses. 21 additional hours composed of six lower-level and fifteen upper-level semester hours in art. **Advertising and Visual Communication Concentration:** ART 2317, 2318, 3317, 3318, 4317	**15**	**15**

	Art History/Museum Studies Concentration: ART 3301, 4304, 4306, 4319, 4320 **Crafts Concentration:** ART 2311, 2313, 3313, 4313, 4314 **Painting and Drawing Concentration:** ART 2310, 3303, 3310, 4309, and 4303 or 4310 **Photography Concentration:** ART 2314, 2317, 3314, 3316, 4317 **Sculpture Concentration:** ART 2311, 2313, 3311, 4311, 4315		
Art Upper Level Electives	6 upper level semester hours.	**6**	**6**
Electives	Sufficient electives are required to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours. Art courses, a concentrated minor in another course of study, or other university courses may be selected.	**14-33**	**20-30**
Total Credit Hours Required		**126**	**126**

Art Minor *No senior exhibition required*

A.	ART 1301 **OR** 1302 (Design I or II)	**3 hours**
B.	ART 1303 (Drawing I)	**3 hours**
C.	Art Electives (9 must be upper level)	**12 hours**
	Total (minimum 9 hr. upper level)	**18 hours required**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Communication

The communication major is designed to enable the student to develop the skills necessary for effective communication in a technological world. Firmly grounded in the liberal arts tradition, this course of study focuses on the dynamics of interpersonal relations, the business and professional community, and the media industry, preparing the student to function creatively in all these arenas.

Educational Goals

To enable students to:

- Gain a sound background in the major areas of communication theory.
- Develop a variety of skills upon which to build professionally.
- Gain practical experience and proficiencies in several areas of the communication field.

Ministry Goals

To enable students to:

- Be prepared to serve as servant leaders and communication specialists in the church.
- Be prepared to serve effectively as servant leaders and communicate the "good news" of Christ.

Spiritual Goals

To enable students to:

- Develop ways to accomplish creative communication with God and with others.
- Understand self as a communicating, relational creation.

The student may follow either of the options indicated in the course requirements.

Course Requirements for a Bachelor's Degree In Communication

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Art ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science • POLS 2301 American National Government required for all students. • Any 3 hours selected from ECON, PHIL, POLS, PSYC; or SOCI	**6**	**6**
Total General Studies Hours	**51-70**	**54-64**
Total Credit Hours Required	**126**	**126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Communication Options

General Studies Requirements for Communication for Options I, II, or III

Course Requirements for Option I -- Communication Theory

	B.A.	B.S.
Communication General Studies Requirements	**51-70**	**54-64**
A major in Communication with a specialization in general theory	**36**	**36**
Complete the following five courses for 15 semester hours:		
COMA 1302 Fundamentals of Speech Communication		
COMA 2302 Voice and Articulation		
COMA 2305 Interpersonal Communication		
COMA 3301 Nonverbal Communication		
COMA 3302 Academic Debate		
Complete the following allied courses for 6 semester hours:		
PSYC 4330 Social Psychology		
SOCI 4301 Multicultural Perspectives		
Specialization Electives: Complete an additional 15 hours of courses in Communication, including at least 9 hours of upper-level courses.		
COMA 2261 Opera Workshop		
COMA 2304 Introduction to Broadcast Communication		
COMA 2314 Photography I		
COMA 2317 Advertising and Visual Communications I		
COMA 2318 Desktop Publishing and Design I		
COMA 2371 Theater Practicum		
COMA 3303 Small Group Communication		
COMA 3304 Broadcast Writing		
COMA 3314 Photography II		
COMA 3316 Media Graphics		
COMA 3317 Advertising and Visual Communications II		
COMA 3318 Desktop Publishing and Design II		
COMA 4301 Readers Theater		
COMA 4302 Introduction to Linguistics		
COMA 4305 Communication through Hymnology		
COMA 4310 Internship in Communication		
COMA 4319 Communication Styles: A Key to Business Success		
COMA 4320 Technology in Communication		
COMA 4380 The Arts and the Creative Process		
ENGL 3305 Advanced Written Communication		
ENGL 3307 Creative Christian Writing		
MRKT 3303 Promotional Strategies		
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours. A minor is recommended.	**20-39**	**26-36**
Total Credit Hours Required	**126**	**126**

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Course Requirements for Option II -- Print/Graphic Communication

Communication General Studies Requirements	B.A. 51-70	B.S. 54-64
A major in Communication	**36**	**36**
with a specialization in print/graphic media		
Complete the following six courses for 18 semester hours:		
COMA 1302 Fundamentals of Speech Communication		
COMA 2301 Introduction to Journalism		
COMA 2314 Photography I		
COMA 2318 Desktop Publishing and Design I		
COMA 3301 Nonverbal Communication		
COMA 4310 Internship in Communication		
Complete two of the following allied courses for 6 hours:		
ENGL 3305 Advanced Written Communication		
MRKT 3301 Principles of Marketing		
PSYC 4330 Social Psychology		
SOCI 4301 Multicultural Perspectives		
Specialization Electives:		
Complete at least 12 additional hours of courses in Communication, including at least 9 hours of upper-level courses		
COMA 2261 Opera Workshop		
COMA 2302 Voice and Articulation		
COMA 2304 Introduction to Broadcast Communication		
COMA 2305 Interpersonal Communication		
COMA 2317 Advertising and Visual Communication I		
COMA 2371 Theater Practicum		
COMA 3302 Academic Debate		
COMA 3303 Small Group Communication		
COMA 3314 Photography II		
COMA 3316 Media Graphics		
COMA 3317 Advertising and Visual Communication II		
COMA 3318 Desktop Publishing and Design II		
COMA 4301 Readers Theater		
COMA 4302 Introduction to Linguistics		
COMA 4305 Communication through Hymnology		
COMA 4319 Communication Styles: A Key to Business Success		
COMA 4320 Technology in Communication		
COMA 4380 The Arts and the Creative Process		
ENGL 4307 Creative Christian Writing		
MRKT 3303 Promotional Strategies		
Electives	**20-39**	**26-36**
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours. A minor is recommended.		
Total Credit Hours Required	**126**	**126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Course Requirements for Option III -- Broadcast Communication

Communication General Studies Requirements	B.A. 51-70	B.S. 54-64
A major in Communication with a specialization in broadcast media	**36**	**36**
Complete the following seven courses for 21 semester hours: COMA 1302 Fundamentals of Speech Communication COMA 2302 Voice and Articulation COMA 2304 Introduction to Broadcast Communication COMA 2317 Advertising and Visual Communication I COMA 3304 Broadcast Writing COMA 4310 Internship in Communication COMA 4320 Technology in Communication		
Complete two allied courses for 6 semester hours: MRKT 3301 Principles of Marketing PSYC 4330 Social Psychology		
Specialization Electives: Complete an additional 9 hours of communication, including at least 6 hours of upper-level courses. COMA 2261 Opera Workshop COMA 2301 Introduction to Journalism COMA 2305 Interpersonal Communication COMA 2314 Photography I COMA 2318 Desktop Publishing and Design I COMA 2371 Theater Practicum COMA 3301 Nonverbal Communication COMA 3302 Academic Debate COMA 3303 Small Group Communication COMA 3314 Photography II COMA 3316 Media Graphics COMA 3317 Advertising and Visual Communication II COMA 3318 Desktop Publishing and Design II COMA 4301 Readers Theater COMA 4302 Introduction to Linguistics COMA 4305 Communication through Hymnology COMA 4319 Communication Styles: A Key to Business Success COMA 4380 The Arts and the Creative Process ENGL 4307 Creative Christian Writing MRKT 3303 Promotional Strategies SOCI 3301 Mass Media and Society		
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours. A minor is recommended.	**20-39**	**26-36**
Total Credit Hours Required	**126**	**126**

Minor in Communication

A minor in Communication will consist of at least 18 hours of coursework in the department, including 9 hours of upper-level courses. The student must complete COMA 1302. The general communication theory achieved in this minor will supplement many professional programs in other departments as the student builds competency in general communication.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Department of Music

Department of Music Mission Statement
The central mission of the Department of Music is to educate students in order that they might engage the global society and industry through transformational musical performance, scholarship, and service so they might be servant leaders in their chosen professions. In addition, musical offerings including ensemble, faculty, guest, and student performances enhance the total university liberal arts experience and give opportunity for creative fulfillment.

A thorough understanding of music theory, history and literature is required of the student majoring in music, and a high priority is given to general musicianship and the development of the highest level of artistic achievement within the student's chosen area of applied music. All courses and degree plans are designed to satisfy the requirements for music accrediting agencies.
The Department of Music is accredited with the National Association of Schools of Music (NASM). In 1998, the Department of Music was given a commendation by the Southern Association of Colleges and Schools (SACS). Degree programs leading to state certification in choral music conform to the requirements of the State Board for Educator Certification (SBEC).

The music program is an integral part of Dallas Baptist University. Students enrolled in regular coursework are governed by the same rules and regulations for attendance, discipline, and examination as those who apply to the institution as a whole.

Educational Goals
To enable students to:

- Gain an overall knowledge of music theory, forms, and structure.
- Develop a workable knowledge of the history of Western music and cultivate an awareness of the influence of music upon culture.
- Cultivate an awareness of non-Western indigenous music.
- Present public performances at the highest artistic level possible.
- Possess proficient keyboard, conducting, critical thinking, and improvisational skills.
- Be prepared to earn a living in a chosen field of music.

Ministry Goals
To enable students to:

- Understand that music is a gift from God the Creator and is an art form that helps to make us fully human.
- Utilize music as a vehicle of worship.
- Recognize music as a tool for worship, evangelism, edification, training, and recreation in order to meet the spiritual, intellectual, and physical needs of the students.

Entrance Requirements in Music

All incoming freshman and transfer music students must formally audition for acceptance into the Department of Music. Audition dates are posted on the DBU Department of Music website (www.dbu.edu/fine_arts/event_calendar.html). Prospective music students should call the College of Fine Arts Office at 214-333-5316 to secure an audition time. Upon request, printed materials outlining the acceptance process are available to help each student prepare for the audition. This audition will also serve as a scholarship audition for the student seeking financial aid. The student will be notified in writing of his/her acceptance into the Department of Music, which will be contingent upon acceptance to the University.

Music Theory Placement Tool
All entering freshman music majors/minors and transfer students **must** take an examination called the Music Theory Placement Tool before registering for theory, musicianship, piano, and private music lessons. The test is a tool used by the faculty to determine the course of study most conducive to the student's present level of understanding. Any student who does not pass the basic written, ear-training, and sight-singing skills included in the placement tool will be required to enroll in MUSI 1304 (Fundamentals of Music). No freshman will be permitted to enroll in any music theory course other than MUSI 1304 until having completed this exam. The student who passes the placement tool will be allowed to enroll in Theory I (MUSI 1311) and Musicianship I (MUSI 1111). The Theory Placement Tool will be administered during advance registration for freshman in the summer and as needed. Transfer students who are not able to pass the Theory Placement tests may be required to take appropriate remedial theory courses.

Piano Placement Tests
All entering freshman and transfer music majors and minors must meet with the Program Director of the keyboard division to determine the appropriate piano level assignment. Results of the Theory Placement Tool will be considered in addition to a final piano placement decision.

All non-keyboard music majors must fulfill piano proficiency requirements as designated in their specific degree plans. These levels are based on cumulative skills development which should be completed prior to the junior year. *Students must continue to enroll for applied piano instruction until this requirement is met.*

Applied Music and Achievement Tests
At the end of four semesters of study, each student majoring in music will be advised as to their progress through a faculty sophomore review. All music students taking applied music for course credit must take an achievement test (Jury Examination) at the conclusion of each semester of study. **Vocal Performance and Piano Performance majors and concentrations** must pass a

division barrier examination at the conclusion of the sophomore year of study. The student may not advance to junior-level applied study without successfully completing this examination.

All music majors must pass a **piano proficiency examination**. The student must continue to enroll in applied piano each semester until the proficiency requirements are met. A description of the level of achievement required is available to the student in the *Department of Music Handbook* or in the College of Fine Arts Office. The student following the degree in Choral Music with Teacher Certification must successfully pass the piano proficiency examination **before** the student-teaching semester. All other music majors must pass the piano proficiency examination prior to the semester of graduation.

MUSI 2063: Applied Guitar Proficiency
Student must enroll in and successfully complete this course in order to fulfill basic guitar requirements or progress to the next level of applied guitar. Prerequisites: MUSI 1163, MUSI 2163

MUSI 2023A: Piano Proficiency Level III
MUSI 2023B: Piano Proficiency Level IV
MUSI 2023C: Sophomore Barrier for Piano Majors/Concentrations
MUSI 3023A: Piano Proficiency Level V
MUSI 3023B: Piano Proficiency Level V for Theory/Composition Majors

Degree Offered	Proficiency Needed
BA/BS in:	
Music	MUSI 2023A or 2023B or 3023A
Music Business (Composition Emphasis)	MUSI 2023A or 2023B or 3023A
Music Business (Piano Emphasis)	MUSI 3023A
BM in:	
Choral Certification (Vocal)	MUSI 2023B or 3023A
Vocal Performance	MUSI 2023B or 3023A
Church Music (Vocal)	MUSI 2023B or 3023A
Choral Certification (Piano)	MUSI 2023C *and* 3023A
Church Music (Piano)	MUSI 2023C *and* 3023A
Piano Performance	MUSI 2023C *and* 3023A
Theory Composition	MUSI 3023B

All music majors' academic progress will be monitored through the Sophomore Review at the conclusion of four semesters of study. The faculty will make recommendations and suggestions regarding the student's progress and future as a music major.

Transfer Credit in Music
Credit in music courses earned at accredited institutions is accepted for transfer, subject to the following provision:

- The minimum grade accepted for transfer is 2.0.
- Credit in applied music toward a major in performance is accepted only after a performance test to determine the actual accomplishment of the student in technique and repertoire is taken.
- Credit for Musicianship (MUSI 1111, 1112, 2111, 2112), and Music Theory (MUSI 1311, 1312, 2311, 2312), Introduction to Music Literature and Fine Arts (MUSI 2305), and Music History and Literature (MUSI 3204, 3205, 3206) will be transferred only if each course has been completed with a minimum grade of 2.0. A placement test will be given to determine the DBU course(s) for which the student is prepared (e.g., a student wishing to transfer freshman theory will take a test to determine his/her readiness for sophomore theory).

Recitals and Seminar/Performance Lab
All music majors are required to have credit for eight (8) semesters of Seminar/Performance Lab (MUSI 1000/1001) in order to be certified for graduation; seven (7) semesters are required of the music education students due to the student-teaching semester. This course requires all music majors to attend 75% of all faculty, student, and guest designated recitals during each semester. All students taking applied music courses should expect to perform in Seminar/Performance Lab. Performance majors and students concentrating in voice, piano, and guitar are required to perform at least once during the course of each semester of study.

Individual recitals are required of all music majors in varying degrees of involvement. Performance majors in Voice or Piano are required to present a half-hour Junior Recital and a full-hour Senior Recital. Students majoring in Choral Music with Teacher Certification or Church Music are required to present a half-hour recital in the area of applied concentration. Students must be enrolled for a minimum of one semester hour of applied instruction in their performance area during the semester in which the recital is presented.

Theory/Composition majors are required to present a thirty-to forty-five minute recital during the senior year. The recital will consist of original compositions and arrangements by the student for a variety of voicings or instruments. The prerequisites for this recital are completion of MUSI 4240.

Applied Music

Private lessons are offered in voice, piano, composition, organ, guitar, brass, woodwind, and percussion. One (1) semester hour is given for one half-hour of private instruction each week. Two (2) semester hours are given for one hour of private instruction each week.

Music Ensembles

Creative involvement in musical ensembles is available to all qualified students. Any student who meets audition requirements may participate in a musical organization. Music majors must enroll in at least one major ensemble appropriate to their applied music concentration and/or area of teaching certification every semester until graduation, regardless of the number of ensemble credits accumulated. Students in music education must follow this policy with the exception of the student-teaching semester. Performing ensembles include the **University Concert Chorale, Chamber Singers, Consort Singers, DBU Grand Chorus, Legacy, University Ringers, Symphonic Winds, Music Theater Practicum, and Opera Theater.**

Music Scholarships

In addition to the financial aid programs administered by the University, numerous music scholarships are available. Qualifications are established primarily on the basis of performing ability and academic record and are awarded by audition or competition. Scholarships are awarded for one academic year. Renewal is not automatic and is subject to the regulations stated in the music scholarship agreement signed by the student. For further information regarding music entrance/ scholarship auditions please contact the College of Fine Arts office or see the DBU Department of Music website. (www.dbu.edu/fine_arts/event_calendar.asp)

Choral Music with Teacher Certification

Course Requirements for a Bachelor of Music Degree in Choral Music with Teacher Certification

	B.M.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, and 2302	**12**
Fine Arts MUSI 2305	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301 and 1302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1303 (College Algebra) or equivalent [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3**
Natural Science BIOL 1401	**4**
Religion RELI 1301, RELI 1302 and RELI/MUSI 4342.	**9**
Social Science POLS 2301 American National Government required for all students. POLS 2302	**6**
Speech COMA 1302	**3**
Total General Studies	**52 - 55**

Music Major:		
Required Music Courses		**44**
MUSI 1111	Musicianship I	
MUSI 1112	Musicianship II	
MUSI 1206	Diction I	
MUSI 1311	Music Theory I	
MUSI 1312	Music Theory II	
MUSI 2111	Musicianship III	
MUSI 2112	Musicianship IV	
MUSI 2311	Music Theory III	
MUSI 2312	Music Theory IV	
MUSI 3201	Analysis of Musical Structure	
MUSI 3204	Music History and Literature I	
MUSI 3205	Music History and Literature II	
MUSI 3206	Music History and Literature III	
MUSI 3207	Basic Conducting	
MUSI 3208	Advanced Choral Conducting	
MUSI 3211	Elements of Music I	
MUSI 3212	Elements of Music II	
MUSI 4010	Teacher Certification Seminar - All-Level Music	
MUSI 4189	Senior Recital	
MUSI 4201	Orchestration	
MUSI 4211	Vocal Pedagogy	
MUSI 4214	Choral Literature and Advanced Choral Techniques	
MUSI 4301	Instrumental Methods	
Applied Concentration 6 semester hours must be upper level. Voice concentrations must complete AP Level IV. Piano concentrations must complete Piano Levels V-VIII.		**10**

Applied Secondary Piano proficiency level IV must be passed prior to the student-teaching semester. One credit hour of applied secondary credit is given for successful completion of Class Piano I or II (MUSI 1117 or MUSI 1118). Students who choose piano as the applied concentration must have voice as the secondary area of applied study.	**4**
Music Ensembles All music majors must enroll in a major ensemble appropriate to their applied concentration every semester until graduation, except for the student teaching semester. Ensemble experience will include six semesters in the Grand Chorus and at least one semester of the Music Theater Practicum or Opera Workshop.	**7**
Seminar/Performance Lab 7 semesters (noncredit-hour requirement) MUSI 1000/1001	**7 sem.**
Total Music Core Requirements	**65**

Required Education Courses		**30**
ECHE 4360	Foundations for Early Childhood Development	
EDUC 1301	Teacher Education Seminar	
EDUC 3302	Development of Infants, Children, and Adolescents	
EDUC 3312	Educational Foundations	
EDUC 4021	Secondary Pedagogy and Professional Responsibilities Seminar	
EDUC 4313	Discipline and Classroom Management	
EDUC 4315	Methods and Evaluation of Instruction	
EDUC 4307	Student Teaching in the Elementary School	
EDUC 4306	Student Teaching in the Secondary School	
TECH 4320	Instructional Technology	
READ 3334	Reading Methods and Materials	

Total Credit Hours Required	**147-150**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Church Music

Course Requirements for a Bachelor of Music Degree in Church Music

	B.M.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, or 2302	**9**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301, 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, RELI 1302, and RELI/MUSI 4342.	**9**
Social Science POLS 2301 American National Government required for all students.	**3**
Speech COMA 1302	**3**
Total General Studies	**42-47**
Church Music Major: **Required Music Courses:**	**59**
MUSI 1111 Musicianship I MUSI 1112 Musicianship II MUSI 1206 Diction I MUSI 1207 Diction II MUSI 1311 Music Theory I MUSI 1312 Music Theory II MUSI 2111 Musicianship III MUSI 2112 Musicianship IV MUSI 2305 Introduction to Music Literature and Fine Arts MUSI 2311 Music Theory III MUSI 2312 Music Theory IV MUSI 3201 Analysis of Musical Structure MUSI 3204 Music History and Literature I MUSI 3205 Music History and Literature II MUSI 3206 Music History and Literature III MUSI 3207 Basic Conducting MUSI 3208 Advanced Choral Conducting MUSI 3211 Elements of Music I MUSI 3212 Elements of Music II MUSI 4189 Senior Recital MUSI 4201 Orchestration MUSI 4203 Eighteenth-Century Counterpoint MUSI 4307 Music in Worship MUSI 4214 Choral Literature and Advanced Choral Techniques MUSI 4211 Vocal Pedagogy **or** MUSI 4215 Organ Pedagogy **or** MUSI 4217 Piano Pedagogy MUSI 4301 Instrumental Methods MUSI 4305 Hymnology MUSI 4306 Church Music Administration	

Applied Concentration 6 semester hours must be upper level. Voice concentrations must complete AP Level IV. Piano concentrations must complete Piano Levels V-VIII.	**14**
Applied Secondary 4-5 semester hours in a secondary applied music field, 1 credit hour of which must be applied organ. All church music majors must pass the Piano Proficiency Exam, Level IV. One credit hour of applied secondary credit is given for successful completion of Class Piano I or II (MUSI 1117 or MUSI 1118).	**4-5**
Music Ensembles All music majors must enroll in a major ensemble appropriate to their applied concentration every semester until graduation. Church music majors must also be in the University Ringers for at least four semesters.	**8**
Seminar/Performance Lab 8 semesters (noncredit-hour requirement) MUSI 1000/1001	**8 sem.**
Total Church Music Requirements	**85-86**
Electives Sufficient to complete all the minimum requirements for a bachelor's degree, including 42 upper-level semester hours	**0-2**
Total Credit Hours Required	**127-133**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Music

Course Requirements for Bachelor of Arts/Science Degree with a Music Major

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, 2302	**12**	**9**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of: Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15-16**
Religion RELI 1301, RELI 1302, and RELI/MUSI 4342.	**9**	**9**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Speech COMA 1302	**3**	**3**
TOTAL General Studies	**54-67**	**57-62**
Music Major:		
Required Music Courses	**27**	**27**
MUSI 1111 Musicianship I		
MUSI 1112 Musicianship II		
MUSI 1311 Music Theory I		
MUSI 1312 Music Theory II		
MUSI 2111 Musicianship III		
MUSI 2112 Musicianship IV		
MUSI 2305 Introduction to Music Literature and Fine Arts		
MUSI 2311 Music Theory III		
MUSI 2312 Music Theory IV		
MUSI 3204 Music History and Literature I		
MUSI 3205 Music History and Literature II		
MUSI 3206 Music History and Literature III		
MUSI 3207 Basic Conducting		
Applied Area Voice, Piano, Organ, Instrument (Woodwinds, Brass, Percussion, Guitar); students must pass Piano Level III. One credit hour of applied secondary credit is given for successful completion of Class Piano I or II (MUSI 1117 or MUSI 1118).	**8**	**8**

Music Electives 6 semester hours from MUSI 1206, 3201, 3208, 3211, 3212, 4201, 4307, 4305, 4306	**6**	**6**
Music Ensembles (Must be in Grand Chorus eight semesters)	**8**	**8**
Seminar/Performance Lab 8 semesters (noncredit-hour requirement) MUSI 1000/1001	**8 sem.**	**8 sem.**
Total Music Core Requirements	**49**	**49**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	**10-26**	**15-23**
Total Credit Hours Required	**126**	**126**

Minor in Music*

Course Requirements for a Minor in Music*

A.	**Theory I and II**	**6 hours**
	Musicianship I and II	**2 hours**
B.	**Applied Field** Piano Level II or MUSI 1118 must be completed.	**4 hours**
C.	**Music History and Literature** (Introduction to Music and the Fine Arts MUSI 2305)	**3 hours**
D.	**Music Electives**	**6 hours**
E.	**Music Ensembles**	**4 hours**
	Total	**25 hours**

***No recital required.**

Suggested Electives:

MUSI 1206	Diction I
MUSI 3207	Basic Conducting
MUSI 3211, 3212	Elements of Music I and/or II
MUSI 4307	Music and Worship
MUSI 4305	Hymnology

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Piano Performance

Course Requirements for a Bachelor of Music Degree in Piano Performance

	B.M.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, or 2302	**9**
Foreign Language German or French (1000 level)	**8**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, RELI 1302, and RELI/MUSI 4342.	**9**
Social Science POLS 2301 American National Government required for all students.	**3**
Speech COMA 1302	**3**
Total General Studies	**50-55**
Music Major:	
Required Music Courses MUSI 1111 Musicianship I MUSI 1112 Musicianship II MUSI 1206 Diction I MUSI 1311 Music Theory I MUSI 1312 Music Theory II MUSI 2111 Musicianship III MUSI 2112 Musicianship IV MUSI 2305 Introduction to Music Literature and Fine Arts MUSI 2311 Music Theory III MUSI 2312 Music Theory IV MUSI 3189 Junior Recital MUSI 3201 Analysis of Musical Structure MUSI 3204 Music History and Literature I MUSI 3205 Music History and Literature II MUSI 3206 Music History and Literature III MUSI 3207 Basic Conducting MUSI 3208 Advanced Choral Conducting MUSI 3215 Accompanying Skills MUSI 4189 Senior Recital MUSI 4201 Orchestration MUSI 4203 Eighteenth-Century Counterpoint MUSI 4217 Piano Pedagogy MUSI 4218 Piano Literature I: Renaissance through the Classical Period MUSI 4228 Piano Literature II: Romantic through the Present	**47**

Applied Piano 12 semester hours must be upper level. Piano Levels V-IX must be completed.	**20**
Applied Secondary Must include one semester hour of applied organ.	**4**
Music Ensembles All music majors must enroll in a major ensemble appropriate to their applied concentration every semester until graduation. Ensemble experience will include four semesters in a choral ensemble with one semester of Piano Ensemble and three semesters of Accompanying Practicum.	**8**
Seminar/Performance Lab 8 semesters (noncredit-hour requirement) MUSI 1000/1001	**8 sem.**
Total Music Core Requirement	**79**
Electives Sufficient to complete all the minimum requirements for a bachelor's degree, including 42 upper-level semester hours	**0**
Total Credit Hours Required	**129-134**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Theory/Composition

Course Requirements for a Bachelor of Music Degree in Theory/Composition

	B.M.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301 or 2302	**9**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301 and 1302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, RELI 1302, and RELI/MUSI 4342.	**9**
Social Science POLS 2301 American National Government required for all students.	**3**
Speech COMA 1302	**3**
Total General Studies	**50-55**

Music Major:	
Required Music Courses:	**47**
MUSI 1111 Musicianship I	
MUSI 1112 Musicianship II	
MUSI 1311 Theory I	
MUSI 1312 Theory II	
MUSI 2111 Musicianship III	
MUSI 2112 Musicianship IV	
MUSI 2305 Introduction to Music Literature and Fine Arts	
MUSI 2311 Theory III	
MUSI 2312 Theory IV	
MUSI 3201 Analysis of Musical Structure	
MUSI 3202 Advanced Analysis	
MUSI 3203 Keyboard Skills	
MUSI 3204 Music History and Literature I	
MUSI 3205 Music History and Literature II	
MUSI 3206 Music History and Literature III	
MUSI 3207 Basic Conducting	
MUSI 3208 Advanced Choral Conducting	
MUSI 4189 Senior Recital	
MUSI 4201 Orchestration	
MUSI 4203 Eighteenth-Century Counterpoint	
MUSI 4205 Twentieth-Century Analytical Techniques	
MUSI 4214 Choral Literature and Advanced Choral Techniques	
MUSI 4301 Instrumental Methods	

Applied Composition 8 semester hours must be upper level.	**14**

Applied Piano Six semester hours must be upper level. One credit hour of applied secondary credit is given for successful completion of Class Piano I or II (MUSI 1117 or 1118). MUSI 2023A: Piano Proficiency Level III MUSI 2023B: Piano Proficiency Level IV	**12**
Music Ensembles All music majors must enroll in a major ensemble appropriate to their applied concentration every semester until graduation. Ensemble experience will include eight semesters in the University Concert Chorale or Consort Singers.	**8**
Seminar/Performance Lab 8 semesters (noncredit-hour requirement) MUSI 1000/1001	**8 sem.**
Total Music Core Requirement	**77**
Electives Sufficient to complete all the minimum requirements for a bachelor's degree, including 42 upper-level semester hours.	**0**
Total Credit Hours Required	**127-133**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Vocal Performance

Course Requirements for a Bachelor of Music Degree in Vocal Performance

	B.M.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, or 2302	**9**
Foreign Language German or French (1000 level)	**8**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics MATH 1301 or 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**
Religion RELI 1301, RELI 1302, and RELI/MUSI 4342.	**9**
Social Science POLS 2301 American National Government required for all students.	**3**
Speech COMA 1302	**3**
Total General Studies	**50-55**

Music Major:	**47**
Required Music Courses	
MUSI 1111	Musicianship I
MUSI 1112	Musicianship II
MUSI 1206	Diction I
MUSI 1207	Diction II
MUSI 1311	Music Theory I
MUSI 1312	Music Theory II
MUSI 2111	Musicianship III
MUSI 2112	Musicianship IV
MUSI 2305	Introduction to Music Literature and Fine Arts
MUSI 2311	Music Theory III
MUSI 2312	Music Theory IV
MUSI 3189	Junior Recital
MUSI 3201	Analysis of Musical Structure
MUSI 3204	Music History and Literature I
MUSI 3205	Music History and Literature II
MUSI 3206	Music History and Literature III
MUSI 3207	Basic Conducting
MUSI 3208	Advanced Choral Conducting
MUSI 4189	Senior Recital
MUSI 4201	Orchestration
MUSI 4203	Eighteenth-Century Counterpoint
MUSI 4211	Vocal Pedagogy
MUSI 4212	Vocal Literature and Performance Practice
MUSI 4214	Choral Literature and Advanced Choral Techniques

Applied Voice 12 semester hours must be upper level. AP Level IV must be completed.	**20**
Applied Piano Piano proficiency level IV must be completed. One credit hour of applied secondary credit is given for successful completion of Class Piano I or II (MUSI 1117 or MUSI 1118)	**4**
Music Ensembles All music majors must enroll in a major ensemble appropriate to their applied concentration every semester until graduation. Ensemble experience will include seven semesters in the Grand Chorus and at least one semester in the Opera Workshop.	**8**
Seminar/Performance Lab MUSI 1000/1001 (noncredit-hour requirement)	**8 sem.**
Total Music Core Requirement	**79**
Electives Sufficient to complete all the minimum requirements for a bachelor's degree including 42 upper-level semester hours.	**0**
Total Credit Hours Required	**129-134**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Music Business

The Business of Music . . .
At first, “Music Business” seems like a contradiction of terms. But the truth is, the success of any professional musical venture—whether Commercial or Classical— involves business. And it also involves a lot of people, doing a lot of different things. A musical concert, for example, requires a promotion team, an agent, a manager and stage crew (including lights and sound) before the first note of music is played. Similarly, a single CD represents the work not only of the artist and supporting musicians, but also studio engineers, producers, technicians, visual and graphic artists, photographers, lawyers, marketing strategists, distributors, retailers – and the list goes on.

Great career potential . . .
Yes, the commercial Music Industry offers an impressive diversity of career opportunities. And the Industry’s continuing expansion and increasing complexity has created the need for a new professional—one who understands not only music but also administration, accounting, marketing, entrepreneurship and law.

To prepare those looking for a career in today’s Music Business, the Department of Music and the College of Business have joined forces to create the Bachelor of Arts and the Bachelor of Science degrees in Music Business at DBU. In addition to general studies requirements, each degree features studies in music, general business and specific aspects of the Music Industry. A solid foundation for a successful career.

And that’s not all . . .
The Dallas/Fort Worth Metroplex commands national attention in the entertainment business. In addition to both television production and state-of-the-art recording facilities at Las Colinas, numerous other recording studios, booking agents, concert promoters, commercial production houses and major performance venues are located in the area. Because of DBU’s close proximity to the D/FW Music Industry, our degrees in Music Business offer students the opportunity of actually working in the industry. During the senior year, Music Business majors may apply for an internship with a local business that matches their area of interest. It’s a distinct advantage.

Music Business

Course Requirements for Bachelor of Arts/Science Degree with a Major in Music Business

	B.A.	B.S.
General Studies Courses:		
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, 2302	**12**	**9**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of: Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15-16**
Religion RELI 1301, RELI 1302, and RELI/MUSI 4342.	**9**	**9**
Social Science (1000 or 2000 level courses only) ECON 2301 POLS 2301 American National Government required for all students.	**6**	**6**
Speech COMA 1302	**3**	**3**
TOTAL General Studies	**54-67**	**57-62**
Required Music Courses:		
Music Core MUSI 1111 Musicianship I MUSI 1112 Musicianship II MUSI 1311 Music Theory I MUSI 1312 Music Theory II MUSI 2305 Introduction to Music Literature and Fine Arts MUSI 3207 Basic Conducting	**13**	**13**
Music Ensembles Must be in a music ensemble 6 semesters	**6**	**6**
Seminar/Performance Lab 8 semesters (noncredit-hour requirement)		

Applied Emphasis Area SELECT ONE AREA FROM THE FOLLOWING:	**13**	**13**
Voice Applied Voice *(6 credit hours)* Applied Secondary: Piano *(2 credit hours minimum. Students must pass Piano Level II (MUSI 1118.)* Music electives *(5 credit hours)* ***Guitar*** Applied Guitar *(6 credit hours)* Applied Secondary: Piano *(2 credit hours minimum. Students must pass Piano Level II (MUSI 118).* Music Electives *(5 credit hours)*	***Piano*** Applied Piano *(6 credit hours. Students must pass Level V)* Applied Secondary: Voice *(2 credit hours minimum. Class voice MUSI 1101 is recommended for students with little or no prior training.)* Music electives *(5 credit hours)*	
Composition/Arranging Applied Composition/Arranging *(6 credit hours)* Applied Secondary: Piano *(2 credit hours minimum. Students must pass Piano Level III. Class Piano is recommended for students with little or no prior training.)* MUSI 2111 Musicianship III MUSI 2311 Theory III . MUSI 4201 Orchestration MUSI 4204 Choral Arranging	**16**	**16**
TOTAL Required Music	**32-35**	**32-35**

Required Music Business / Business Courses

Music Business Courses MUSB 2301 Introduction to the Music Business MUSB 3301 History of Commercial Music MUSB 3310 Inside the Recording Industry MUSB 3311 Introduction to the Recording Studio MUSB 3380 Copyright and Intellectual Property Law MUSB 4301 Music Publishing MUSB 4310 The Musician as Entrepreneur -- or – MUSB 4320 Launching an Entrepreneurial Venture in the Music Business MUSB 4380 Seminar in Music -- or – MUSB 4385 Internship in the Music Industry I	**24**	**24**
Business Courses ACCT 2301 Principles of Financial Accounting ECON 2301 Principles of Macroeconomics *(to be taken as a Social Science under General Studies)* MANA 3308 Business and Public Law MANA 4319 Communication Styles MRKT 3301 Principles of Marketing	**12**	**12**
Music Business/ Business Electives	**6**	**6**
TOTAL Required Music Business/Business	**42**	**42**
Music / Music Business / Business Electives To be the choice of the student with approval of advisor and sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.		
Recommended Music Electives MUSI - - - - Applied concentration (1-2 hours) MUSI 2111 Musicianship III MUSI 2311 Music Theory III MUSI 2371 Theater Practicum MUSI 3215 Accompanying Skills MUSI 4211 Vocal Pedagogy MUSI 4217 Piano Pedagogy		
Recommended Music Business/Business electives FINA 3301 Corporate Financial Management MANA 3100 Time Management and Leadership Training MANA 3302 Principles of Human Resource Management MANA 3306 Management Communication MANA 4330 Entrepreneurship and Small Business Management MISM 3301 Information Systems for Management		

MRKT 4301	Retail Management and Merchandising
MRKT 4302	Professional Selling and Sales Management
MRKT 4342	Services Marketing
MRKT 4345	Consumer Behavior
MRKT 4347	Special Topics in Marketing
MUSB 4171, 4271, 4371	Special Topics in Music Business
MUSB 4386	Internship in the Music Industry II

Total Credit Hours Required **126-144**

Minor in Music Business

A minor in Music Business combines a comprehensive examination of the commercial Music Industry and the basic elements of business to provide the student with integrated study in the continually expanding and complex field of Music Business.

The Music Business minor explores:

- the business practices, procedures, technologies and career opportunities within the commercial Music Industry
- the history of both Western music and Commercial (popular) music
- the development and inner workings of the recording industry
- the fundamental concepts and principles of economics, accounting and marketing
- the management of a successful freelance career in the music business

The Music Business minor is designed to complement and enhance a variety of academic majors and offers the student a field of study that is marketable, diverse, exciting and fun!

MUSB 2301	Introduction to the Music Business
MUSB 3301	History of Commercial Music*
MUSB 3310	Inside the Recording Industry
MUSB 4310	The Musician as Entrepreneur
ACCT 2301	Principles of Financial Accounting
MRKT 3301	Principles of Marketing

Note: In addition, General Studies course recommendations for a minor in Music Business should include:

Fine Arts: MUSI 2305 Introduction to Music Literature and Fine Arts* (unless the student has completed ART/COMA/MUSI 1306 Introduction to Fine Arts)

Social Science: POLS 2301 American National Government and ECON 2301 Principles of Macroeconomics are required.

* *Prerequisite: Basic Music Skills Advising Tool required for all non-Music Business majors*

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

College of Humanities and Social Sciences

Believing that the basis of a quality higher education in the liberal arts relies upon a solid foundation in the humanities and social sciences, the College of Humanities and Social Sciences offers courses that provide all university students, regardless of major, a broad foundation in the traditional liberal arts. Encompassing a variety of courses in a core curriculum of General Studies requirements, this foundation includes English, history, political science, psychology, and sociology. For students pursuing a Bachelor of Arts degree, basic courses in foreign languages are also provided. The college enhances students' educational experiences through this General Studies curriculum and through additional elective credit. The college offers majors leading to either a Bachelor of Arts degree or a Bachelor of Science degree in criminal justice, general studies, history, political science, psychology, and sociology, and a Bachelor of Arts degree in English. Minors are also offered in all these areas except for general studies. A minor in Spanish is also offered for faculty-approved students. Courses in Chinese and French are also offered.

Mission Statement
The College of Humanities and Social Sciences, believing that both faith and learning are lifelong experiences, strives to expose students to the contents and methods of the humanities and social sciences while developing the patterns of academic excellence and scholarship representative of a commitment to the perpetual experience of education. Because the college is committed to the integration of faith and learning, the studies provided in the humanities and social sciences encourage students to understand, to analyze, and to participate in the interaction between faith and the disciplines. Such learning should equip students to become effective servant leaders who understand the essential connection between personal faith and lifelong learning and service.

Goals of the College

- To strive for excellence in teacher-student relationships.
- To enhance students' skills in analysis and critical thinking.
- To teach students to integrate faith and learning by testing the creative insights gained through studies in the humanities and social sciences against the standards of divine truth exemplified in the text of the Bible and as represented by historic Christian doctrines.
- To prepare students for servant leadership by exposure to a variety of disciplines and ideas, promoting an appreciation of the diversity of the world, interacting with current technology, and developing personal skills for effective problem solving, so that they may successfully relate to the world in which they serve.

Criminal Justice

The purpose of Dallas Baptist University is to provide Christ-centered quality higher education in the arts, sciences, and professional studies at both the undergraduate and graduate levels to traditional age and adult students in order to produce servant leaders who have the ability to integrate faith and learning through their respective callings.

Criminal Justice is the study of crime and of the agencies concerned with its prevention and control. We, as a Christ-centered educational institution, are dedicated to integrating faith and learning with professional knowledge and skills. Students will be trained to enforce the law not only on a fair and just basis, but also under the guidance of Biblical standards and in the scope of God's love

Goals of the Criminal Justice Major

- Provide students with knowledge of the general scope of crime in America and of the criminal justice system.
- Prepare students for their careers in areas of law enforcement, the judicial system, corrections, homeland and organizational security, social services, and juvenile justice or preparation for competition at the graduate level or law school.
- Instruct students in the societal standards of ethics along with divine truth and Christian doctrines and how these principles apply to the enforcement of law in practice.
- Have in-service Christian instructors to provide a variety of disciplines, cases, and experiences as a reference, so that students may successfully cultivate Christ-centered servant leadership in their careers of protection and service.
- Recruit Christian students with a vision and burden to enter this field. Also, recruit qualified in-service officers for our program to be trained as criminal justice agents who are Christ-centered with a servant attitude.

Course Requirements for a Bachelor's Degree in Criminal Justice

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301 or 1302 or 2301 or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301, 1303, 1307, or 1405 **(B.S.)** MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**

Criminal Justice Major

Option I	**39-42**	**39-42**
For those students who have not attended college and taken criminal justice core courses, or who have not attended a certified Texas Law Enforcement Academy; requirements include:		
CRJS 1301 Crime in America		
CRJS 1302 Introduction to Criminal Justice		
CRJS 1310 Police Systems and Practices		
CRJS 1311 Legal Aspects of Law Enforcement		
CRJS 2304 Fundamentals of Criminal Law		
CRJS 2305 The Courts and Criminal Procedure		
CRJS 3309 CRJS Internship I **or** CRJS 3602 CRJS Internship II		
CRJS 4301 Ethics in Law Enforcement		
CRJS 4307 Criminology		
CRJS 4308 Corrections		
CRJS 4312 Research Methods		
Plus an additional 6 upper-level semester hours in criminal justice, political science, psychology, or sociology.		
Electives	**14-33**	**20-30**
Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours		

Option II	**36**	**36**
For those students who have graduated from a certified Texas Law Enforcement Training Academy under the training curriculum adopted by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE), and have passed the state examination for certification as a licensed peace officer, or a student who has graduated from a junior college and taken the transfer curriculum in criminal justice adopted by the Coordinating Board of the Texas College and University System. Requirements include:		
CRJS 3305 Constitutional Law		
CRJS 4301 Ethics in Law Enforcement		
CRJS 4303 Organization and Administration		
CRJS 4307 Criminology		
CRJS 4312 Research Methods		
SOCI 4301 Multicultural Perspectives		
plus an additional 9 upper-level semester hours in criminal justice and ethics and law enforcement, and 9 semester hours from business, political science, psychology, or sociology		
Electives	**20-39**	**26-36**
Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours		

Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

English

The Department of English embraces the integration of faith and learning as a life-long experience. The department strives to equip students who major or minor in English and those who take English classes as a general studies requirement with essential knowledge and skills in language, literature, and communication.

Goals of the English Major

The Department of English desires to give its learners competencies in English studies and strives to produce graduates with the ability to apply these competencies in their chosen careers. It also strives to produce graduates who integrate their own personal faith with these competencies. The following list delineates the traits we hope our students will demonstrate:

- Students will possess a basic understanding of humanity and culture as expressed in texts.
- Students will appreciate language and literature.
- Students will possess the ability to speak and write proficiently.
- Students will possess the basic skills of literary interpretation.
- Students will be mentored by professors who engage in professional, scholarly, and service opportunities that enhance their excellence in teaching.

Course Requirements for a Bachelor's Degree in English

	B.A.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours. (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours.)	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived.	**0-2**
Mathematics MATH 1301, 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite.]	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science	**3-4**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology.	**6**
English Major Course requirements for a major in English include a minimum of 36 semester hours in English, including: ENGL 1301 Introduction to Language and Literature I ENGL 1302 Introduction to Language and Literature II ENGL 2301 World Literature I ENGL 2302 World Literature II ENGL 3305 Advanced Written Communication ENGL 4301 Introduction to Linguistics and another 4000-level English course. The remaining 15 semester hours will be chosen from English course offerings. At least 24 semester hours of the required 36 semester hours must be upper level.	**36**
Electives Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours	**32-51**
Total Credit Hours Required	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

General Studies Major

A major in General Studies allows a student and a faculty advisor to design a program from a range of possible courses. General Studies majors may be pursued within the requirements of either the Bachelor of Arts or the Bachelor of Science degrees. General Studies requirements (1000-2000 level courses) must be met in each degree as well as the "Minimum Requirements for the Bachelor's Degree" as stated elsewhere in this catalog. A General Studies major is not applicable to the Bachelor of Business Administration or Bachelor of Music degrees.

Course Requirements for a Bachelor's Degree in General Studies

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301, 1303, 1307, or 1405 **(B.S.)** MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
General Studies Major The areas of concentration consist of courses selected by the student in consultation with a faculty advisor which focus on the student's unique academic and/or vocational interests. The General Studies major consists of a minimum of 30 credit hours, at least 15 credit hours each in two disciplines. In addition, 18 credit hours of the minimum 30 credit hour total must be upper-level with a minimum of 9 in each discipline.	**30**	**30**
Electives Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours	**26-45**	**32-42**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

History

The objective of DBU's history program is to foster in a Christian atmosphere the understanding of the events and eras of history in order for students to understand the forces at work in the world and to realize their responsibilities as citizens. Courses in history emphasize significant historical literature and practical techniques of research, writing, and criticism.

Goals of the History Major

- Students will possess a strong contextual structure through which they can understand the flow of American and world history, including a knowledge of significant dates.
- Students will demonstrate an understanding of cultures, societies, and major reform movements in American and world history.
- Students will exhibit an understanding of the political institutions and military conflicts in American and world history.
- Students will be proficient with the tools and knowledge needed to be successful in undergraduate historical research, as well as preparation for future graduate studies.
- Students will understand a Christian world view perspective in the study of history.

Course Requirements for a Bachelor's Degree in History

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301, 1303, 1307, or 1405 **(B.S.)** MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
History Major HIST 1301 American History to 1865 HIST 1302 American History since 1865 HIST 2301 World Civilization I HIST 2302 World Civilization II plus 18 semester hours of upper-level history courses	**30**	**30**
Electives Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours	**32-51**	**38-48**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Political Science

The purpose of Dallas Baptist University's political science program is to foster an appreciation for the study of government and politics and to encourage students to become informed and concerned participants in a democratic society. To achieve this purpose, the program offers a broad introduction to political institutions, processes, and behavior. In doing so, the program seeks to produce servant leaders who have the ability to integrate faith and learning through their respective callings.

Goals of the Political Science Major

- Expose students to foundational courses in American national government and state and local government.
- Offer a variety of upper-level courses in the areas of American government, comparative governments, international relations, political theory, constitutional law, and public administration.
- Provide a broad liberal arts background for those students intending to enter public service, to attend law school, or to pursue graduate study.
- Encourage students to take advantage of practical learning opportunities through internship programs.

Course Requirements for a Bachelor's Degree in Political Science

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301, 1303, 1307, or 1405 **(B.S.)** MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Political Science Major POLS 2301 American National Government required for all students. POLS 2302 State and Local Governments plus 24 semester hours of additional political science classes, 18 semester hours of which must be upper level	**30**	**30**
Electives Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours	**32-51**	**38-48**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Pre-Law Program Most law schools have no specific requirements for the pre-law curriculum. A broad liberal arts background, however, is recommended. Emphasis is placed upon courses from diverse fields, which may help a student develop specific skills necessary for the successful practice of law. While no particular major is specified, the following courses are strongly recommended by many law schools: accounting, economics, finance, history, political science, psychology, English, oral communications, and philosophy. Students should consult the pre-law advisor for assistance in planning their pre-law course of study.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Psychology

In accordance with the DBU mission statement, the undergraduate psychology discipline seeks to provide Christ-centered quality higher education in the field of psychology and to encourage students to integrate the subject matter of psychology with the teachings of Christianity.

A major in psychology provides the student with an overview of the field of psychology and an in-depth study of selected areas and subjects in this multi-faceted discipline. The psychology curriculum features courses in both counseling and in more technical or research-oriented subjects. While the integration of psychology and Christianity is a vital concern in each class, a whole course also is devoted to this issue. Graduates with a major in psychology are equipped for entry-level positions in business, education, industry, the mental health field, and other areas where a psychology background is either required or enhances the individual's qualifications for employment. They also are prepared for graduate work in psychology or counseling which can lead to professional careers in those fields.

Goals of the Psychology Major

- To lead students to apply the principles and findings of psychology to their own lives and circumstances for enhanced living.
- To lead students into an in-depth study of the nature and functioning of the human being from the viewpoint of psychological research and literature.
- To lead students into an understanding of psychology and its application to addressing problems and improving the human situation.
- To lead students to integrate the principles of psychology with those of Christianity.
- To prepare students to find entry-level positions in careers related to the field of psychology.
- To prepare students for graduate work in the fields of psychology and counseling.

Course Requirements for a Bachelor's Degree in Psychology

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301, 1303, 1307, or 1405 **(B.S.)** MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Social Science POLS 2301 American National Government required for all students.	**3**	**3**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**

Psychology Major		**30**	**30**
PSYC 1301	General Psychology		
PSYC 2301	Statistics for Social Sciences		
PSYC 2304	Marriage and Family		
PSYC 3303	Psychology Internship I		
PSYC 4311	Integration of Psychology and Christianity		
PSYC 4312	Human Growth and Development		
PSYC 4314	Counseling Theories and Techniques		
	OR		
PSYC 4315	Psychology of Personality		
PSYC 4319	Research Methods		
Plus 6 additional upper-level hours in psychology to make a total of 30.			
Electives		**29-48**	**35-45**
Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours			
Total Credit Hours Required		**Minimum 126**	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Reserve Officer Training Corps (ROTC):

Aerospace Studies (Air Force ROTC)

The United States Air Force Reserve Officer Training Corps (AFROTC) provides women and men at Texas Christian University, Texas Wesleyan University, Dallas Baptist University, University of Texas at Arlington, Weatherford College, and Tarrant County College the education and training necessary to develop the management and leadership skills vital to professional Air Force officers.

Enrollment in the General Military Course (first two years) is voluntary for eligible students and does not obligate non-scholarship students for further military service. The Professional Officer Course (last two years) is also voluntary, but competitive. Because the POC leads to a commission in the United States Air Force, those selected to continue training may incur military obligation. Aerospace studies courses are taken concurrently with other degree programs. No degree is offered in aerospace studies, but up to 24 semester hours may be earned in aerospace studies over the four-year period. Some of the classes may be used to meet major elective requirements. See your academic advisor for confirmation. Students who enroll in aerospace studies classes must attend both classroom and leadership laboratory classes at Texas Christian University, 2800 W. Lowden St., Fort Worth, Texas. The laboratory classes give students first-hand experience in leadership and organizational skills while preparing them for enrollment in the Professional Officer Course.

Programs Available

Four-Year Program:

This program enables students to take advantage of four years of aerospace studies courses. Each semester, for the first two years, cadets take a one-credit-hour academic class and a one-credit-hour Leadership Laboratory (LLAB). The first two years collectively are referred to as the General Military Course (GMC). Upon successful completion of the GMC and an ensuing four-week Air Force paid field training course, qualified and selected students may elect to enroll in the final two years referred to as the Professional Officer Course (POC). Each semester in the POC, students will take a three-credit-hour academic class and a one-credit-hour LLAB. AFROTC uniforms and textbooks are issued by the unit.

Two-Year Program:

This program is commonly known as the Professional Officer Course (POC) and enables eligible graduate and undergraduate students to obtain a commission in the United States Air Force. Formal selection for entering the POC requires completion of a summer field training course.

Students electing this option must apply to the Professor of Aerospace Studies early in their sophomore year or before entering a graduate degree program, pass the Air Force Officer Qualifying Test, and pass a physical examination prior to attending the five-week field training course. Two-year students enrolled in the POC receive similar benefits and advantages to those enrolled in the four-year program, including the opportunity to apply for various Air Force ROTC college scholarships. Students selected for the POC receive a monthly subsistence allowance. In addition, POC students are automatically awarded an incentive scholarship provided they meet all incentive requirements.

General Qualifications

A student enrolling in AFROTC must:

8. Be a full-time student (12 semester hours or more; 9 hours for postgraduate students)
9. Be a United States citizen
10. Be in good physical condition/health
11. Have good moral character
12. Be no older than 29 years old (up to 34 years old with waivers) upon commissioning.

Scholarships

Air Force ROTC offers 4-, 3-, 2-, and 1-year (in some situations) scholarships. Most scholarships pay for tuition, textbooks, and fees plus a monthly, nontaxable stipend during the school year. Scholarships are offered in various majors. In addition to meeting the general qualifications mentioned above, scholarship applicants must be at least 17 years of age when the scholarship is activated and must be under 27 years of age as of June 30 of their commissioning year. Individuals with previous military experience may obtain a year extension of the maximum age restriction for up to 3 years of prior service. Requirements for each scholarship category may vary; therefore, applicants should contact the Department of Aerospace Studies at (817) 257-7461 for specific details.

High School students may apply for a 4-year scholarship no later than December 1 of their high school senior year. Scholarship applications for college students are made through the Aerospace Studies Department in the spring semester. Scholarship applicants are selected using the whole person concept, which includes objective factors (i.e. grade point average and physical fitness test) and subjective factors (i.e. personal evaluations). Students who are enrolled in Air Force ROTC generally improve their scholarship selection opportunity.

Program Benefits

As Air Force ROTC cadets, students are entitled to selective benefits. Social and co-curricular activities, together with leadership and academic training, are all part of Air Force ROTC. Students receive a nontaxable subsistence allowance each month during the school year if they are in the Professional Officer Course or are an AFROTC scholarship recipient. The detachment sponsors a Civil Air Patrol where cadets can obtain front-seat and back-seat flying time in Cessna aircraft for a small fee. Drill team, honor guard, Arnold Air Honor Society, Silver Wings Service Organization, and Officer Christian Fellowship are just a few social outlets for the

cadets. Summer opportunities for cadets can include a paid visit to a military installation for 5 days, Freefall Parachuting and Soaring at the United States Air Force Academy, Combat Survival Training, Flight Nurse shadowing, and cadet training assistant duty at field training.

Receiving Commission
Upon successful completion of the AFROTC program and baccalaureate or graduate degree, a student will be commissioned a second lieutenant in the U. S. Air Force. Newly commissioned officers can normally expect to be called into active service within 30 days from the date of their commissioning. In certain instances, active service can be delayed by students continuing in post-baccalaureate degree programs.

Additional Information
More detailed information about the Air Force ROTC program is available through the Department of Aerospace Studies. The department is located at 2800 W. Lowden Street on the Texas Christian University campus. The telephone number is (817) 257-7461 or call 1-800-TCU-FROG and ask for Air Force ROTC.

Aerospace Studies Faculty Chair
Lieutenant Colonel Walker

Adjunct Assistant Professors
Folmar, Robinson, Hamblin

Aerospace Studies (AEST) Courses of Instruction

General Military Courses (GMC)

AEST 1121 Foundations of the U.S. Air Force (Fall)
AEST 1122 Foundations of the U.S. Air Force (Spring)
AS100 is a survey course designed to introduce students to the U.S. Air Force and the Air Force ROTC. Featured topics include: mission and organization of the Air Force, officership and professionalism, military customs and courtesies, Air Force officer opportunities, and an introduction to communication skills. Leadership Laboratory (AS 1001) complements this course by providing cadets with followership experiences.

AEST 2121 The Evolution of U.S. Air and Space Power (Fall)
AEST 2122 The Evolution of U.S. Air and Space Power (Spring)
AS200 is a survey course designed to examine general aspects of air and space power through a historical perspective. Utilizing this perspective, the course covers a time period from the first balloons and dirigibles to the space-age global positioning systems of the Persian Gulf War. Historical examples are provided to extrapolate the development of Air Force capabilities (competencies), and missions (functions) to demonstrate the evolution of what has become today's USAF air and space power. Furthermore, the course examines several fundamental truths associated with war in the third dimension: e.g. Principles of War and Tenets of Air and Space Power. As a whole, this course provides the student with a knowledge level understanding for the general element and employment of air and space power from an institutional, doctrinal, and historical perspective. In addition, the students will continue to discuss the importance of the Air Force Core Values with the use of operational examples and historical Air Force leaders and will continue to develop their communication skills. In addition, Leadership Laboratory (AS 1001) is mandatory for Air Force ROTC cadets (not special students), and it complements this course by providing cadets with followership experience.

Professional Officer Courses (POC)

AEST 3301 Leadership Studies (Fall)
AEST 3311 Leadership Studies (Spring)
AS300 is a study of leadership management fundamentals, professional knowledge, Air Force personnel and evaluation systems, leadership ethics, and communication skills required for an Air Force junior officer. Case studies are used to examine Air Force leadership and management situations as a means of demonstrating and exercising practical application of the concepts being studied. A mandatory Leadership Laboratory (AS 1001) complements this course by providing advanced leadership experiences in officer-type activities, giving students the opportunity to apply leadership and management principles of this course.

AEST 4301 National Security Affairs/Preparation for Active Duty (Fall)
AEST 4311 National Security Affairs/Preparation for Active Duty (Spring)
AS400 examines the national security process, regional studies, advanced leadership ethics, and Air Force doctrine. Special topics of interest focus on the military as a profession, officership, military justice, civilian control of the military, preparation for active duty, and current issues affecting military professionalism. Within this structure, continued emphasis is given to refining communication skills. An additional Leadership Laboratory (AS 1001) complements this course by providing advanced leadership experiences, and giving students the opportunity to apply the leadership and management principles of this course.

AEST 1181 Leadership Laboratory (LLAB) (Every Semester)
The AS100 and AS200 LLABs include a study of Air Force customs and courtesies, drill and ceremonies, and military commands. The LLAB also includes studying the environment of an Air Force officer and learning about areas of opportunity available to commissioned officers. The AS300 and AS400 LLABs consist of activities classified as leadership and management experiences.

They involve the planning and controlling of military activities of the cadet corps; and the preparation and presentation of briefings and other oral and written communications. LLAB also includes interviews, guidance, and information which will increase the understanding, motivation, and performance of other cadets.

Military Science (Army ROTC)

MILS 0180 Leadership Laboratory
1 semester hour. A practical laboratory of applied leadership and skills. Student-planned, student-organized and student-conducted training, oriented toward leadership development. Laboratory topics include marksmanship, small unit tactics, and multi-tiered programs focused on individual skill levels. Uniform and equipment provided. May be repeated for credit.

MILS 1141 Foundations of Leadership
1 semester hour. Fundamental concepts of leadership in a profession in both classroom and outdoor laboratory environments. The study of time management skills, basic drill and ceremony, physical fitness, repelling, leadership reaction course, first aid, making presentations and marksmanship. Concurrent enrollment in MILS 0180 leadership lab and mandatory participation in independent physical fitness training, plus optional participation in a weekend field training exercise.

MILS 1142 Introduction to Leadership
1 semester hour. Application of principles of leadership through participation in physically and mentally challenging exercises with upper division ROTC students. Course focuses on communication skills, organizational ethics, and study and time management techniques. Concurrent enrollment in MILS 0180 leadership lab and mandatory participation in individual physical fitness training, plus optional participation in a weekend field training exercise.

MILS 2251 Individual/Team Military Tactics
2 semester hours. Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for team safety/security, and pre-execution checks. Concurrent enrollment in MILS 0180 leadership lab and mandatory participation in individual physical fitness training, plus optional participation in a weekend field training exercise.

MILS 2252 Individual/Team Military Tactics
2 hours credit. Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for teach safety/security, and pre-execution checks. Concurrent enrollment in MILS 0180 leadership lab and mandatory participation in individual physical fitness training, plus optional participation in a weekend field training exercise.

MILS 2291 Conference Course
2 semester hours. Independent study. Designed to supplement the military science curricula by a student's concentrated study in a narrower field of military skill or subject matter. May be repeated for credit. Does not count for PE credit.
Prerequisite: Permission of the Professor of Military Science.

MILS 2343 Leadership Training Camp
3 hours credit. A rigorous five-week summer camp conducted at an Army post, stresses leadership, initiative and self-discipline. No military obligation incurred. Completion of MILS 2343 qualifies a student for entry into the Advanced Course. Three different cycles offered during the summer, but spaces are limited by the Army. Candidates can apply for a space any time during the school year prior to the summer. Open only to students who have not taken all four of MILS 1141, 1142, 2251, and 2252, and who pass an ROTC physical examination. P/F grade only.

MILS 3341 Leadership I
3 semester hours. Development of ability to evaluate situations, plan and organize training, learn military tactics, review case studies in leadership management, and develop teaching and briefing skills. Concurrent enrollment in Leadership Lab MILS 0180 mandatory. *Prerequisite: Permission of the Professor of Military Science.*

MILS 3342 Leadership II
3 semester hours. Practical application of squad and platoon leadership in tactical situations; operation of small unit communications systems. Development of the leaders' ability to express themselves, analyze military problems, and prepare and deliver logical solutions. Demanding physical fitness training and performance-oriented instruction, in preparation for Summer Field Training. Concurrent enrollment in Leadership Lab MILS 0180 mandatory. *Prerequisite: Permission of the Professor of Military Science.*

MILS 3443 Leadership Development Assessment Course
4 semester hours. A five-week off-campus field training course stressing the practical application of leadership management, with emphasis on tactical and technical military field skills. Open only to students who have successfully completed MILS 3341 and 3342, P/F grade only. *Prerequisite: MILS 3341, MILS 3342.*

MILS 3495 Nursing Advanced Summer Training
4 semester hours. Seven-week off-campus internship at a major U.S. Army hospital for ROTC nursing students. A nursing practicum with the focus on providing the student with hands-on experience which integrates clinical, interpersonal, and leadership knowledge and skills. Practical experience and familiarization with Army nursing in a variety of clinical tasks in the areas of medical-surgical

nursing, pediatrics, obstetrics, and, in some cases, intensive care in ICUs. May be used for partial credit for NURS 3647 or NURS 3347 with prior arrangement and approval of the U.T.A. Dean of Nursing. Dallas Baptist University does not have a School of Nursing. *Prerequisite: Completion of the junior year of a baccalaureate nursing program and permission of the Professor of Military Science.*

MILS 4341 Advanced Leadership I
3 semester hours. Stresses leadership qualities necessary for Command and Staff functions and operations. Plan and conduct meetings, briefings, and conferences. Introduction to the Army Logistical System and the Personnel Management System. Preparation of after-action reports. Plan and conduct physical training programs. Concurrent enrollment in MILS 0180 mandatory. *Prerequisite: Permission of the Professor of Military Science.*

MILS 4342 Advanced Leadership II
3 semester hours. Provides students with a basic working knowledge of the Military Justice System with emphasis on company-level actions and requirements, including Law of Land Warfare. Examines the ethical standards, professional roles, responsibilities, and uniqueness of the profession of officership. Concurrent enrollment in MILS 0180 mandatory.
Prerequisite: Permission of the Professor of Military Science.

MILS 4391 Conference Course
3 semester hours. Independent study on an individual basis on current topics in military science. Performance will be assessed by oral examination, written test, or research paper as arranged. May be repeated for credit.
Prerequisite: Permission of the Professor of Military Science.

Sociology

The sociology major equips students for entry-level positions in the field of human services: for example, child and family services, social work, and Christian ministry where a background in sociology is either required or enhances the individual's qualifications for employment. Courses in sociology emphasize the dynamics of contemporary social life as these impact individuals, families, and society at-large in a culturally diverse and global environment. Students apply written and verbal communication skills, as well as research methods in problem solving, within a social science context.

In the development of the sociology program, the focus has been to enable the student to understand human behavior and social phenomena within the context of a Christian world view. The major is intentionally flexible because students choose sociology to gain an understanding of the nature and structure of human interactions and group processes which provides preparation for study leading to a wide range of professional ideas. Thus, the student has the opportunity to select courses that best relate to individual career objectives.

Goals of the Sociology Major

- To lead students in a study of the nature of society, patterns of social interactions and group processes as they exist in contemporary life.
- To prepare students to understand and deal with social situations more effectively in their respective callings.
- To expose students to foundational courses in sociology, providing background for further studies.
- To enable students to be able to think with a "sociological imagination."
  To equip students for entry-level positions in the field of human services.
- To provide an academic base for career enhancement and/or graduate study.
- To equip students to become servant leaders throughout their involvement with social work and ministries.

Course Requirements for a Bachelor's Degree in Sociology

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, and 2301 and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301, 1303, 1307, or 1405 **(B.S.)** MATH 1303, 1307, or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S.) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science POLS 2301 American National Government required for all students.	**3**	**3**

Sociology Major		**30**	**30**
	SOCI 1301 Introduction to Sociology		
	SOCI 2303 Statistics for the Social Sciences		
	SOCI 3305 Internship in Sociology		
	SOCI 4303 Social Psychology		
	SOCI 4312 Research Methods		
	and an additional 15 semester hours in Sociology, 9 of which must be upper-level. Students who are interested in social work or community agency positions in the Southwest should become proficient in Spanish.		
Electives		**29-48**	**35-45**
	Sufficient to complete 126-credit-hour minimum for a bachelor's degree, including 42 upper-level semester hours		
Total Credit Hours Required		**Minimum 126**	**Minimum 126**

Minors

Minor programs are available in the College of Humanities and Social Sciences and are listed as follows.

CRIMINAL JUSTICE - 18 hours
CRJS 1302, CRJS 2304, CRJS 2305
9 hours of upper-level criminal justice

ENGLISH - 21 hours
ENGL 1301, ENGL 1302, ENGL 2301, ENGL 2302
9 hours of upper-level English

HISTORY - 18 hours
HIST 1301, HIST 1302
12 hours additional, to include 9 hours upper-level history

POLITICAL SCIENCE - 18 hours
POLS 2301, POLS 2302
12 hours additional, to include 9 hours upper-level political science

PSYCHOLOGY - 18 hours
PSYC 1301
15 hours additional, to include 9 hours upper-level psychology

SOCIOLOGY - 18 hours
SOCI 1301, SOCI 2303, SOCI 4312, and SOCI 3305 or SOCI 4303
6 hours additional, to include 3 hours upper-level sociology

SPANISH - 18 hours minimum
At least 9 hours must be upper-level [3000-4000].

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Modern Languages – Chinese/French/Spanish

The College of Humanities and Social Sciences offers courses in Chinese, French, and Spanish. These courses have three basic objectives:

(1) to develop competence in understanding, speaking, reading, and writing modern languages other than English,
(2) to cultivate an appreciation for the culture and civilization of the people whose language is being studied, and
(3) to provide guidance for students who are preparing for careers in various language fields.

Advanced placement with academic credit will be granted to superior students satisfactorily completing the CEEB Advance Placement Examination in the 2000 level and above. Foreign students whose native language is not English may choose to take 12 additional hours in English in lieu of the regular foreign language requirement. Students who have had two or more years of Spanish in high school may apply for either AP credit for AP courses taken in high school, take the Spanish CLEP test for beginning Spanish, or take the SPAT [the Spanish Advising Tool] administered by the Spanish instructor.

College of Natural Sciences and Mathematics

The College of Natural Sciences and Mathematics is committed to the goals of faith and learning: faith in order to provide a spiritual foundation that harmonizes work and quality of life; learning to develop a lifelong pattern of scholarship and application of knowledge in a constantly changing technological society.

The requirements for any of the offered majors (biology, computer information science, computer science, mathematics, natural sciences) are appropriate for students to enter into industry, teaching, or to do graduate work in their major area of study. The college also provides the pre-professional courses necessary for entrance into professional schools in dentistry, medicine, occupational therapy, optometry, pharmacy, physical therapy, physician's assistant, and podiatry.

Mission Statement
The College of Natural Sciences and Mathematics is committed to the goals of faith and learning: faith in order to provide a spiritual foundation that harmonizes work and quality of life; learning to develop a lifelong pattern of scholarship and application of knowledge in a constantly changing technological society.

Goals of the College

The college is committed to the education of learners of all ages to enable them to function successfully in the five major programs of the college or in other respective majors for which general studies support courses are required.

- All general studies students enrolled in the College of Natural Sciences and Mathematics will be able to demonstrate an acceptable level of mastery in their respective course(s) and social and intellectual competencies required for broad-based effective performance in their chosen majors.

- All graduates of the College of Natural Sciences and Mathematics will receive an education at Dallas Baptist University which makes them competitive with peers with similar degrees from other comparable major programs in biology, mathematics, computer science, computer information science, and natural sciences.

- The faculty in the College of Natural Sciences and Mathematics will demonstrate excellence in teaching and meaningful participation in professional, scholarly, and service activities.

- The faculty and staff of the College of Natural Sciences and Mathematics will effectively satisfy the general studies program and service needs of all our students.

Biology

Course offerings in the biology curriculum are designed to: (1) provide pre-professional training for students planning careers in the biological sciences, dentistry, medicine, nursing, and other health sciences, (2) prepare students for teaching biology or science in the elementary or secondary school, and (3) provide the basic foundation for graduate study in biology.

Mission Statement
The biology program at Dallas Baptist University is designed to produce knowledgeable individuals who have an understanding of the basic biological tenets of God's creation. The academic information is presented in a Christian context to enhance the students' ability to become responsible, caring citizens in society.

Goals of the Biology Major
The biology program seeks to meet the following goals to provide courses with content appropriate to forming a strong foundation in biology:

- To meet the needs of students who are preparing for vocations in the health field and environmental science.
- To provide an adequate foundation for students intending to continue in graduate work in biology.
- To meet the needs of those preparing for a teaching career with biology as a teaching field.
- To provide skills needed by those students who elect biology as a major in order to prepare for employment in a biologically related field.
- To graduate students from the program who are well prepared and who reflect the proficiencies of the field.
- To enable students to make wise ethical and moral decisions concerning issues that affect humans and their environment.

Course Requirements for a Bachelor's Degree in Biology

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics (B.A.) MATH 1301 or 1303 or 1307 or 1405 (B.S.) MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Biology Major **Minimum of 36 semester hours in biology including:** BIOL 1401 Principles of Biology BIOL 2405 Human Anatomy and Physiology I BIOL 2406 Human Anatomy and Physiology II BIOL 3404 Genetics **In addition, the following courses are required:** CHEM 1401 General Chemistry CHEM 1402 General Chemistry ***The student must take an additional 20 hours of biology of which 12 hours must be upper level biology electives.***	**44**	**44**

Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.	**16-34**	**33-43**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Recommended courses for students planning to do graduate work in biology:

BIOL 3401	Biochemistry
CHEM 3402	Organic Chemistry
CHEM 3403	Organic Chemistry
MATH 1405	Calculus and Analytic Geometry I
PHYS 1401	General Physics
PHYS 1402	General Physics

Recommended courses for pre-medical and pre-dental students majoring in biology:

BIOL 1401	Principles of Biology
BIOL 2302	Medical Terminology for Health Professions
BIOL 2405	Human Anatomy and Physiology I
BIOL 2406	Human Anatomy and Physiology II
BIOL 3403	Vertebrate Embryology
BIOL 3404	Genetics
BIOL 3406	Pathophysiology
BIOL 3409	Microbiology
BIOL 4401	Vertebrate Physiology
BIOL 4403	Histology

Pre-medical students must also take:

CHEM 3401	Biochemistry
CHEM 3402	Organic Chemistry
CHEM 3403	Organic Chemistry
MATH 1405	Calculus and Analytic Geometry I
PHYS 1401	General Physics
PHYS 1402	General Physics

Pre-dental students must also take:

CHEM 3401	Biochemistry
CHEM 3402	Organic Chemistry
CHEM 3403	Organic Chemistry
PHYS 1401	General Physics
PHYS 1402	General Physics

Students seeking teacher certification in biology should take:

BIOL 1401	Principles of Biology
BIOL 2405	Human Anatomy and Physiology I
BIOL 2406	Human Anatomy and Physiology II
BIOL 3402	Ecology
BIOL 3404	Genetics
BIOL 3407	General Botany
BIOL 3408	General Zoology

Minor in Biology

The student must take 24 hours of biology including BIOL 1401, 2405, 2406, and 3404. The other two 4-credit-hour courses are upper level electives. The student must take 8 semester hours of chemistry, CHEM 1401 and 1402.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Chemistry

A **minor program in chemistry** is available and serves to meet the needs of pre-professional health programs and general studies requirements of the University. The chemistry minor requires the completion of 20 hours of chemistry which includes the following courses:

CHEM 1401	General Chemistry
CHEM 1402	General Chemistry
CHEM 3401	Biochemistry
CHEM 3402	Organic Chemistry
CHEM 3403	Organic Chemistry

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Biology with a Concentration in Bioinformatics

The Bachelor of Science degree with a Concentration in Bioinformatics will combine the study of appropriate areas of biology with courses in computer science and mathematics that provide tools and algorithms. This will equip graduates with the skills necessary to enter the fast-growing field of bioinformatics or pursue graduate work in the field.

The student must major in Biology and take the Bioinformatics CORE courses only after meeting all prerequisites.

Required courses and the number of semester hours for a Bachelor of Science (B.S.) Degree in Biology with a concentration in Bioinformatics are listed below:

	B.S.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics (B.S.) MATH 1303 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Biology Major with Bioinformatics Concentration **Minimum of 36 semester hours in biology including:** BIOL 1401 Principles of Biology BIOL 2405 Human Anatomy and Physiology I BIOL 2406 Human Anatomy and Physiology II BIOL 3404 Genetics In addition, the following courses are required: CHEM 1401 General Chemistry CHEM 1402 General Chemistry The student must take an additional 20 hours of biology of which 12 hours must be Upper Level Biology electives. BIOL 4302 and 4310 are permitted.	**44**
Bioinformatics Concentration The student must be a major of Biology, Computer Science, Computer Information Science, or Mathematics and take the Bioinformatics CORE courses in the following order, after meeting all prerequisites. **The prerequisites that must be successfully taken prior to enrolling in BIOL 4302 are: BIOL 1401, COSC 1301, MATH 1303 or 1405, and an additional 3-4 hour course in Biology.** BIOL 4302 Molecular Genetics MATH 4304 Sequence Analysis COSC 4306 Bioinformatics Tools BIOL 4310 Applied Bioinformatics	**6-12**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.	**21-37**

Type of Credit Hours	Credit Hours
Total General Studies	39-49
Biology Major	44
Bioinformatics	6-12
Electives	21-37
Total Credit Hours Required	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Computer Information Science

The mission and goals of the Computer Science Department are stated in the Computer Science major. The Computer Information Science major provides computer training that can be utilized in many fields of employment. The major is structured in such a way that the student can easily earn a second major and thereby apply the computer expertise in another field of choice. Computer Information Science requires 34 core credits plus a 12-credit upper-level concentration in any applied field approved by the Dean of the College of Natural Sciences and Mathematics, such as business, mathematics, or education.

Course Requirements for a Bachelor's Degree in Computer Information Science

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) PHSC 1402 plus 11 hours (B.S.) from Biology, Chemistry, Geology, Physical Science, or Physics	**4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at the time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Computer Information Science Major	**34**	**34**
Total General Studies Requirements	**52-70**	**54-64**

COSC 1405 Foundations of Computer Science I
COSC 1408 Foundations of Computer Science II
COSC 2403 Object-Oriented Analysis and Design
COSC 2406 Data Structures
COSC 3301 Database Management Systems
COSC 3405 Organization and Architecture
COSC 3406 Networks and Telecommunication
COSC 4308 Senior Project in Computer Science
or three credit hours COSC upper level electives
COSC 4402 Software Engineering

Additional credit hours in selected concentration:
In addition, computer information science majors must take at least 12 upper-level semester hours in a concentration approved by the Dean of the College of Natural Sciences and Mathematics. Business, education, and mathematics are three of the approved areas of concentration

Business 12 semester hours of upper-level business courses plus appropriate prerequisites	**12**	**12**
OR		
Education 12 semester hours in education courses as specified by the College of Education	**12**	**12**
OR		
Mathematics 12 semester hours of upper-level mathematics courses including MATH 3302, 3307, and 4302 plus appropriate prerequisites	**12**	**12**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	**10-28**	**16-26**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Minor in Computer Information Science

For a minor in computer information science, the following courses are required: COSC 1405, COSC 1408, COSC 2403, COSC 3301, COSC 3405, COSC 3406, MATH 1303, PHSC 1402.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Computer Information Science with a Concentration in Bioinformatics

The Bachelor of Science degree with a Concentration in Bioinformatics will combine the study of appropriate areas of biology with courses in computer science and mathematics that provide tools and algorithms. This will equip graduates with the skills necessary to enter the fast-growing field of bioinformatics or pursue graduate work in that field.

The student must major in Computer Information Science and take the Bioinformatics CORE courses only after meeting all prerequisites.

Required courses and the number of semester hours for a Bachelor of Science (B.S.) Degree in Computer Information Science with a concentration in Bioinformatics are listed below:

	B.S.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics (B.S.) MATH 1303 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) PHSC 1402, BIOL 1401, plus 7 hours from Biology, Chemistry, Geology, Physical Science, or Physics	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment.	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Computer Information Science Major with Bioinformatics Concentration **Minimum of 34 semester hours in computer science including:** COSC 1405 Foundations of Computer Science I COSC 1408 Foundations of Computer Science II COSC 2403 Object-Oriented Analysis and Design COSC 2406 Data Structures COSC 3301 Database Management Systems COSC 3405 Organization and Architecture COSC 3406 Networks and Telecommunications COSC 4308 Senior Project in Computer Science **or** three credit hours COSC upper level electives (COSC 4306 **or** COSC 4310 are permitted) COSC 4402 Software Engineering **Additional credit hours in selected concentration:** In addition, computer information science majors must take 12 upper-level semester hours for the bioinformatics concentration.	**34**

Bioinformatics Concentration The student must major in Biology, Computer Science, Computer Information Science, or Mathematics and take the Bioinformatics CORE courses in the following order, after meeting all prerequisites. **The prerequisites that must be successfully taken prior to enrolling in BIOL 4302 are: BIOL 1401, COSC 1301, MATH 1303 or 1405, and an additional 3-4 hour course in Computer Science.** BIOL 4302 Molecular Genetics MATH 4304 Sequence Analysis COSC 4306 Bioinformatics Tools (see major) COSC 4310 Applied Bioinformatics (see major)	**9-12**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.	**16-29**

Type of Credit Hours	Credit Hours
Total General Studies	**54-64**
Computer Information Science Major	**34**
Bioinformatics	**9-12**
Electives	**16-29**
Total Credit Hours Required	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Computer Science

The Computer Science discipline provides opportunities for students in all majors to learn necessary computer skills to be able to function in the world of today as servant leaders.

Mission Statement
The mission statement for the Computer Science Department reflects the DBU mission statement in its goal to produce servant leaders. The Computer Science Department of Dallas Baptist University is committed to providing a high-quality education that stresses excellence in work performance, scholarship, ethical application of knowledge, and logical and practical skills for dealing with a society that is dependent upon constantly changing computer-related technology. This will be accomplished within a Christian environment that provides a spiritual foundation.

Goals of the Computer Science Major
The computer science program seeks to:

- Conform to the Association of Computing Machinery (ACM) current academic guidelines.
- Establish a working relationship with local businesses.
- Provide opportunities for student research.
- Provide internship opportunities.
- Provide up-to-date equipment and software for hands-on learning.
- Provide an opportunity for charitable computer work.
- Provide a diversity of computer platforms.
- Sponsor an on-campus computer club.

The computer science major prepares students for careers in which the computer plays a central role. A major in computer science requires a minimum of 40 semester hours in computer science plus a 12-credit-hour (upper-level) concentration in any approved applied field such as mathematics, business, or education. More than the minimum requirements in computer science will be necessary for students wishing to pursue graduate work in a related field. All computer science majors are required to take MATH 2309, 3302, and PHYS 1401, 1402.
Students who choose to have a mathematics concentration are encouraged to consult their advisor regarding a double major in computer science and mathematics.

Expected Educational Results

- Majority of students demonstrate proficiency by passing the GRE Computer Specialization Test.
- Employment for graduates in computer-related careers.
- Graduates pursuing advanced degrees.

Course Requirements for a Bachelor's Degree in Computer Science

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**

Natural Science (1000 or 2000 level courses only) PHYS 1401 and 1402 (B.A.) plus 7 hours (B.S.) from Biology, Chemistry, Geology, or Physical Science	**8**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at the time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Total General Studies	**56-74**	**54-64**
Computer Science Major **A minimum of 34 core credit hours of computer science, including:** COSC 1405 Foundations of Computer Science I COSC 1408 Foundations of Computer Science II COSC 2403 Object-Oriented Analysis and Design COSC 2406 Data Structures COSC 3301 Database Management Systems COSC 3405 Organization and Architecture COSC 3406 Networks and Telecommunication COSC 4308 Senior Project in Computer Science COSC 4402 Software Engineering **Along with 6 upper-level credit hours of COSC electives plus the following courses:** MATH 2309 Introduction to Linear Algebra MATH 3302 Discrete Mathematics **Additional credit hours in selected concentration:** In addition, computer science majors must take at least 12 upper-level semester hours in an approved concentration. Business, education, and mathematics are three of the approved areas of concentration.	**46**	**46**
Business 12 semester hours of upper-level business courses plus appropriate prerequisites	**12**	**12**
OR		
Education 12 semester hours in education courses as specified by the College of Education	**12**	**12**
OR		
Mathematics 12 semester hours of upper-level mathematics courses including MATH 3302, 3307, and 4302 plus appropriate prerequisites	**12**	**12**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	**0-12**	**4-14**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Minor in Computer Science

For a minor in computer science, the following courses are required:
COSC 1405, COSC 1408, COSC 2403, COSC 3301, COSC 3405,
COSC 3406, MATH 1303, PHSC 1402.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Computer Science with a Concentration in Bioinformatics

The Bachelor of Science degree with a Concentration in Bioinformatics will combine the study of appropriate areas of biology with courses in computer science and mathematics that provide tools and algorithms. This will equip graduates with the skills necessary to enter the fast-growing field of bioinformatics or pursue graduate work in that field.

The student must major in Computer Science and take the Bioinformatics CORE courses only after meeting all prerequisites.

Required courses and the number of semester hours for a Bachelor of Science (B.S.) Degree in Computer Science with a concentration in Bioinformatics are listed below:

	B.S.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Mathematics (B.S.) MATH 1303 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**
Natural Science (1000 or 2000 level courses only) PHYS 1401, PHYS 1402, and BIOL 1401 plus 3 lower level credit hours of laboratory science.	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Computer Science Major with Bioinformatics Concentration **Minimum of 34 semester hours in computer science including:** COSC 1405 Foundations of Computer Science I COSC 1408 Foundations of Computer Science II COSC 2403 Object-Oriented Analysis and Design COSC 2406 Data Structures COSC 3301 Database Management Systems COSC 3405 Organization and Architecture COSC 3406 Networks and Telecommunications COSC 4308 Senior Project in Computer Science COSC 4402 Software Engineering **Along with 6 upper-level credit hours of COSC electives (COSC 4306 and 4310 are permitted) plus the following courses:** MATH 2309 Introduction to Linear Algebra MATH 3302 Discrete Mathematics **Additional credit hours in selected concentration:** In addition, computer science majors must take 12 upper-level semester hours for the bioinformatics concentration.	**46**

Bioinformatics Concentration	**6-12**
The student must major in Biology, Computer Science, Computer Information Science, or Mathematics and take the Bioinformatics CORE courses in the following order, after meeting all prerequisites. **The prerequisites that must be successfully taken prior to enrolling in BIOL 4302 are: BIOL 1401, COSC 1301, MATH 1303 or 1405, and an additional 3-4 hour course in Computer Science.** BIOL 4302 Molecular Genetics MATH 4304 Sequence Analysis COSC 4306 Bioinformatics Tools (see major) COSC 4310 Applied Bioinformatics (see major)	
Electives	**4-20**
Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.	

Type of Credit Hours	Credit Hours
Total General Studies	**54-64**
Computer Science Major	**46**
Bioinformatics	**6**
Electives	**4-20**
Total Credit Hours Required	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Mathematics

The course offerings for the mathematics major provide a basic foundation for entry into careers requiring mathematical training, for teaching mathematics at the secondary level, or for graduate study in mathematics or related fields. The curriculum also provides courses which support study in computer science, business, the natural and social sciences, nursing and pre-medical studies, and teacher preparation.

Mission Statement
The mathematics program is designed to produce graduates who have an understanding of the basic concepts of pure and applied mathematics as needed to accomplish their future goals. The Mathematics Department is committed to providing a high-quality academic program that emphasizes an ethical approach to scholarship, application of knowledge, and work performance within an environment dedicated to Christian principles.

Goals of the Mathematics Major
The overall goals of the Mathematics Department for its majors are:

- To provide a quality curriculum which equips its majors for either academic or nonacademic careers.
- To provide excellent instruction.
- To encourage the use of appropriate technology.
- To model and promote servant leadership through advising, tutoring, and mentoring.

Course Requirements for a Bachelor's Degree in Mathematics

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional hours depending on semester hours transferred at the time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Total General Studies	**48-66**	**51-60**

Math Major [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite]. MATH 1405 Calculus and Analytic Geometry I MATH 1406 Calculus and Analytic Geometry II MATH 2309 Introduction to Linear Algebra MATH 2407 Calculus and Analytic Geometry III MATH 3301 Elementary Foundations of Mathematics MATH 4301 Linear Algebra MATH 4302 Abstract Algebra MATH 4303 Analysis plus an additional 9 semester hours of mathematics courses approved by the Dean of the College of Natural Sciences and Mathematics at the 3000 level or above. MATH 4304 and MATH 4310 are permitted. Substitutions for the required courses may be approved by the dean. In addition, it is highly recommended that every mathematics major take at least two semesters of computer science and two semesters of physics.	**36**	**36**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours	**24-42**	**30-39**
Total Credit Hours Required	**Minimum 126**	**Minimum 126**

Minor in Mathematics

The minor program in mathematics is available and serves to enhance the mathematical foundations of any major as well as forms the basis of a second teaching field in mathematics for secondary certification (Option II). The mathematics minor requires the completion of 21 hours of mathematics which include the following courses: MATH 1405, MATH 1406, MATH 2309, MATH 2407, MATH 3301 or MATH 3302, and MATH 3308.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Mathematics with a Concentration in Bioinformatics

The Bachelor of Science degree with a Concentration in Bioinformatics will combine the study of appropriate areas of biology with courses in computer science and mathematics that provide tools and algorithms. This will equip graduates with the skills necessary to enter the fast-growing field of bioinformatics or pursue graduate work in that field.

The student must major in Mathematics and take the Bioinformatics CORE courses only after meeting all prerequisites.

Required courses and the number of semester hours for a Bachelor of Science (B.S.) Degree in Mathematics with a concentration in Bioinformatics are listed below:

	B.S.
Computer Science COSC 1301	**3**
Developing A Christian Mind DCM 2301	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**
Natural Science (1000 or 2000 level courses only) BIOL 1401, plus 11 hours of laboratory science from Biology, Chemistry, Geology, Physical Science, or Physics.	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at time of initial enrollment	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**
Math Major with Bioinformatics Concentration [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite]. **Minimum of 36 semester hours in mathematics including:** MATH 1405 Calculus and Analytical Geometry I MATH 1406 Calculus and Analytical Geometry II MATH 2309 Introduction to Linear Algebra MATH 2407 Calculus and Analytical Geometry III MATH 3301 Elementary Foundations of Mathematics MATH 4301 Linear Algebra MATH 4302 Abstract Algebra MATH 4303 Analysis plus an additional 9 semester hours of mathematics courses approved by the Dean of the College of Natural Sciences and Mathematics at the 3000 level or above (MATH 4304 and MATH 4310 are permitted). Substitutions for the required courses may be approved by the dean. In addition, it is highly recommended that every math major take at least two semesters of computer science and two semesters of physics.	**36**

Bioinformatics Concentration The student must major in Biology, Computer Science, Computer Information Science, or Mathematics and take the Bioinformatics CORE courses in the following order, after meeting all prerequisites. **The prerequisites that must be successfully taken prior to enrolling in BIOL 4302 are: BIOL 1401, COSC 1301, MATH 1303 or 1405, and an additional 3-4 hour course in Mathematics.** BIOL 4302 Molecular Genetics MATH 4304 Sequence Analysis COSC 4306 Bioinformatics Tools MATH 4310 Applied Bioinformatics	**6-12**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper level semester hours.	**18-33**

Type of Credit Hours	Credit Hours
Total General Studies	**51-60**
Mathematics Major	**36**
Bioinformatics	**6-12**
Electives	**18-33**
Total Credit Hours Required	**Minimum 126**

Minimum GPA Required for Graduation from Dallas Baptist University
DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Natural Sciences

The course offerings in the Natural Sciences curriculum are designed to introduce students to a wide variety of science courses, including biology, chemistry, geology, and physics/physical science.

Mission Statement

The mission of the Natural Sciences Department at Dallas Baptist University is to produce knowledgeable individuals who understand and appreciate the field of science as it manifests the power of God through His natural laws, and who are equipped to share that knowledge. The academic information is presented in a Christian context to enhance the ability of the students to serve as servant leaders in their field.

Goals of the Natural Sciences Major

The students majoring in natural sciences should be able to:

- Process an understanding of the key science concepts in the four primary fields of science.
- Understand the interrelationships between the fields of science and the impact that these interrelationships have on society and the individual.
- Communicate their understanding both verbally and in written form in such a way that others gain an understanding as well.
- Appreciate the field of science as a manifestation of the power of God and His natural laws.

Course Requirements for a Bachelor's Degree in Natural Sciences

	B.A.	B.S.
Computer Science COSC 1301	**3**	**3**
Developing A Christian Mind DCM 2301	**3**	**3**
English ENGL 1301, 1302, 2301, and/or 2302	**12**	**9**
Fine Arts ART 1306 or COMA 1306 or MUSI 1306	**3**	**3**
Foreign Language *Six hours at the 2000 level if adequate prerequisites are met	**6-14***	**0**
Foundations for Excellence FOUN 1101 is required of all freshman and transfer students with fewer than 15 credit hours (AP, CLEP, IB, or dual/concurrent credit earned while in high school does not count toward these 15 credit hours).	**0-1**	**0-1**
History HIST 1301, 1302, 2301, or 2302	**6**	**6**
Kinesiology KNES 1101 and one additional activity course (KNES 1102-1122); for veterans or those 25 years of age or older prior to enrollment at DBU, KNES courses are waived	**0-2**	**0-2**
Mathematics **(B.A.)** MATH 1301 or 1303 or 1307 or 1405 **(B.S.)** MATH 1303 or 1307 or 1405 [eMAT Advising Tool required prior to registering for any Math class or any class for which the eMAT is a prerequisite].	**3-4**	**3-4**
Natural Science (1000 or 2000 level courses only) One laboratory science (B.A.) or 15 semester hours of laboratory science (B.S) selected from two or more areas of Biology, Chemistry, Geology, Physical Science, or Physics	**3-4**	**15**
Religion RELI 1301, 1302, and six additional semester hours depending on semester hours transferred at the time of initial enrollment	**6-12**	**6-12**
Social Science (1000 or 2000 level courses only) POLS 2301 American National Government required for all students. An additional 3 credit hours may be selected from Economics, Philosophy, Political Science, Psychology, or Sociology	**6**	**6**
Total General Studies	**51-70**	**54-64**

The following courses constitute the core, or foundation classes, and are required by all Natural Sciences Program students.	
Core Class	**Semester hours**
Biology BIOL 1401, BIOL 2405, and BIOL 2406	**12**
Chemistry CHEM 1401, CHEM 1402	**8***

Geology GEOL 1301, GEOL 1401		**7***
Physics PHYS 1401and PHYS 1402		**8**
*** Core Total** *(15 semester hours will be in general studies for B. S. degree and 20 semester hours in the academic major core. 3-4 semester hours will be in general studies for B.A. degree and 31-32 semester hours in the academic major core. This totals 35 semester hours in the core.)		**35**

Upper-Level Requirements

Biology: 16 upper-level semester hours are required as follows: BIOL 3402 Ecology BIOL 3404 Genetics BIOL 3407 General Botany BIOL 3408 General Zoology		**16**
Eight upper-level semester hours may be chosen from any of the following in any combination if the student meets all prerequisites: **Biology:** BIOL 3101, 3301, 3303, 3403, 3405, 3409, 4305, 4401, 4403 **Chemistry:** CHEM 3402 or 3403 **Physics:** PHYS 3401		**8**
Electives Sufficient to complete 126-credit-hour minimum for bachelor's degree, including 42 upper-level semester hours.	**0-16**	**3-13**

Total Credit Hours Required	**Minimum 126**	**Minimum 126**

No minor in Natural Sciences is permitted.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

Physics

A minor program is available in physics. The minor program seeks to develop the student's knowledge concerning the fundamental laws of the universe: the structure of matter, the nature of energy, and the interaction of matter and energy. The minor program serves to meet the requirements of pre-professional health programs, the computer science program, and other programs at the University requiring or suggesting courses in the discipline of physics. The two courses in physical science are offered for general studies degree requirements and have no prerequisites.

To minor in physics, a student must complete:

PHYS 1401	General Physics
PHYS 1402	General Physics
PHYS 3301	Analytical Mechanics
PHYS 3302	Vector Analysis
PHYS 3303	Modern Physics
PHYS 3401	Electronics

Students should pay close attention to the mathematics prerequisites for the physics course(s). Students who plan to complete all 21 semester hours in physics must complete the following courses:

MATH 1405	Calculus and Analytic Geometry I
MATH 1406	Calculus and Analytic Geometry II
MATH 2309	Introduction to Linear Algebra
MATH 2407	Calculus and Analytic Geometry III

Recommended:

MATH 3305	Differential Equations

Pre-Dental and Pre-Medical Programs

The pre-dental and pre-medical programs are designed to prepare students for entrance to medical and dental schools. Qualified Dallas Baptist University students have been very successful in gaining admission to these schools. Students planning a career in medicine or dentistry should earn the bachelor's degree before beginning professional study. The student may major in any discipline, taking as electives the courses needed to meet entrance requirements of schools of dentistry and medicine. A sound liberal arts education is a common prerequisite for admission to professional schools.

The following courses meet the requirements for entrance to medical and dental schools in Texas:

BIOL 1401	Principles of Biology
BIOL 2405	Human Anatomy and Physiology I
BIOL 2406	Human Anatomy and Physiology II
CHEM 1401	General Chemistry
CHEM 1402	General Chemistry
CHEM 3402	Organic Chemistry
CHEM 3403	Organic Chemistry
MATH 1405	Calculus and Analytic Geometry I
PHYS 1401	General Physics
PHYS 1402	General Physics

plus at least two courses selected from:

BIOL 3403	Vertebrate Embryology
BIOL 3404	Genetics
BIOL 3406	Pathophysiology
BIOL 3409	Microbiology
BIOL 4401	Vertebrate Physiology
BIOL 4403	Histology

Students interested in entering the pre-dental or pre-medical program should confer with the pre-professional advisor as early as possible for assistance in planning schedules to meet the pre-professional requirements.

Additional Pre-professional Programs for the Health Professions

Additional pre-professional programs are available in nursing, pharmacy, physical therapy, occupational therapy, physician's assistant, optometry, and veterinary science.

Upon completion of the pre-professional course of study at Dallas Baptist University, the student is eligible to seek admission to a health professions school for completion of the professional degree. The student should consult the DBU pre-health sciences advisor for specific requirements for admission to these programs.

Minimum GPA Required for Graduation from Dallas Baptist University

DBU requires a minimum cumulative, major, and minor GPA of 2.0 (comprised of transfer and DBU hours). In addition to this requirement, DBU also requires a DBU minimum cumulative, major, and minor GPA of 2.0 (comprised of DBU residency hours).

COURSE CODING AND NUMBERING SYSTEM *

A four-digit numbering system is used to identify courses. The first digit designates the level of the course.

1 = Freshman
2 = Sophomore
3 = Junior
4 = Senior

The second digit designates the number of credit hours the course offers. The third and fourth digits are specific course identification numbers used for each department's course listing.

To illustrate this system, consider a course numbered 3312; this means the course is of junior level, worth 3 credit hours, and is a course identified by the number "12".

The three figures in parentheses after the number of each course indicate the number of credit hours for the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively. Example: (3-2-2) means 3 credit hours, 2 lecture hours, and 2 lab hours.

Cross-listed courses in other departments are listed in parentheses following the course title. Semester and/or years that courses are offered follow the course descriptions and are subject to change. Check with the specific department for changes. Certain departments of the University offer learning opportunities on an individual-student basis. These courses require approval of the department and are restricted to juniors and seniors.

3194-3694 Selected Topics
4194-4694 Selected Topics
Organized classes for specific program needs and student interest. Limited offering basis. May be repeated for credit when topic changes. *Prerequisite: Instructor approval.*

4190-4690 Research Problems
The student will conduct an independent research project; selection of the project will be determined by student interest and instructor approval. *Prerequisites: Senior standing, a minimum G.P.A. of 2.5, and majoring in the field of study.*

Experimental courses may also be designed with a "9" as the third digit. These courses may be offered three times before they must be reviewed as a regular departmental offering.

**Dallas Baptist University is a participant in the Texas Common Course Numbering System that was designed to facilitate the transfer of lower-division academic courses between colleges and universities in Texas. Please refer to the listing at the end of this catalog of DBU courses that have been determined to be substantially equivalent to the common course shown beside it.*

Accounting

ACCT 2301 (3-3-0) Principles of Financial Accounting
A study of the fundamental concepts, standards, and generally accepted principles of financial accounting. The course focuses on the accounting cycle and procedures in financial data accumulation leading to financial statement preparation. Fall, Spring, Summer, Online. *Prerequisite: Passing eMAT Advising Tool (Arithmetic Skills) with an acceptable score. It is strongly recommended that the math requirement for the student's degree be completed prior to, or taken concurrently with, this course.*

ACCT 2302 (3-3-0) Principles of Managerial Accounting
A study of the accounting concepts and methods used in managerial planning, control, and decision making. The course focuses on budgeting, costing techniques, analysis methods, relevant costs, and capital budgeting decisions. Fall, Spring, Summer, Online. *Prerequisite: ACCT 2301.*

ACCT 3300 Survey of Accounting Systems
This course is an overview of the various types of accounting systems and computer software, from spreadsheets to enterprise systems, used in the practice of accounting. The course includes the development of student skills in the use of Microsoft Excel software. Spring. *Prerequisites: ACCT 2301 and COSC 1301.*

ACCT 3301 (3-3-0) Intermediate Financial Accounting I
An in-depth study of the theory, concepts, and procedures of financial accounting. The course focuses on applications involved in accounting for assets and the valuation and measurement of related income items. Fall. *Prerequisite: ACCT 2302.*

ACCT 3302 (3-3-0) Intermediate Financial Accounting II
A continuation of ACCT 3301, the course focuses on valuation issues related to liabilities and stockholders' equity. Special topics include price level and fair value issues, accounting changes, pensions, leases, income tax allocation, and financial statement interpretation. Spring. *Prerequisite: ACCT 3301.*

ACCT 3304 (3-3-0) Managerial Cost Accounting
A detailed study of cost accounting and its relation to managerial control. The course focuses on various costing systems, standard costs and budgeting for planning and control, and the uses of cost information for decision making. Spring.
Prerequisite: ACCT 2302 and COSC 1301.

ACCT 3323 (3-3-0) Income Tax Accounting
An introduction to tax concepts and the federal tax system. The course focuses on the determination of taxable income of individuals and reporting, payment, administration, and enforcement aspects of federal taxation. Fall.
Prerequisite: ACCT 2302.

ACCT 4301 (3-3-0) Advanced Financial Accounting
A detailed study of financial accounting principles and techniques. The course focuses on advanced problems involving business combinations and consolidations, partnerships, segment reporting, and international accounting. Spring.
Prerequisite: ACCT 3302.

ACCT 4304 (3-3-0) Auditing
A study of auditing principles and standards. The course focuses on educational qualifications and ethical standards for public accounting, evaluation of internal control and preparation of the audit program, and examination of financial statements. Fall.
Prerequisite: ACCT 3302.

ACCT 4332 (3-3-0) Financial Accounting Theory
A study of the conceptual framework of accounting theory. The course focuses on analysis of recent pronouncements of the Financial Accounting Standards Board and investigation of potential theoretical problem areas in the application of accounting principles. Fall. *Prerequisite: ACCT 3302.*

Adult Education

CAED 3301 (3-3-0) Lifelong Learning for Adult Students
This course is required of all students pursuing completion of a bachelor's degree in the adult education program. The course lays the foundation for the adult education program and will explore major value systems or world views; study current issues in the philosophy of Christian higher education; examine personal career goals; introduce servant leadership; and seek to develop various academic and professional skills. It is expected that all adult students will take this class in their first term of enrollment at DBU. Fall, Winter, Spring, Summer, Online. *CAED 3301 Guidebook fee required.*

CAED 3303 (3-3-0) Experiential Learning
This course guides the preparation of an academic portfolio. Adult students are guided in the opportunity to translate knowledge and skills obtained through life and work experience into academic credit. Students should consult their academic advisor before enrolling in this course. Fall, Spring, Summer, Online. *Prerequisites: Successful completion of or concurrent enrollment in CAED 3301. CAED Portfolio Fee: $300. CAED 3303 Guidebook fee required.*

AIM Program

AIM 10.501/10.502 Success in College
This course is an overview of the procedures, processes, skills and resources necessary for success in college. Material covered will include practical strategies related to time management, test taking, note taking, communication and critical thinking. Enrollment will be limited to students in the AIM Program. Requirements will include an individual weekly meeting with an assigned mentor. This course will be repeated for credit every semester a student is on academic probation or until a cumulative grade point average of 2.0 is reached. One-half (.5) credit hours.

Art

ART 1301 (3-2-1) Design I
An introduction to the vocabulary and principles of two-dimensional design: line, value, color, shape, form, and spatial devices in unified and varied organizations. Individual media exploration and creativity is encouraged through readings and design problems in the above areas. Lab fee. Fall.

ART 1302 (3-2-1) Design II
An introduction to the vocabulary and principles of three-dimensional design: mass, volume, plane, line, texture, and color in unified and varied organizations. Individual media exploration and creativity is encouraged through readings and design problems in the above areas. Lab fee. Spring.

ART 1303 (3-2-1) Drawing I
Drawing I is a studio course designed to improve the student's motor drawing ability and perceptual drawing skills, explore the potentials of drawing media, and to introduce the elements of art in the context of vocabulary and the drawing experience, with emphasis on black and white. Lab fee. Fall, Spring, Summer.

ART 1306 (3-3-0) Introduction to Fine Arts
(COMA 1306; MUSI 1306)
The history, philosophy, elements, and techniques which create, influence, and integrate the visual and performing arts are presented. Critical thinking processes are emphasized. Field trips to local art museums, symphony, opera, and theatre productions will be required. Fall, Winter, Spring, Summer, Online.

ART 2303 (3-2-1) Drawing II
Drawing II is a studio course designed to improve on the student's perceptual drawing skills to further explore the potentials of drawing media with experimentation in color, to develop original conceptual skills and visual thinking in the context of drawing, and to enhance knowledge of vocabulary and historical and contemporary trends in drawing. Museum field trip required. Lab fee. Spring, Summer.
Prerequisite: ART 1303.

ART 2310 (3-2-1) Painting I
Painting I is a studio course exploring the potentials of painting media with emphasis on color, composition, self expression, and vocabulary. Museum field trip required. Lab fee. Fall, Spring, Summer.

ART 2311 (3-2-1) Sculpture I
Introduction to sculpture. Introductory problems in sculpture, including analysis of form, theory, and technical processes, including exploration in different media. Museum field trip required. Museum field trip required. Lab Fee. Fall, Spring, Summer.

ART 2313 (3-2-1) Crafts I
Design and creation of art forms in various selected crafts media and techniques: weaving, jewelry, glass, paper, clay, painting, sculpture, or textiles. Emphasis is on craftsmanship, creativity, experimentation, and technique. Lab fee. Fall, Spring.

ART 2314 (3-2-1) Photography I
(COMA 2314)
An introduction to the use of the camera and basic vocabulary. Fundamentals of exposure, development and processing of black and white film, and printing. Photographic composition, creativity, readings, and critiques are included. Students are expected to provide their own 35mm SLR camera, film, and black and white photographic developing paper. Field trip required. Lab fee. Fall, Spring, Summer.

ART 2317 (3-2-1) Advertising and Visual Communication I
(COMA 2317)
An introduction to basic visual communication, vocabulary, and design including typography, layout, illustration, graphic reproduction processes, rough art, finished art, camera ready, and digital art applied to specific design projects. Lab fee. Fall, Spring.

ART 2318 (3-2-1) Desktop Publishing and Design I
(COMA 2318)
Fundamentals of desktop publishing are covered utilizing standard desktop publishing software applications for PC and Macintosh platforms. Proven methods of effective communication through typography, layout, and design are discussed. Computer lab projects include creative design and cost-effective production of camera-ready art for brochures, posters, newsletters, reports, and display advertising. Lab fee. Fall, Spring. *Prerequisite: COSC 1301.*

ART 2319 (3-3-0) Art History Survey I
Art History Survey I presents a chronological examination of Western painting, sculpture, architecture, and related visual arts from prehistoric times to the end of the Gothic Period. This course includes films, visuals, readings, study guides, and museum visits. Fall.

ART 2320 (3-3-0) Art History Survey II
Art History Survey II presents a chronological examination of painting, sculpture, architecture, and related visual arts from the early Renaissance to the present. This course includes films, visuals, readings, study guides, and museum visits. Spring.

ART 3151 (1-1-0) Visual Art for Teaching
A course that gives a more in-depth learning experience to prospective art teachers. This course emphasizes the Texas Essential Knowledge and Skills and National Visual Art Standards. Offered periodically.

ART 3173 (1-1-0) Art Practicum
A course in practical art experiences - either on campus or off campus, in the areas of publicity, graphic design, exhibit implementation, theatre arts, art galleries, museums, art tours, or specialized study. This can be taken for 1 hour (3173), 2 hours (3273), or 3 hours (3373). Fall, Spring.

ART 3273 (2-2-0) Art Practicum
A course in practical art experiences - either on campus or off campus, in the areas of publicity, graphic design, exhibit implementation, theatre arts, art galleries, museums, art tours, or specialized study. This can be taken for 1 hour (3173), 2 hours (3273), or 3 hours (3373). Fall, Spring.

ART 3301 (3-3-0) Internship in Art
This course is designed to give the student actual field experiences in art. Through the professional cooperation of area art agencies, museums, galleries, and studios, the student will report to a place of employment for a minimum of 30 hours per credit hour over a 10-12-week period in order to receive "hands on" experience in a specific field of art. Fall, Spring.
Prerequisites: Senior level in art and recommendation from the department chairperson.

ART 3303 (3-2-1) Drawing III
Drawing III is a studio course to improve the student's motor drawing abilities, creativity, perceptual drawing skills, and individual expression. The human figure is included as subject matter. Lab fee. Fall, Spring, Summer. *Prerequisite: ART 1303 and ART 2303 or instructor approval.*

ART 3310 (3-2-1) Painting II
A further investigation of painting with emphasis on individual expression. Museum field trip required. Lab fee. Fall, Spring, Summer.
Prerequisite: ART 2310.

ART 3311 (3-2-1) Sculpture II
Intermediate problems in sculpture, including analysis of form, theory, and technical processes. Basic construction techniques in selected materials will be explored. Museum field trip required. Lab Fee. Fall, Spring, Summer.

ART 3313 (3-2-1) Crafts II
A continuation of Crafts I with more individual opportunity for selection of materials and techniques. Emphasis is on personal style, experimentation, craftsmanship, and creativity. Lab fee. Fall, Spring. *Prerequisite: ART 2313.*

ART 3314 (3-2-1) Photography II
(COMA 3314)
Advanced photographic skills developed through photography projects enhanced by digital imaging software and techniques. Students will learn to apply a state of the art digital graphics program and selectively modify, enhance, and combine photographs to create images that communicate aesthetically and effectively. Students are expected to provide their own SLR camera. Students may use a digital camera, but it is not required, as negatives or photographs may be scanned. Lab fee. Fall, Spring, Summer. *Prerequisite: ART 2314.*

ART 3316 (3-2-1) Media Graphics
(COMA 3316)
Development of skills and concepts necessary to produce art works for use in the various media. Study and application of the basic materials, techniques, and vocabulary of the graphic and digital art field. Lab fee. Fall, Spring.

ART 3317 (3-2-1) Advertising and Visual Communication II
(COMA 3317)
Advanced study of basic visual communication design including typography, layout, illustration, graphic reproduction processes, rough art, finished art, camera ready art, and digital art applied to specific design projects. Lab fee. Periodically. *Prerequisite: ART 2317.*

ART 3318 (3-2-1) Desktop Publishing and Design II
(COMA 3318)
Web publishing techniques are covered utilizing web-authoring software for PC and Macintosh platforms. Proven methods of effective communication through typography, layout, and design are discussed including creative uses of digital illustrations and photography. Computer lab projects include creative design and production of various types of web pages. Lab fee. Spring. *Prerequisite: ART 2318.*

ART 3350 (3-3-0) Pedagogy of Art
An introduction to the key aspects of art for grades K-8: art production, aesthetics, history, and criticism. Study of TEKS, vocabulary, elements, principles, philosophy of art, and creative growth of the child. Art activities for various levels and practical application in presenting a program of current art studies. Museum field trip required. Fall, Spring.

ART 3373 (3-3-0) Art Practicum
A course in practical art experiences — either on campus or off campus, in the areas of publicity, graphic design, exhibit implementation, theatre arts, art galleries and museums, art tours, or specialized study. This can be taken for 1 hour (3173), 2 hours (3273), or 3 hours (3373). Fall, Spring.

ART 4303 (3-2-1) Drawing IV
Drawing IV is to provide each student with specific drawing media experiences, original problem solving in terms of drawing media, and development of theme revolving around a specific idea or image. Good composition will also be stressed. Lab fee. Spring, Summer. *Prerequisite: ART 1303 and ART 2303 or instructor approval.*

ART 4304 (3-3-0) Aesthetics
(PHIL 4304)
An examination of the principles involved in the production, interpretation, and criticism of works of art, as well as basic principles of Christian aesthetic theory. Illustrative material from various artistic disciplines will be utilized. Spring, even-numbered years. *Prerequisite: PHIL 2301 or instructor approval.*

ART 4306 (3-3-0) Visual Faith: The Arts in Worship
Application and study of religious themes in art: symbols, design, and color. Use of religious arts for worship, promotion, advertising, teaching, and publicity. Study of Christian values as related to art in history and contemporary society. Field trips required. Spring.

ART 4309 (3-2-1) Painting III
Advanced creative painting. Emphasis is given to personal style and expression, content, and mastery of the media. Exploration of such issues as realism and abstraction, perception, the nature of art, and current trends in art making are encouraged. Student-faculty critiques. Museum and/or gallery field trip required. Lab fee. Fall, Spring, Summer. *Prerequisite: ART 3310.*

ART 4310 (3-2-1) Painting IV
A continuation of Painting III (4309). Personal growth, painting style, and the development of an individual aesthetic is encouraged by experimentation and critiques. Museum and gallery field trip required. Lab fee. Fall, Spring, Summer. *Prerequisite: ART 4309.*

ART 4311 (3-2-1) Sculpture III
Advanced continuation of sculptural exploration in selected problems and materials. Analysis of form, theory, and technical processes. Museum field trip required. Lab Fee. Fall, Spring, Summer. *Prerequisite: ART 3311.*

ART 4313 (3-2-1) Crafts III
Advanced craftsmanship, skill, and development of individual style in selected media. Lab fee. Fall, Spring. *Prerequisite: ART 3313.*

ART 4314 (3-2-1) Crafts IV
A continuation of advanced craftsmanship, skills, and development of individual style in selected media. Lab fee. Fall, Spring. *Prerequisite: ART 4313.*

ART 4315 (3-2-1) Sculpture IV
Continued exploration and development of personal concepts of sculpture in selected materials at advanced level. Museum field trip required. Lab Fee. Fall, Spring, Summer. *Prerequisite: ART 4311.*

ART 4317 (3-3-0) Advertising and Visual Communication Practicum
Practical application and direct experiential involvement in the field of commercial art. Involves scheduled seminars, projects, and work for commercial art firm(s) or non-profit agencies. Spring. *Prerequisite: ART 2318 or 3318.*

ART 4319 (3-3-0) Modern Art
Study of selected movements within 19th and 20th century art and culture. Field trips required to museum.

ART 4320 (3-3-0) Special Topics in Art
This course will offer students an opportunity to explore a cross-section of subjects focused on art history, studio art, or design. May be repeated for credit when content changes. Fall, Spring.

ART 4370 (3-1-5) Senior Seminar in Art
Senior capstone course. Each student initiates a comprehensive exhibit of selected work in a solo exhibition. Final jury for portfolio, exhibit, and résumé are required. This course focuses on personal philosophy, current art trends, and professional problems of artists. Servant leadership art project is required. The student should select a work to be retained by the Department of Art for its permanent collection. Fall, Spring. *Prerequisites: Senior level in art and final semester.*

ART 4380 (3-3-0) The Arts and the Creative Process
(COMA 4380; MUSI 4380)
Analysis of the visual and performing arts including the study of art critical thinking and creativity. The study will include perception, criticism, and factors which integrate, influence, and create the arts. Field trips are required. Fall, Spring, Summer, Online.

Biology

BIOL 1401 (4-3-2) Principles of Biology
Introductory course dealing with the basic principles applicable to all living organisms. Includes the study of ecological concepts and the structure and function of the various kingdoms within the ecosystem. Specific groups examined will include bacteria, fungi, algae, plants, and animals, with an overview of the human body systems. Cell structure and function, and genetics will also be examined. Fall, Spring, Summer, Online.

BIOL 2302 (3-2-2) Medical Terminology for Health Professions
An introductory course in the language of medicine and health care. The course will be structured on the foundational use of suffixes, prefixes, and root words and explore terminology of micro and macro anatomy, basic disease processes, surgery, and pharmacology as utilized in health-related professions. This course will not satisfy the general studies natural sciences laboratory requirements. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 2405 (4-3-3) Human Anatomy and Physiology I
Study of the structure and functions of the systems of the human body. The course will cover the anatomy and physiology of the cell, tissues, and organs, an introduction to the body, and the integumentary, skeletal, and muscular systems. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 2406 (4-3-3) Human Anatomy and Physiology II
Continuation of BIOL 2405. Study of the structure and functions of the systems of the human body. The course will cover the nervous, circulatory, digestive, respiratory, endocrine, and reproductive systems, as well as the development of the human body. Offered periodically. *Prerequisite: BIOL 2405.*

BIOL 3101 (1-1-0) Introduction to Scientific Literature
Introduction to various sources and types of scientific articles. Both oral and written critiques of assigned articles will be required. Offered periodically. *Prerequisites: Science major and completion of 16 credit hours of biology courses.*

BIOL 3301 (3-3-0) Immunology
An introduction to the principles and concepts of immunology including the basic elements of innate and acquired immunity. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 3303 (3-3-0) Cell Biology
This course is designed to introduce science majors to the basic elements of Cell Biology. Major concepts to be discussed include the cellular processes of transcription, translation, protein interactions, and cell structure. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 3401 (3-4-0) Biochemistry
(CHEM 3401)
This course pertains to the study of cellular chemistry: including presentation of solutions, thermodynamics, kinetics of enzymes, the structure and metabolic pathways of carbohydrates, nucleic acids, proteins, and lipids, cellular membrane composition and function, and the storage and utilization of genetic information. Fall. *Prerequisite: CHEM 3403.*

BIOL 3402 (4-3-3) Ecology
A study of the interrelationships between plants and animals and their environment with emphasis on ecosystems, energy flow, populations, and community structure and function. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 3403 (4-3-3) Vertebrate Embryology
Study of the early developmental processes of representative vertebrates with major emphasis on human embryonic development. Offered periodically. *Prerequisites: BIOL 1401 and 2406.*

BIOL 3404 (4-3-3) Genetics
Study of the principles of heredity including classical and molecular genetics. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 3406 (4-4-0) Pathophysiology
An introduction to pathophysiological changes that occur in all major body systems. Common disease processes will be included as examples. Offered periodically. *Prerequisite: BIOL 2406.*

BIOL 3407 (4-3-3) General Botany
Study of the structure, function, reproduction, and economic importance of representatives of each of the major plant groups with emphasis on the vascular plants. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 3408 (4-3-3) General Zoology
A systematic study of the structure and functions of representative members of the major phyla in the animal kingdom with emphasis on invertebrate and vertebrate animals. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 3409 (4-3-3) Microbiology
Study of the morphology, metabolism, cultural characteristics, and taxonomy of microorganisms with major emphasis on disease-producing bacteria. Offered periodically. *Prerequisite: BIOL 1401.*

BIOL 4011 (0-3-0) Life Science 8-12 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

BIOL 4301 (3-1-6) Senior Project
An upper-level course designed to instruct the student about procedures and methodologies involved in biological research. The course will include learning how to review research literature, design and develop experimental research protocols, analyze data collected, and write and present the student research in a scientific format. Offered periodically.
Prerequisites: Science major, junior or senior status, and faculty approval.

BIOL 4302 (3-1-5) Molecular Genetics
A course on the unifying principles of genomics, proteomics, and bioinformatics. This will be a practical course to teach the techniques needed for research in modern molecular biology. Techniques will include cloning, transformation, Southern blot, PCR, DNA sequencing, protein isolation, Western blot, and 2-D gels. Required for Bioinformatics Concentration. Lab Fee. Fall. *Prerequisites BIOL 1401/14L1, COSC 1301, MATH 1303 or 1405, and an additional 3-4 hour course in Biology for Biology majors, Computer Science for Computer Science majors, or Math for Math majors.*

BIOL 4305 (3-3-0) Nutrition
(KNES 4305)
Study of the six classes of nutrients and their effects on health. Special emphasis on personal dietary practices and on current issues in nutrition including weight control, fad diets, dietary aspects of cardiovascular disease, and sports nutrition. Spring.
Prerequisites: BIOL 2406 and CHEM 1401.

BIOL 4310 (3-1-6) Applied Bioinformatics
(COSC 4310; MATH 4310)
Practical application of Bioinformatics tools, including molecular genetics techniques and online tools to solve various research projects. Research projects are either part of an internship or lab-based, to be determined in collaboration with the instructor. Lab fee. *Prerequisite: COSC 4306.*

BIOL 4401 (4-4-3) Vertebrate Physiology
Study of the basic functions of cells, tissues, and organ systems of vertebrates. Offered periodically.
Prerequisite: BIOL 2406.

BIOL 4403 (4-3-3) Histology
Study of the microscopic anatomy of vertebrate tissues with emphasis on the human. Offered periodically.
Prerequisite: BIOL 2406.

Chapel

CHAP 1000 (0-3-0) Chapel
A distinctive quality of DBU is the emphasis placed on the spiritual life and growth of its students. The chapel program is considered an important element in the desire to encourage the spiritual development of community members. Chapel is held in the Burg Center at 10:00 a.m. on Mondays, Wednesdays, and Fridays. Fall, Spring.

Chemistry

CHEM 1301 (3-2-3) Chemistry and Society
A survey of elementary chemical principles for the non-science major, with illustrations of the daily importance of chemistry from organic chemistry, polymers, farming, foods and food additives, household medicines and drugs, and similar topics. Lab fee. Fall, Spring, Summer.

CHEM 1401 (4-3-3) General Chemistry
Introduction to theories on the properties and structure of matter; atomic and molecular structure; properties of gases, liquids, and solids; properties of solutions; and chemical equations. Lab fee. Fall. *Prerequisite: One year of high school algebra or MATH 1301.*

CHEM 1402 (4-3-3) General Chemistry
Continuation of CHEM 1401, including chemical equilibrium and equilibrium constants, energy changes, electrochemistry, radioactivity, descriptive chemistry of chosen elements, and an introduction to organic chemistry. Lab fee. Spring.
Prerequisite: CHEM 1401.

CHEM 3401 (3-4-0) Biochemistry
(BIOL 3401)
This course pertains to the study of cellular chemistry: including presentation of solutions, thermodynamics, kinetics of enzymes, the structure and metabolic pathways of carbohydrates, nucleic acids, proteins, and lipids, cellular membrane composition and function, and the storage and utilization of genetic information. Fall. *Prerequisite: CHEM 3403.*

CHEM 3402 (4-3-3) Organic Chemistry
Study of compounds of carbon, classes of compounds and their typical reactions, theories, reaction mechanisms, and synthesis. Lab fee. Fall. *Prerequisite: CHEM 1402.*

CHEM 3403 (4-3-3) Organic Chemistry
Continuation of CHEM 3402. Lab fee. Spring. *Prerequisite: CHEM 3402.*

Chinese

CHIN 1401 (4-3-2) Elementary Chinese I
A course for students who want to develop general speaking, listening, writing, and reading ability in Chinese. This course thoroughly covers basic structures for the entry level of Chinese and provides a solid foundation for further studies. Lab fee. Fall.

CHIN 1402 (4-3-2) Elementary Chinese II
A continuation of CHIN 1401. Lab fee. Spring. *Prerequisite: CHIN 1401 or equivalent.*

CHIN 2301 (3-3-0) Intermediate Chinese I
A course for students who want to continue to develop speaking, listening, writing, and reading ability in Chinese. This course will further cover the grammar, characters, and composition of Chinese and the continuation of spoken Chinese through video devices, reading, and discussions of Chinese literature and culture. Fall. *Prerequisite: CHIN 1402 or equivalent.*

CHIN 2302 (3-3-0) Intermediate Chinese II
A continuation of CHIN 2301. Spring. *Prerequisite: CHIN 2301 or equivalent.*

Christian Leadership

CLSC 1001 (0-1-1.5) Christian Leadership
Mandatory for Christian Leadership and Academic Excellence scholarship recipients during their first year at DBU. Designed to increase the students' effectiveness as servant leaders, to help them understand more about their accountability before God, to increase their intimacy with God, and to help them develop healthy and Biblical self-images, learning to rely on God's strength in their lives and ministry. Fall, Spring.

Christian Studies

CHST 3301 (3-3-0) Introduction to Religious Education
A survey of religious education, including history and principles of religious education. Emphasis is placed upon the development of religious education as a vocation. Fall.

CHST 3304 (3-3-0) Religion and Older Persons
A study of the relationships between religion and the lives and needs of older persons. This study will include an examination of the attitudes toward and the treatment of older persons in the Judeo-Christian and other selected religious traditions. Offered periodically.

CHST 3309 (3-3-0) Spiritual Formation for Christian Ministry
The course is designed to overview the student's resources for spiritual growth and examine various methods of discipleship, including Bible study, prayer, and scripture memorization. The student will learn to nurture interdependent spirituality within the context of our contemporary culture. Fall, Online. *Prerequisite: RELI 1301, 1302, and instructor approval.*

CHST 4301 (3-3-0) The Educational Ministry of the Church
A study of the organization and methods used in the educational ministry of the local church. Emphasis is placed on the programs for pre-school, children, youth, adult, and senior adult groups. Spring.

CHST 4302 (3-3-0) Practicum in Religious Education I
(RELI 3382)
Internship training program to be supervised by a professor and an official in the local church or church-related institution. Fall, Spring. *Biblical Studies or Christian Studies major, junior or senior status, and faculty approval.*

CHST 4306 (3-3-0) Children's Ministry in the Church
A study of children, ages 6-12, from a Biblical and present-day perspective and the church's opportunity to build foundations for faith through effective Bible teaching, ministry to needs, and outreach to the home. Considerations will be given to the church learning environment, effective methods of teaching children, leadership enlistment and development, and curriculum for children's organizations in church. Fall.

CHST 4307 (3-3-0) Youth Ministry in the Church
A study of the social and spiritual development of youth. The course will seek to equip the youth minister with cognitive skills, resources, and techniques for ministry with young people through the church. Emphasis will be placed on the planning and administering of a youth ministry in the local church. Spring.

Communication

COMA 1261, 2261, 3261, 4261 (2-1-4) Opera Workshop
(MUSI 1261, 2261)
The study and performance of scenes from great operas throughout history. This is an elective class and requires an audition. Fall.

COMA 1302 (3-3-0) Fundamentals of Speech Communication
Introductory theories and applied experiences in speaking and listening will range through interpersonal dyads, triads, and small groups to preparation and delivery of platform speeches. Fall, Spring, Summer, Online.

COMA 1306 (3-3-0) Introduction to Fine Arts
(ART 1306; MUSI 1306)
The history, philosophy, elements, and techniques which create, influence, and integrate the visual and performing arts are presented. Field trips to local art museums, symphony, opera, and theater productions will be required. Fall, Winter, Spring, Summer, Online.

COMA 1371, 2371, 3371, 4371 (3-1-3) Theater Practicum
(MUSI 2371)
Practical, technical experiences in areas of stage craft, lighting, costuming, properties, house management, and makeup. Offered periodically.

COMA 2301 (3-3-0) Introduction to Journalism
Surveys the journalism profession--the expanding function of print and broadcast media in democracy. Also includes the study of newsgatherings and writing styles for newspapers, radio, and television journalism. Spring.

COMA 2302 (3-3-0) Voice and Articulation
Paralanguage code study of voice and articulation, the vocal mechanism, and phonetics. Exercises will add the nonverbal voice code to printed texts for oral performance experiences. Fall, Spring.
Prerequisite: COMA 1302 or instructor approval.

COMA 2304 (3-3-0) Introduction to Broadcast Communication
Study of the fundamentals, philosophies, and organization of the business and art of the radio and television industry in the United States. Attention is given to special programs of reporting and production associated with these broadcast media. Fall.

COMA 2305 (3-3-0) Interpersonal Communication
Focus on communication theory and principles for the field of interpersonal communication, with additional studies in group dynamics, value systems, and transactional analysis. Fall, Spring.

COMA 2314 (3-2-1) Photography I
(ART 2314)
An introduction to the use of the camera and basic vocabulary. Fundamentals of exposure, development, processing of film, and printing. Photographic composition, creativity, readings, and critiques are included. Students are expected to provide their own camera, film, and paper. Lab fee. Fall, Spring, Summer.

COMA 2317 (3-2-1) Advertising and Visual Communication I
(ART 2317)
An introduction to basic visual communication, vocabulary, and design including lettering, layout, illustration, graphic reproduction processes, rough art, finished art, camera ready, and computer art applied to specific design projects. Lab fee. Fall, Spring.

COMA 2318 (3-2-1) Desktop Publishing and Design I
(ART 2318)
Fundamentals of desktop publishing are covered utilizing standard word processing software applications for PC and Macintosh platforms. Proven methods of effective communication through typography, layout, and design are discussed. Computer lab projects include creative design and cost-effective production of camera ready art for brochures, posters, newsletters, reports, and display advertising. Lab fee. Fall, Spring. *Prerequisite: COSC 1301.*

COMA 3111 (1-1-0) Essential Knowledge of Drama
The study of philosophies, goals, theories, and practical approaches for using creative dramatics with children to help them discover and utilize their creative senses and realize their self-worth. Spring.

COMA 3301 (3-3-0) Nonverbal Communication
Nine important code systems (excluding words) used daily will be studied in theory and in practice. Research project from print and societal observation is required. Fall, Online.

COMA 3302 (3-3-0) Academic Debate
Parliamentary procedure will be briefly reviewed. Individuals and teams will study debate principles, research, and performance. Topics will come from current affairs and debate propositions for academic use. Offered periodically.

COMA 3303 (3-3-0) Small Group Communication
Students will learn how small groups serve at least three common functions in American culture: (1) by organizations to accomplish tasks, make decisions and solve problems; (2) by educators to facilitate learning; (3) by churches and other organizations to find community. Spring.

COMA 3304 (3-3-0) Broadcast Writing
This course focuses on making students better writers and better broadcast journalists. Discussion will incorporate how to craft language, how to be effective storytellers, and how to write in broadcasting. Topics will be covered on interviewing, producing television news, and writing news/sports copy. News project presentations are required. Spring. *Prerequisite: COMA 2304*

COMA 3307 (3-3-0) Film and Electronic Cinematography
A study of the history of filmmaking and new advances in electronic media related to this medium. This study emphasizes the techniques used by great cinematographers and directors of both the present and the past. Reviewing many classic films for analysis will provide insight and a basis for discussion. This class is all lecture and no lab. Spring.

COMA 3314 (3-2-1) Photography II
(ART 3314)
Advanced photographic skills developed through photography projects enhanced by digital imaging software and techniques. Students will learn to apply a state of the art digital graphics program and selectively modify, enhance, and combine photographs to create images that communicate aesthetically and effectively. Students are expected to provide their own camera, film, and paper. A digital SLR (Single Lens Reflex) camera is required. Fall, Spring, Summer. *Prerequisite: COMA 2314*

COMA 3316 (3-2-1) Media Graphics
(ART 3316)
Development of skills and concepts necessary to produce art works for use in the various media. Study and application of the basic materials, techniques, and vocabulary of the graphic and computer art field. Lab fee. Fall, Spring.

COMA 3317 (3-2-1) Advertising and Visual Communication II
(ART 3317)
Advanced study of basic visual communication design including lettering, layout, illustration, graphic reproduction processes, rough art, finished art, camera ready art, and computer art applied to specific design projects. Lab fee. Periodically. *Prerequisite: COMA 2317.*

COMA 3318 (3-2-1) Desktop Publishing and Design II
(ART 3318)
Web publishing techniques are covered utilizing web-authoring software for PC and Macintosh platforms. Proven methods of effective communication through typography, layout, and design are discussed including creative uses of digitized illustrations and photography. Computer lab projects include creative design and cost-effective production of various types of web pages. Lab fee. Spring. *Prerequisite: COMA 2318.*

COMA 4301 (3-3-0) Readers Theater
Groups will perform selections of prose or poetry or scripture. Literary analysis will precede the addition of voice and body cues to emphasize meanings. Major project is to adapt a selection for the group to perform. Spring.

COMA 4302 (3-3-0) Introduction to Linguistics
(ENGL 4301)
An introduction to the four core areas of linguistics--morphology, phonology, semantics, and syntax--and to transformational grammar and sociolinguistics. Spring. *Prerequisite: ENGL 2301 or 2302.*

COMA 4303 (3-3-0) Video Editing
Basic camera techniques and composition will be reviewed. Individuals will study various editing technologies and styles. Digital videography, linear and non-linear editing will be taught and practiced. Additional technical fee required.

COMA 4305 (3-3-0) Communication through Hymnology
(MUSI 4305)
A study of hymns, emphasizing periods of historical development and their practical use in the church worship service. . Spring.

COMA 4310 (3-3-0) Internship in Communication
A supervised field placement in some phase of the communication industry. The course provides the opportunity for the students to integrate theory and classroom learning with practical experience. Interns are required to work 50 hours for each credit hour earned. Fall, Spring, Summer. *Evaluation by both the field supervisor and the program director.*

COMA 4319 (3-3-0) Communication Styles: A Key to Business Success
(MANA 4319)
An in-depth investigation of various communication, leadership, and personality styles and how they affect one's competency rating in the world of business. Students will be encouraged to discover how they interact with others as well as learn how their communication strengths and weaknesses affect interpersonal relationships in the workplace. Assessment will use varied personality inventories. Offered periodically.

COMA 4320 (3-3-0) Technology in Communication
This course is designed to expose students to the technology currently available. Students will get hands-on experience on all current technologies and participate in class discussions based on advantages and disadvantages of each. Trends and futuristic applications of technology also will be discussed. It is important to note that there are no computer prerequisites for this course. Fall, Spring.

COMA 4330 (3-3-0) Special Topics in Communication
This course will offer students an opportunity to explore a cross-section of subjects focused on enhancing oral, interpersonal, and nonverbal skills. The exploration of basic communication concepts and application will offer students a hands-on approach to learning. May be repeated for credit when content changes.

COMA 4380 (3-3-0) The Arts and the Creative Process
(ART 4380; MUSI 4380)
Analysis of the visual and performing arts including the study of the human process involved in the creation of the Arts. The study will include perception, criticism, and factors which integrate, influence, and create the arts. Field trips are required. Fall, Spring.

Computer Science

COSC 1301 (3-3-0) Introduction to Computers
An introduction to the science of computing, with emphasis on the history and terminology of computer construction, operation, and data processing. Ethical standards for computing are stressed. Homework assignments develop skills in computer operation, Word processing, Spreadsheets, Databases, and Presentation software, and can be completed on either the student's personal computer or an on-campus laboratory computer. Fall, Spring, Summer, Online.

COSC 1405 (4-3-2) Foundations of Computer Science I
Computer programming in a high-level, block structured language. Basic concepts: the role of algorithms in the problem-solving process; basic data types and variables; memory usage; control structure (sequential, selection, repetition; functions and parameter passing); recursion; console and file input/output. Lab fee. Fall. *Prerequisite: MATH 1303 or Math Advising Tool for entrance into MATH 1405.*

COSC 1408 (4-3-2) Foundations of Computer Science II
Introduction to object-oriented programming. Basic concepts: abstract data types; encapsulation; classes; inheritance; polymorphism; dynamic function binding; strings, stacks, queues, lists, and trees; event handling in modern languages; introduction to modern APIs. Lab fee. Spring. *Prerequisite: COSC 1405.*

COSC 1416 (4-3-2) Assembly Language Programming
Introduction to computer organization and assembly language programming. Basic concepts: Numeric data representation and number bases - fixed-point and floating-point systems; Signed and twos-complement representations; representation of nonnumeric data; instruction sets and types – data manipulation, control, input/output. Lab fee. Offered periodically. *Prerequisite: COSC 1405.*

COSC 2403 (4-3-2) Object-Oriented Analysis and Design
Provides practical skills in the latest object-oriented analysis and design methods using the Unified Modeling Language (UML) and Java programming language. Basic concepts: Use case diagrams; object models; packages and subsystems; classes, object behavior and attributes; encapsulation and interfaces; inheritance and composition; polymorphism and collections. Lab fee. Fall. *Prerequisite: COSC 1408.*

COSC 2405 (4-3-2) Programming Languages
An introduction to the syntax and semantics of programming languages. Basic concepts: evolution of procedural languages; object-oriented paradigm and languages; declarative (non-algorithmic) languages; scripting paradigm and languages. Actual programming languages are used to illustrate the concepts and virtual architectures of procedural, functional, and object-oriented languages. Lab fee. Offered periodically. *Prerequisite: COSC 1408.*

COSC 2406 (4-3-2) Data Structures
Design and analysis of algorithms with an emphasis on data structures. Basic concepts: identifying differences among best, average, and worst case behaviors; algorithmic strategies (brute-force, greedy, divide-and-conquer, backtracking); fundamental computing algorithms (searching, sorting, hash tables, binary search trees); basic computability (finite-state machines, context-free grammars, the halting problem). Lab fee. Spring. *Prerequisite: COSC 1408.*

COSC 3301 (3-2-2) Database Management Systems
Introduction to the design and implementation of database management systems, emphasizing the use of microcomputers. Basic concepts: Data modeling – Entity-Relationship, Object-Oriented model, Relational data; database query languages: SQL, QBE and 4th generation environments, Object Query Language, embedding non-procedural queries in a procedural language; physical database design (storage and file structure, indexed files, hashed files). Lab fee. Fall. *Prerequisite: COSC 1405 and MATH 1303 or 1307 or 1405.*

COSC 3405 (4-3-2) Organization and Architecture
Hardware and software structures found in modern digital computers. Basic concepts: simple digital logic building blocks - logic gates, flip-flops, counters, registers, logic expressions, simple adders; structure of a simple arithmetic-logic unit (ALU); storage systems and technology; memory hierarchy; main memory organization and operations; input/output control methods; interrupts; bus systems - control, Direct Memory Access (DMA); instruction pipelining. Lab fee. Fall. *Prerequisite: COSC 1408.*

COSC 3406 (4-3-2) Networks and Telecommunication
Design and analysis of computer networks. Basic concepts: background and architecture of the Internet; five-layer and seven-layer reference models; distributed computing; networked multimedia systems; public-key cryptography and digital certificates; flow control; local networks; transport protocols; congestion control; scheduling; multicast routing. Lab fee. Spring. *Prerequisite: COSC 3405.*

COSC 3410 (4-3-2) Web Site Development and Programming
Hands-on experience in the design and development of professional Web content. Basic concepts: Web site design considerations (user profiles, user platforms, design concepts) HTML, DHTML and XML fundamentals; Cascading Style Sheets (CSS); JavaScript (programming model, animation and graphics, browser events, cookies, security, controlling Java). Lab fee. Offered periodically. *Prerequisite: COSC 2403.*

COSC 4011 (0-3-0) Computer Science 8-12 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication Proficiencies for Teachers in Learner-Centered Schools and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

COSC 4305 (3-3-2) Computers for the Teacher
A study of computers and their role in education, including design of curriculum materials for courses in computer science and computer-related mathematics; paradigms for teaching essential elements; and evaluation and selection of hardware and software. Lab fee. Offered periodically. *Prerequisite: COSC 2406.*

COSC 4306 (3-2-2) Bioinformatics Tools
Practical hands-on approach to the major issues concerning representation and analysis of biological sequences and structure. Topics: accessing molecular databases, pattern search, classification of sequence and structure, alignment of sequences, rapid similarity searching, automated pattern learning, protein structure, gene expression profiling, clustering expressed genes, and discovering transcription factor binding sites. Lab fee. Fall. *Prerequisite: MATH 4304.*

COSC 4308 (3-0-6) Senior Project in Computer Science
Detailed design, implementation, and testing of a system or component under the guidance of a faculty member. Specific technical requirements will be set up by the individual faculty member teaching/supervising the course. All students must submit a written report and make an oral presentation at the culmination of the project. Spring, Fall. *Prerequisites: Completion of COSC core courses and senior standing.*

COSC 4310 (3-1-6) Applied Bioinformatics
(BIOL 4310; MATH 4310)
Practical application of Bioinformatics tools, including molecular genetics techniques and online tools to solve various research projects. Research projects are either part of an internship or lab-based, to be determined in collaboration with the instructor. Lab fee. *Prerequisite: COSC 4306.*

COSC 4311 (3-2-2) Database Management Design and Programming
The course is a formal treatment of relational database design. A major group project involves the structured design and development of a database system application, including the use of SLQ for distributed database access. Lab fee. Offered periodically. *Prerequisites: COSC 3301 and 1405.*

COSC 4401 (4-3-2) Operating Systems
An introduction to fundamental concepts in operating systems, their design, implementation, and usage. Basic concepts: process management - concurrency and scheduling; main memory management; virtual memory; input/output and device drivers; file systems; secondary storage management, security and protection; real-time systems. Lab fee. Offered periodically. *Prerequisite: COSC 2403.*

COSC 4402 (4-3-2) Software Engineering
Introduction to software life cycle models, software requirements Engineering, formal specification and validation. Basic concepts: software metrics (product and process metrics); introduction to software standards and documentation; software quality assurance; configuration management and control Project planning and risk management; software estimation; software maintenance and re-engineering. Spring. *Prerequisite: COSC 2403.*

Criminal Justice

CRJS 1301 (3-3-0) Crime in America
An introductory course that examines American crime problems in a historical perspective, social and policy factors, crime trends, and prevention and characteristics of crime. Fall.

CRJS 1302 (3-3-0) Introduction to Criminal Justice
An introduction to the nature and impact of crime, philosophy and history of criminal justice, and an overview of the criminal justice system. Spring, Fall

CRJS 1310 (3-3-0) Police Systems and Practices
An examination of the police profession: organization of law enforcement systems; the police role; police discretion; police community interaction; and current and future issues. Spring.

CRJS 1311 (3-3-0) Legal Aspects of Law Enforcement
A survey of police authority; responsibilities; constitutional constraints, laws of arrest, search, and seizure; and police liability. Spring.

CRJS 2304 (3-3-0) Fundamentals of Criminal Law
(POLS 2304)
A study of the legal system of the United States as it applies to criminal procedure and due process of law; emphasis on Supreme Court interpretations of constitutional rights and protection of an individual accused of a crime. Spring. ***This course may not be used to satisfy any general studies requirements for Social Science.*** *Prerequisite: CRJS 1310 or POLS 2301.*

CRJS 2305 (3-3-0) The Courts and Criminal Procedure
A study of the court system, prosecution, procedures, rules of evidence, and sentencing. Spring. *Prerequisite: CRJS 1302.*

CRJS 2308 (3-3-0) Criminal Investigation
A survey of investigation theory, collection and preservation of evidence, sources of information, forensics and trial preparation. Fall. *Prerequisite: CRJS 1302.*

CRJS 3302 (3-3-0) Juvenile Delinquency
(PSYC 3302; SOCI 3302)
A study of deviant behavior by the legal minors in contemporary society, factors and conditions contributing to delinquency, control and treatment of offenders, and programs for prevention. Fall, Summer, Online. *Prerequisite: PSYC 1301 or SOCI 1301.*

CRJS 3305 (3-3-0) Constitutional Law
(POLS 3305)
A study of the United States Constitution and the U.S. Supreme Court with special attention given to judicial review, theories of constitutional interpretation, federalism, separation of powers, and civil rights and liberties. Fall, Spring. *Prerequisite: 3 hours in criminal justice or political science.*

CRJS 3309 (3-3-0) Internship in Criminal Justice I
A supervised field placement with a government or private agency. This course provides the student with an opportunity of integrating theory and classroom learning with actual field experience. The placement may be in law enforcement, court, corrections, juvenile justice, or related settings. Fall, Spring, Summer. *Prerequisites: 12 hours of criminal justice course work, junior standing, agency approval, and consent of the Program Director.*

CRJS 3312 (3-3-0) Drug and Alcohol Problems
(PSYC 3312; SOCI 3312)
The philosophical, economic, political, social, and psychological dimensions of drug and alcohol problems will be examined. Offered periodically. *Prerequisite: SOCI 1301 or PSYC 1301.*

CRJS 3602 (6-6-0) Internship in Criminal Justice II
A supervised field placement with a government or private agency. This course provides the student with an opportunity of integrating theory and classroom learning with actual field experience. The placement may be in law enforcement, court, corrections, juvenile justice or related settings. Fall, Spring, Summer. *Prerequisites: 12 hours of criminal justice course work, junior standing, agency approval, and consent of the Program Director.*

CRJS 4301 (3-3-0) Ethics in Law Enforcement
An in-depth study and philosophical analysis of ethical issues that confront criminal justice professionals whose practitioners are regularly confronted with ethically charged decisions. Offered periodically. *Prerequisite: Junior standing.*

CRJS 4303 (3-3-0) Organization and Administration
A study of the basic principles of organization, administration, and supervision, with specific reference to criminal justice personnel and organization. Online (Fall), Spring. *Prerequisites: CRJS 1302 and CRJS 1310.*

CRJS 4306 (3-3-0) Crime and Drug Control
History and casual factors of drug and vice-type crimes, with emphasis on current education prevention programs, the effects of drug usage, along with the varied methods being utilized by governmental officials to control gambling, prostitution, pornography and other vice-type crimes. Explores the role of organized crimes in these types of offenses, along with the criminal laws necessary to effectively control the activities of organized crime groups. Spring. *Prerequisite: 6 hours in criminal justice or sociology or psychology.*

CRJS 4307 (3-3-0) Criminology
(SOCI 4307)
The course considers the idea of crime and community from social, psychological, and sociological perspectives. The social patterns, characteristics, and causes of crime will be examined along with theories of control and treatment. Fall, Spring, Summer, Online. *Prerequisite: CRJS 1302 or SOCI 1301.*

CRJS 4308 (3-3-0) Corrections
A study of the history, philosophy, and theory of corrections; application of theory to practice with emphasis on research and analysis. Fall. *Prerequisite: 6 hours in criminal justice or sociology or political science.*

CRJS 4309 (3-3-0) Economic Crimes
This course is designed to alert people from the public/private sector to the methods and techniques used by white-collar criminals in committing crimes for profit. Such crimes as fraud, embezzlement, kickback schemes, and internal thefts are emphasized in this course. Offered periodically. *Prerequisite: 6 hours in criminal justice or sociology or finance and marketing.*

CRJS 4312 (3-3-0) Research Methods
(SOCI 4312; PSYC 4319)
This course is designed to introduce the student to the scientific method of research. Topics covered include the philosophy/logic of research, hypothesis testing, the construction of concepts, sampling, data gathering, and data analysis. Completion of the course will make students better "consumers" of behavioral research data, as well as prepare them for more advanced classes in statistics and research. Examples in the class will be drawn from diverse disciplines including criminal justice, sociology, psychology, business, and health care. Fall, Spring, Online. *Prerequisites: 18 hours in criminal justice and general studies math requirement, or PSYC 1301 and 2301, or SOCI 1301 and general studies math requirement.*

CRJS 4390 (3-3-0) Selected Topics in Criminal Justice
Specialized courses approved by the Texas Commission on Law Enforcement Officer Standards and Education will be offered on a continuing basis both for credit and non-credit. Courses may be repeated for elective credit when topic varies. Offered periodically. *Prerequisite: 6 hours in criminal justice or sociology.*

Developing A Christian Mind

DCM 2301 (3-3-0) Developing A Christian Mind
This course, built on a biblical foundation, is designed to introduce students to the lifelong goal of developing a Christian mind, and in the process, to impart to them a solid understanding of the larger purposes of Christian higher education and the educational vision of Dallas Baptist University. Topics addressed include Christian mind and worldview development, the problem of dualism, Christian liberal arts education, integrating faith and learning, the life of the mind, calling, and the implications of Christian faith across the whole spectrum of life. *Traditional Students Only.* Fall, Spring, Summer, Online.

Economics

ECON 2301 (3-3-0) Principles of Macroeconomics
Analysis of aggregate economic behavior pertaining to national income, employment, and the level of prices; money, banking, and monetary policy; government spending, taxation, and fiscal policy. Fall, Spring, Summer, Online.

ECON 2302 (3-3-0) Principles of Microeconomics
Study of the economic decisions of individuals about utility and prices, firms with regard to production and costs, and markets under varying degrees of competition. Fall, Spring, Summer, Online.

ECON 3315 (3-3-0) Money and Financial Institutions
(FINA 3304)
A study of evolution, structure, and operations of U. S. money and financial system, and management of financial institutions. Determinants and structure of interest rates, various types of financial markets, management of commercial banks and other financial intermediaries, regulation and other contemporary issues about financial markets, monetary policy, and related topics. Spring. *Prerequisites: ECON 2301, 2302, and FINA 3301.*

Education

Early Childhood Education

ECHE 4360 (3-3-0) Foundations for Early Childhood Education
(ECHE 5360)
This course surveys currently respected theories for educating the young child, along with their practical applications. Curriculum and materials will be examined and evaluated as related to state standards and a developmentally appropriate approach to the Texas Essential Knowledge and Skills (TEKS). *Observations in local schools are required.* Fall, Spring.

Educational Psychology

EDEP 3301 (3-3-0) Educational Psychology
(PSYC 3301)
A study of the salient points of the discipline known as educational psychology. The course focuses on the cognitive, moral, and social development of children, giving particular attention to children with learning differences and exceptionalities. Students will analyze the behavioral and cognitive views of learning and study theories pertinent to instructing, managing, and motivating children. Fall, Spring.

Education

EDUC 1301 (3-3-0) Teacher Education Seminar
This course will present a unique, realistic, field-based introduction to education as a career. The goals of this course will be to expose students to the realities, challenges, and rewards of this exciting career choice. Components will include the examination of the intrapersonal and interpersonal skills students will need to develop to become successful teachers. Through interactions in the classrooms and frequent exposure to educational settings, students will gain further knowledge of how to apply servant leadership in their future careers as educators. *Observations in local schools are required.* Fall, Spring.

EDUC 3302 (3-3-0) Development of Infants, Children, and Adolescents
(PSYC 3332; SOCI 3303)
An interdisciplinary course emphasizing the psychosocial development of the child from conception through adolescence. A study is made of the physical, intellectual, emotional, social, and moral development of the child. Fall, Spring, Summer.

EDUC 3312 (3-3-0) Educational Foundations
A study of the history, philosophy, and sociology of American private and public education. This study emphasizes the philosophies of great educational leaders, education patterns, the Christian influence on education, and reviews various projections for the future of education. *Observation in a local school is required for students seeking all-level or secondary certification.* Fall, Spring, Summer, Online.

EDUC 4010 (0-3-0) Elementary EC-4 Generalist Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring, Summer.

EDUC 4020 (0-3-0) Elementary Pedagogy and Professional Responsibilities Seminar
(For students pursuing EC4 or 4-8 teacher certification). This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring, Summer.

EDUC 4021 (0-3-0) Secondary Pedagogy and Professional Responsibilities Seminar
(For students pursuing 8-12 or all-level teacher certification). This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring, Summer.

EDUC 4301 (3-3-0) Internship in Teaching I
(EDUC 5321)
Designed to meet the state guidelines for educators who are working toward teacher certification, but are not enrolled in the traditional student teaching program. Interns are individuals who are currently employed as "teachers of record" by their respective school district/districts and assigned a regular classroom under the supervision of a mentor and a DBU supervising professor. Offered periodically. *Prerequisite: Approval of the Dean is required.*

EDUC 4302 (3-3-0) Internship in Teaching II
(EDUC 5322)
A continuation of Internship in Teaching I. Offered periodically. *Prerequisite: Approval of the Dean is required.*

EDUC 4303 (3-3-0) Developmental Stages of Early Childhood Through Adolescence
(EDUC 5303)
The course includes an examination of the psychosocial development of the child from conception through adolescence—noting physical, intellectual, emotional, social and moral factors. Respected age-appropriate theories of education and their practical application are studied. Curriculum and materials are examined and evaluated as related to state standards and a developmentally appropriate approach to the Texas Essential Knowledge and Skills (TEKS). Observations in local schools are required. Pathways to Teaching Students Only. Fall, Spring.

EDUC 4305 (3-0-0) Student Teaching in Preschool
This course provides students seeking early childhood endorsement the opportunity to observe, assist, and teach under the supervision of experienced teachers in locally accredited schools. Students will be required to (a) provide their own transportation to the schools, (b) participate in pre-service training during the Fall semester of the school year (including those students who will student teach during the Spring semester of the academic year), and (c) successfully complete student teaching for a minimum of twelve weeks (student is to be concurrently enrolled in EDUC 4307; six weeks of student teaching is required for each course). *This course must be taken as part of the student teaching semester.* Fall, Spring. *Prerequisite: All courses on a student's degree plan are prerequisites for student teaching.*

EDUC 4306 (3-0-0) Student Teaching in the Secondary School
This course provides students seeking all-level certification the opportunity to observe, assist, and teach under the supervision of experienced teachers in locally accredited schools. Students will be required to (a) provide their own transportation to the schools, (b) participate in pre-service training during the Fall semester of the school year (including those students who will student teach during the Spring semester of the academic year), and (c) successfully complete student teaching for a minimum of twelve weeks (student is to be concurrently enrolled in EDUC 4307; six weeks of student teaching is required for each course). *This course must be taken as part of the student teaching semester.* Fall, Spring. *Prerequisite: All courses on a student's degree plan are prerequisites for student teaching.*

EDUC 4307 (3-0-0) Student Teaching in the Elementary School
This course provides students seeking all-level certification or early childhood endorsement the opportunity to observe, assist, and teach under the supervision of experienced teachers in locally accredited schools. Students will be required to (a) provide their own transportation to the schools, (b) participate in pre-service training during the Fall semester of the school year (including those students who will student teach during the Spring semester of the academic year), and (c) successfully complete student teaching for a minimum of twelve weeks (student is to be concurrently enrolled in EDUC 4305 or EDUC 4306; six weeks of student teaching is required for each course*). This course must be taken as part of the student teaching semester.* Fall, Spring. *Prerequisite: All courses on a student's degree plan are prerequisites for student teaching.*

EDUC 4313 (3-3-0) Discipline and Classroom Management in Culturally Diverse Settings (EDUC 5313)
This course focuses on research-based strategies in elementary, middle school, and secondary classrooms designed to create positive learning environments in culturally diverse field-based settings. Emphasis is given to strategies that promote the organization and management of classrooms, the response to disruptive behaviors, and the improvement of instruction. *Observation in local schools is required*. Fall, Spring, Summer.

EDUC 4315 (3-3-0) Pedagogy of Teaching in Culturally Diverse Settings (EDUC 5315)
This course provides instruction and assessment strategies designed for elementary, middle school, and secondary classrooms. Emphasis is placed on principles of effective teaching and learning in culturally diverse field-based settings. Components of individual and group assessment will be addressed. The Texas Essential Knowledge and Skills (TEKS) will be used to plan instruction. Each student will be required to complete and present a portfolio. Fall, Spring, Summer.

EDUC 4316 (3-3-0) Studies in Classroom Management, Instruction and Assessment (EDUC 5316)
The course focuses on research-based strategies in elementary and secondary classrooms designed to create positive learning environments, to organize and manage classrooms, to respond effectively to disruptive behaviors, to improve instruction and accomplish effective assessment. The Texas Essential Knowledge and Skills (TEKS) will be used to plan instruction. Observation in local schools is required. Each student will be required to compile a portfolio using the learning outcomes of the course. Pathways to Teaching Students only. Fall, Spring, Summer.

EDUC 4608 (6-0-0) Student Teaching in the Secondary School
This course provides students seeking secondary certification the opportunity to observe, assist, and teach under the supervision of experienced teachers in locally accredited schools. Students will be required to (a) provide their own transportation to the schools, (b) participate in pre-service training during the Fall semester of the school year (including those students who will student teach during the Spring semester of the academic year), and (c) successfully complete student teaching for a minimum of twelve weeks. *This course must be taken as part of the student teaching semester.* Fall, Spring. *Prerequisite: All courses on a student's degree plan are prerequisites for student teaching.*

EDUC 4609 (6-0-0) Student Teaching in the Elementary School
This course provides students seeking elementary certification the opportunity to observe, assist, and teach under the supervision of experienced teachers in locally accredited schools. Students will be required to (a) provide their own transportation to the schools, (b) participate in pre-service training during the Fall semester of the school year (including those students who will student teach during the Spring semester of the academic year), and (c) successfully complete student teaching for a minimum of twelve weeks. *This course must be taken as part of the student teaching semester.* Fall, Spring. *Prerequisite: All courses on a student's degree plan are prerequisites for student teaching.*

English as a Second Language

ESLS 4304 (3-3-0) Methods in Teaching ESL
(ESLS 5304)
Students will explore the primary approaches and methods for teaching ESL as well as social and cultural factors that influence ESL students' learning. Students will develop teaching strategies for promoting ESL students' reading, writing, listening, and speaking skills as well as facilitating comprehension and critical thinking in content areas. Emphasis will be placed especially on a communicative approach. Students will analyze, select, and modify materials to facilitate learning in ESL students with diverse characteristics and needs. Students will consider published materials and campus, Internet, and community resources that can enhance instruction.

General Science

GSCI 4010 (0-3-0) Science 4-8 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

GSCI 4011 (0-3-0) Science 8-12 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

GSCI 4320 (3-3-0) Pedagogy of Science
This course will present basic concepts in the natural sciences which will provide a background for the student who plans to teach science in the elementary school. It will focus on the Texas Essential Knowledge and Skills of elementary school curricula. *Observation in a local school is required.* Fall, Spring, Summer.

Kinesiology

KNES 4010 (0-3-0) Kinesiology All-level Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

Reading

READ 2100 (1-1-0) Advanced Reading Skills
This course teaches students to increase their reading speed and comprehension by overcoming three bad reading habits: regression, sub-vocalization, and poor eye fixations. Most students at least double their reading speed. *Course may be taken only one time for credit.* Fall.

READ 3330 (3-3-0) Introduction to Reading
A survey of the developmental and corrective instructional strategies utilized in reading programs, K-12. Foundations of emergent literacy, instructional frames for literacy instruction, and both teaching and learning strategies are introduced. Observation in a local school is required. Fall, Spring. *Prerequisite: Junior standing.*

READ 3331 (3-3-0) Pedagogy of Reading for Diverse Learners
This course explores various philosophies, teaching strategies, and assessment practices for developing reading instruction in grades EC-4. Students will observe and participate in teaching and learning in culturally diverse field-based settings. Fall, Spring. *Prerequisite: READ 3330 or instructor approval.*

READ 3332 (3-3-0) Children's Literature: Foundation for Successful Reading
An investigation and demonstration of children's literature and related strategies for motivating reading in the elementary school child. Emphasizes holistic approaches to teaching reading through the use of children's literature while maintaining an eclectic approach to instruction. The course builds an awareness of suitable materials for teaching and motivating children to read. Fall, Spring.

READ 3333 (3-3-0) Pedagogy of Language Arts Using Culturally Diverse Texts
This course explores the effective teaching of language arts using an integrated approach of speaking, writing, listening, and reading skills in grades EC-4. Instructional strategies and teaching techniques will be explored to meet the diverse needs of these students. Students will observe in culturally diverse field-based settings. Fall, Spring.

READ 3334 (3-3-0) Reading Methods and Materials for Diverse Populations, 4-12
Different strategies and materials for reading in grades 4-12 are explored. Reading to learn versus learning to read is the emphasis for content area application. The relationship of listening, speaking, and writing to reading is emphasized. Attention is given to differentiated instruction for the diverse needs of students in a multicultural setting. Fall, Spring.

READ 4010 (0-3-0) English Language Arts and Reading 4-8 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

READ 4301 (3-3-0) Analysis and Instruction in Teaching Composition
The course focuses on learning to evaluate student compositions using state criteria and using the assessments to structure effective instruction. Fall, Summer.

READ 4331 (3-3-0) Reading in the Content Area
The major goal of the course is identifying and gaining an understanding about strategies and skills required to read successfully in various content areas. Fall, Spring. *Prerequisite: READ 3330 or READ 3334.*

READ 4332 (3-3-0) Reading Diagnosing and Correcting Reading Difficulties
An intensive study of specific techniques for diagnosing problem areas in reading and of remediation techniques for supplementing classroom activities. Fall, Spring. *Prerequisite: READ 3330 or READ 3334.*

READ 4333 (3-1-2) Reading: Clinical Experiences in Correcting Reading Difficulties
Continuation of READ 4332. Directed experience in diagnosing and correcting reading problems of the individual child through clinical experiences in local schools. Fall, Spring. *Prerequisite: READ 4331, 4332, or instructor approval.*

READ 4334 (3-3-0) Studies in the Diagnosis and Clinical Correction of Reading Issues
An intensive study of the scientific-based diagnostic and prescriptive techniques, utilizing best practices to identify specific strategies for enhancing the acquisition of reading skills. Directed field experience in diagnosing and correcting targeted reading issues will be required. *Prerequisites: READ 3330 or READ 3334, Pathways to Teaching only.*

READ 5010 (0-3-0) Master Reading Teacher Seminar
This required course is designed to help students prepare for the Texas Master Reading Teacher (MRT) examination. The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the Master Reading Teacher state publications and other appropriate sources. Students must score a minimum of 85% on the DBU MRT post-test in order to pass the course and be authorized by the College of Education to take the MRT examination. Fall, Spring, Summer

READ 5011 (0-3-0) Reading Specialists Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the Reading Specialists state publication appropriate sources. Students must score a minimum of 85% on the DBU TExES post-test in order to pass the course and be authorized by the College of Education to take the TExES examination. Fall, Spring, Summer

Social Studies

SOST 4340 (3-3-0) Pedagogy of Social Studies
This course will present basic concepts in the social studies which will provide a background for the student who plans to teach social studies in the elementary school. It focuses on the Texas Essential Knowledge and Skills of elementary school social studies. Fall, Spring, Summer.

Special Education

SPED 3310 (3-3-0) Resilience: Helping At-Risk Children Bounce Back
A study of the contributing factors of at-risk children; the components and process of resilience; protective factors and therapeutic approaches that communicate and encourage resilience. Fall, Spring.

SPED 4010 (3-3-0) Special Education Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minmum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring

SPED 4310 (3-3-0) Introduction to the Exceptional Learner
Learning styles and effective teaching strategies for exceptional learners using the application of research on identification, assessment, teaching, and technology for the full range of exceptional learners from learning to different to gifted-and-talented learners. Spring

SPED 4320 (3-3-0) Teaching the Underachiever
This course addresses the most current research and activities that work effectively with the at-risk student, as well as provide participants with successful techniques to diagnose, prescribe, and communicate concerns and needs to parents. Spring

SPED 4330 (3-3-0) Pedagogy of Special Education
The course examines the identification, assessment and instruction of students with special needs. Emphasis will be placed on the presentation of special education roles, placement alternatives, legal implications, current status and trends in special education. An analysis of the categories of exceptionality, characteristics, and terminology will also be presented. Spring

SPED 4332 (3-3-0) Diagnosing & Correcting Reading Difficulties
An intensive study of specific techniques for diagnosing problem areas in reading and remediation techniques for supplementing classroom activities. Spring

SPED 4333 (3-3-0) Clinical Experience in Correcting Reading Difficulties
Directed experience in diagnosing and correcting reading problems of the individual child through field experiences. Spring
Prerequisite: SPED 4332 or instructor approval.

Technology

TECH 4320 (3-3-0) Instructional Technology
This course is designed to expose educators to the technology currently available for the educational environment. Students will get hands-on experience on all current educational technologies and participate in class discussions based on advantages and disadvantages of each. Trends and futuristic applications of technology will also be discussed. It is important to note that there are no computer prerequisites for this course. Fall, Spring.

English

ENGL 1301 (3-3-0) Introduction to Language and Literature I
A course for freshmen to develop skills in writing and reading. Major emphasis is on the organization of multi-paragraph essays, using a variety of rhetorical devices. The selected readings are employed to illustrate effective writing and to develop critical reading skills. Fall, Spring, Summer, Online.

ENGL 1302 (3-3-0) Introduction to Language and Literature II
A continuation of English 1301, which includes an introduction to selected literary works with special attention to classification, style, form, and purpose. Basic research techniques are emphasized. Fall, Winter, Spring, Summer, Online. *Prerequisite: ENGL 1301.*

ENGL 2301 (3-3-0) World Literature I
An introduction to world masterpieces from the earliest periods through the Renaissance. Attention is given to the historical context of these works and their contributions to the development of civilization. Fall, Winter, Spring, Summer, Online. *Prerequisites: ENGL 1301 and 1302.*

ENGL 2302 (3-3-0) World Literature II
An introduction to world masterpieces from the Enlightenment to the present. Attention is given to the historical context of these works and their contributions to the development of civilization. Fall, Winter, Spring, Summer, Online. *Prerequisites: ENGL 1301 and 1302.*

ENGL 3301 (3-3-0) American Literature I
An advanced-level survey of American literature from the **Colonial Period through the Civil War**. Emphasis is on the literary significance of selected writers and the social context in which they wrote. Fall. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 3302 (3-3-0) American Literature II
An advanced-level survey of American literature from the **Reconstruction Era to the present**. Emphasis is on the literary significance of selected writers and the social context in which they wrote. Spring, even-numbered years. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 3305 (3-3-0) Advanced Written Communication
Study of rhetorical situation, audience analysis, and discourse analysis theories will provide a basis for ascertaining appropriate and ethical strategies for personal and professional discourse and for evaluating existing texts. Service-learning required. Fall, Spring, Summer, Online (Spring only). *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 3307 (3-3-0) Creative Christian Writing
A seminar designed for persons who want to learn how to share the message of Christ through the printed word. This course acquaints the student with writing and marketing techniques for curriculum pieces, feature articles, and books. Offered periodically. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 3313 (3-3-0) British Literature I
This upper-level survey course acquaints students with selected masterpieces of British literature from its origins to the eighteenth century. The course requires reading of and research into the ideas and styles that dominated Old English, Middle English, Renaissance, and Eighteenth Century texts. Fall. *Prerequisites: 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 3314 (3-3-0) British Literature II
A continuation of English 3313 with emphasis on the major British writers from Blake to the present. The course requires reading of and research into the ideas and styles that dominated the Romantic Movement, the Victorian Period, Modern and Postmodern Periods. Spring. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 3320 (3-3-0) Internship in English
A supervised field placement that provides the student with the opportunity of integrating theory and classroom learning with actual field experience. Fall, Spring, Summer. *Prerequisites: Junior standing, English major, and approval of application by department coordinator. ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4011 (0-3-0) English Language Arts and Reading 8-12 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring. *Prerequisites: ENGL1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4301 (3-3-0) Introduction to Linguistics
(COMA 4302)
An introduction to the four core areas of linguistics--morphology, phonology, semantics, and syntax--and to transformational grammar and sociolinguistics. Fall, Spring. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent. It is strongly recommended that ENGL 3305 be completed prior to this course.*

ENGL 4303 (3-3-0) Studies in Drama
May concentrate upon a specific era or specific genre of drama. May be repeated for credit when content changes. Fall, odd-numbered years. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4309 (3-3-0) Studies in Fiction
May concentrate upon a specific era or specific genre of novels or short stories. May be repeated for credit when content changes. Spring, even-numbered years. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4311 (3-3-0) Studies in Poetry
May concentrate upon a specific era or specific genre of poetry. May be repeated for credit when content changes. Spring, odd-numbered years. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4312 (3-3-0) Shakespeare
A study of representative histories, comedies, and tragedies by Shakespeare with attention to the sources and backgrounds of his plays and to the significance of his works. Fall, even-numbered years. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4314 (3-3-0) C. S. Lewis
This course will acquaint students with a wide range of C. S. Lewis' works. The students will be called upon to respond, in oral and written formats, to Lewis' works. Students will also explore the idea of a shared literary fellowship as modeled by the Inklings. Spring. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4315 (3-3-0) Studies in Non-Fiction
May concentrate upon a specific era or specific genre of nonfiction. May be repeated for credit when content changes. Offered periodically. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4316 (3-3-0) Special Topics in English
Concentrates on specialized areas of literature. May be repeated for credit when content changes. Periodically. *Prerequisites: ENGL 1301, 1302, and 2301 or 2302, or equivalent.*

ENGL 4317 (3-3-0) Studies in Global Literature
A study of selected texts from global literature with an emphasis upon texts from non-western regions. May be repeated for credit when content changes. Spring. *Prerequisites: ENGL1301, 1302, and 2301 or 2302, or equivalent.*

Finance

FINA 2301 (3-3-0) Consumer Finance
This course is an introductory course in financial issues. Budgeting strategies and cash management are covered, as are forecasting methods to project future budgets. Employee benefits and related topics are addressed. Spring.

FINA 3301 (3-3-0) Corporate Financial Management
This course covers fundamental concepts in finance and decision-making techniques in corporate financial management. Overview of financial markets, financial statement analysis, financial planning, time value of money, risk-return relationship and CAPM, security valuation, capital budgeting techniques, cost of capital, debt policy, and related topics. Fall, Spring, Summer, Online. *Prerequisite: ACCT 2301.*

FINA 3302 (3-3-0) Securities Analysis
Valuation of different securities and a study of their markets. Market structure and recent trends, market indexes, modern portfolio theory and CAPM, market efficiency, fundamental and technical analysis, equity valuation, fixed-income securities valuation, introduction to options and futures, and related topics. Spring and Summer, even-numbered years.
Prerequisite: FINA 3301.

FINA 3304 (3-3-0) Money and Financial Institutions
(ECON 3315)
A study of evolution, structure, and operations of U. S. money and financial system, and management of financial institutions. Determinants and structure of interest rates, various types of financial markets, management of commercial banks and other financial intermediaries, regulation and other contemporary issues about financial markets, monetary policy, and related topics. Spring. *Prerequisites: ECON 2301, 2302, and FINA 3301.*

FINA 3305 (3-3-0) Introduction to Risk Management and Insurance
An introduction to the concepts and principles underlying the insurance product, including risk spreading, premium determination, and asset and liability management. An analysis of the primary forms of insurance products is covered, including life, health, property, and disability insurance. Spring. *Prerequisite: FINA 3301.*

FINA 3307 (3-3-0) Personal Financial Planning
A broad overview of the financial planning process. Areas of emphasis include cash and debt management, life and health insurance, investments, college funding, retirement planning, and estate planning. Taxes and inflation on the financial planning process are also discussed. Fall and Summer, odd-numbered years. *Prerequisite: FINA 3301.*

FINA 3308 (3-3-0) Real Estate Finance and Investments
A study of valuation of real estate properties and problems associated with real estate financing. Appraisal issues, highest and best use analysis, market analysis, site valuation, income tax laws for real estate, mortgage law, sources of real estate financing, and related topics. Fall. *Prerequisite: FINA 3301.*

FINA 4301 (3-3-0) Portfolio Management
A study of portfolio management process. Topics include active and passive portfolio management strategies, asset allocation and modern portfolio theory, fixed-income portfolio management, immunization strategy, equity portfolio management, performance evaluation, risk management using options and futures, and identification of investor objectives and constraints. Fall. *Prerequisite: FINA 3302.*

FINA 4302 (3-3-0) Advanced Topics in Corporate Financial Management
In-depth study of capital budgeting, cost of capital, dividend policy, and working capital management using both lectures and cases. Other advanced topics in corporate financial management discussed include lease financing, hybrid security financing, long-term financial planning, corporate risk management, and mergers and acquisitions. Spring and Summer, even-numbered years. *Prerequisite: FINA 3301.*

FINA 4308 (3-3-0) International Finance
A study of financial management of international corporations and international financial markets. International monetary system, foreign exchange rates, international financial markets such as foreign exchange markets, currency futures, options and swaps, Eurocurrency and Eurobond markets. International capital budgeting, international working capital management, international cost of capital, international capital structure foreign exchange risk management and related topics. Fall. *Prerequisite: FINA 3301.*

FINA 4311 (3-3-0) Internship in Finance
Emphasis is placed on the analysis and evaluation of fixed income and equity securities. Additional topics include option pricing theory and the uses of options and futures contracts. Readings from the CFA Candidate Study Program are used extensively. Offered periodically.

Foundations

FOUN 1101 (1-1-0) Foundations for Excellence
This course is designed for new college students with fewer than 15 credit hours (AP, CLEP, IB or dual/concurrent credit earned while in high school does not count towards minimum hour requirement). Topics include college transitions, planning, memory skills, reading, proper note taking, critical thinking, and test taking. The spiritual development of each student is woven throughout the course with a special focus on wise decision making. The course is guided by a mentor to assist students through the course of the semester.

French

FREN 1401 (4-3-2) Elementary French I
The emphasis is upon spoken French by visual-audio-lingual methods, which include the essentials of grammar, vocabulary, composition, and culture through films, tapes, and text materials. Lab fee. Fall.

FREN 1402 (4-3-2) Elementary French II
A continuation of FREN 1401. Lab fee. Spring. *Prerequisite: FREN 1401 or equivalent.*

FREN 2301 (3-3-0) Intermediate French I
Review of grammar and continuation of spoken French through films, tapes, readings, and discussions of French literature and culture. Fall. *Prerequisite: FREN 1402 or equivalent.*

FREN 2302 (3-3-0) Intermediate French II
A continuation of FREN 2301. Spring. *Prerequisite: FREN 2301 or equivalent.*

Geology

GEOL 1301 (3-2-3) Physical Geology
Introduction to natural earth materials and processes by which these materials are formed, altered and distributed. Weekly (3 hour) laboratory. Two field trips required. Fall, Spring, Online.

GEOL 1401 (4-3-2) Meteorology and Space Science
This course is a study of the earth's atmosphere, solar and terrestrial radiation, temperature, moisture and atmospheric stability, condensation and precipitation, air pressure and winds, air masses, weather patterns, tornadoes, hurricanes, weather analysis and formation, air pollution, climates, optical phenomena of the atmosphere, laws of planetary motion, radiation and spectra, astronomical instruments, solar system, stars, galaxies, and quasars. Online. Offered periodically.

Greek

GREK 1401 (4-3-1) Elementary Greek I
Introduction to the basic principles of Greek grammar. Fall.

GREK 1402 (4-3-1) Elementary Greek II
Completion of the basic principles of Greek grammar. Readings from I John. Spring. *Prerequisite: GREK 1401.*

GREK 2301 (3-3-0) Intermediate Greek I
Translation of selected portions of the New Testament, emphasis on grammar and syntax. Fall. *Prerequisite: GREK 1402.*

GREK 2302 (3-3-0) Intermediate Greek II
Further reading and grammatical study in the text of the New Testament. Spring. *Prerequisite: GREK 2301.*

GREK 3301 (3-3-0) Greek Exegesis I
Studies in the Pauline Epistles. Advanced grammar and syntax. May be repeated for credit when the topic varies. Fall. *Prerequisite: GREK 2302.*

GREK 3302 (3-3-0) Greek Exegesis II
Studies in selected epistles. Advanced grammar and syntax. May be repeated for credit when the topic varies. Spring. *Prerequisite: GREK 3301.*

GREK 4301 (3-3-0) Greek Exegesis III
Advanced study in Biblical exegesis. Periodically. *Prerequisite: GREK 3302.*

GREK 4302 (3-3-0) Greek Exegesis IV
Continued advanced study in Biblical exegesis. Periodically. *Prerequisite: GREK 4301.*

Health Care Management

HCMG 3301 (3-3-0) Health Care Ethics
The foundations and theories of ethics as related to the health care profession. The course is designed to take the student through the ethical principles encountered in today's environment in the health care field. Fall-Classroom, Spring-Online.

HCMG 3310 (3-3-0) Human Resource Management for Health Care Organizations
Philosophies and policies of the personnel management systems, planning and staffing, training and development, labor relations, understanding and managing people, financial compensation, and assessment as it relates to the health care field. Fall-Classroom, Spring-Online. *Prerequisite: MANA 3301.*

HCMG 3320 (3-3-0) Finance for Health Care Managers
Since the health care field offers profit and nonprofit operations, this course is designed to address the special financial concepts, decision making, and budgeting needs of both options. Fall-Online, Spring-Classroom,.

HCMG 3330 (3-3-0) Legal Issues in Health Care Management
Major doctrine of both private and public law applicable to hospital administration and medical care; law underlying the hospital-patient, the hospital-doctor, and the doctor-patient relationship; legal status of group medical plans and third party agencies for the financing of health care; constitutional and administrative law issues in connection with Medicare-Medicaid; and regional planning of health care facilities. Spring-Classroom, Summer-Online.

HCMG 3340 (3-3-0) Organizational Behavior in Health Care Management
This course provides the student with the insight on interpersonal relations and group dynamics and how they affect the areas of managerial decision making and organizational effectiveness in a health care setting. Summer-Classroom, Spring-Online. *Prerequisite: MANA 3301.*

HCMG 4301 (3-3-0) Advanced Management Seminar in Health Care
This course introduces the student to the basic characteristics of the U.S. health care system. An in-depth review of selected operational and functional aspects of health care administration focuses on contemporary issues in a fast-changing environment. Emphasis is given to the critical roles and functions of health care administrators at various levels and types of different health care delivery systems. A comparative review of international health care delivery systems examines differences and commonalities in the United States, Canada, and Western Europe. Fall-Classroom, Summer-Online.

History

HIST 1301 (3-3-0) American History to 1865
A survey of the discovery and settlement of the thirteen colonies, the American Revolution, the founding of the Republic and the evolution of representative government, the causes of secession, and the Civil War. Fall, Winter, Spring, Summer, Online.

HIST 1302 (3-3-0) American History Since 1865
A survey of U.S. History through the reconstruction after the Civil War, the settlement of the West, the industrial and progressive movements, and the emergence of the United States as a world power to the present. Fall, Winter, Spring, Summer, Online.

HIST 2301 (3-3-0) World Civilization I
A study of the development of Western Civilization from the origin of man and the earliest known cultures through the Renaissance and the age of exploration and discovery. Fall, Online.

HIST 2302 (3-3-0) World Civilization II
A study of the development of Western Civilization from the Protestant Reformation era, through the Age of Enlightenment up to twentieth century thought and the modern technological revolution. Spring, Online.

HIST 3303 Internship in History
A supervised field placement with a historical institution. This course provides the student with an opportunity to gain practical experience in the field of history in addition to earning credit. Placement may be in an academic, institutional, or community environment (such as a museum, historical society, etc.), and is arranged in cooperation with the professor. Fall and Spring. *Prerequisite:* 6 hrs. upper level HIST; instructor approval.

HIST 3308 (3-3-0) British History to 1603
A study of Britain from the Roman conquest to 1603 and the end of the Tudor Period, with emphasis on the English Reformation and the origins of colonization in the Americas. Fall, even-numbered years. *Prerequisites: 6 hours in history.*

HIST 3309 (3-3-0) British History Since 1603
A study of the accession of the Stuarts to the present, with emphasis placed on constitutional, political, and religious developments. Special emphasis will be placed on the Puritan Revolution and the Glorious Revolution. Spring, odd-numbered years. *Prerequisite: 6 hours in history.*

HIST 3312 (3-3-0) History Of Modern Europe to 1815
A study of the evolution of Modern Europe with special emfphasis given to the Renaissance and Reformation and the political and intellectual developments of the seventeenth and eighteenth centuries, including the French Revolution. Fall, odd-numbered years. *Prerequisite: 6 hours in history.*

HIST 3313 (3-3-0) History Of Modern Europe Since 1815
A study of the rise of liberalism and nationalism, as well as the rise of modern totalitarian dictatorships and the need for collective security. Spring, even-numbered years. *Prerequisite: 6 hours in history.*

HIST 4011 (0-3-0) History 8-12 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication Proficiencies for Teachers in Learner-Centered Schools and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

HIST 4302 (3-3-0) Urban Development
(POLS 4311)
A study of the development of cities, their organization, functions, problems, and nature of municipal politics. May be taken for criminal justice credit with permission. Fall, odd-numbered years. *Prerequisite: 6 hours in political science or history.*

HIST 4303 (3-3-0) European Church History
(RELI 4370)
A study of the history of the church from the New Testament era to the present. This study includes Christian thought, institutions, expansion, and the impact of Christianity on Western culture. Fall. *Prerequisite: 6 hours in history.*

HIST 4304 (3-3-0) American Church History
(RELI 4371)
A study of American church history from its European background to the present. A general survey with particular attention to its indigenous characteristics: denominationalism, revivalism, sectarianism, social gospel, and American Christian thought. Spring. *Prerequisite: 6 hours in history.*

HIST 4305 (3-3-0) American Cultural and Intellectual History
A study of the contribution of social and political thought, religion, science, scholarship, and education to the history of American civilization. Fall even-numbered years. *Prerequisites: HIST 1301 and 1302.*

HIST 4307 (3-3-0) Twentieth Century America
A study involving the major domestic and international events of the twentieth century with major emphasis on the proper relationship between these events and the social, economic, and religious patterns of the times. Spring, even-numbered years. *Prerequisites: HIST 1301 and 1302.*

HIST 4308 (3-3-0) American Diplomatic History
(POLS 4309)
A study of the events and personalities that have contributed to the development of American foreign policy since 1898 and a study of the factors and agencies involved in the formulation of American foreign policy. Fall, odd-numbered years. *Prerequisites: HIST 1301 and 1302 or 6 hours in political science.*

HIST 4309 (3-3-0) Texas History
A study of the social, economic, and political events in the history of Texas. Fall, Spring. *Prerequisite: 6 hours in history.*

HIST 4311 (3-3-0) Ancient History
A survey of ancient history from the early Mesopotamian civilizations to the fall of Rome. Fall, even-numbered years. *Prerequisite: 6 hours in history.*

HIST 4315 (3-3-0) Topics in Latin American History
A survey of Latin American history, economic, and political institutions. Topical offerings will include: Colonial period, Modern period, etc. May be repeated for credit as topics change. Offered periodically. *Prerequisites: HIST 1301 and 1302.*

HIST 4319 (3-3-0) The Renaissance and the Reformation Eras
(RELI 4373)
A study of social, political, economic, and religious developments from the Renaissance through the Counter Reformation. Emphasis will be on the leading reformers and their theological views. Both the continental and English Reformation will be examined. The ensuing Counter Reformation which was born in the Council of Trent will be studied with a view to its impact on political and cultural consequences. Spring, even-numbered years. *Prerequisite: 6 hours in history.*

HIST 4320 (3-3-0) Medieval History
A study of Western Civilization from the collapse of the Roman Empire to AD 1500 with emphasis upon social, cultural, political, and intellectual developments. Spring, odd-numbered years. *Prerequisite: 6 hours in history.*

HIST 4322 (3-3-0) Baptist History
(RELI 4372)
A survey of Baptist history, including the origins of Baptists in England and America, key leaders, events, and movements in Baptist life in the seventeenth through twentieth centuries, and the work of Baptists in other parts of the world. The course will also place the history of Baptists within the larger context of American and world Christianity. Fall, odd-numbered years. *Prerequisites: 6 hours in history and/or religion.*

HIST 4323 (3-3-0) The Civil War and Reconstruction
A study of the background and causes of secession and war, the military, political, economic and diplomatic aspects of the war, reconstruction, and postwar adjustments. Spring, odd-numbered years. *Prerequisites: HIST 1301 and 1302.*

Honors Program

HNRS 1001 (0-0-0) Freshman Honors Enrichment
This course promotes opportunities for University Honors Program students to develop attendance of and participation in academic lectures, workshops, and cultural events, as well as service learning in order to promote the interdisciplinary learning, contextual insight, cultural appreciation, and critical thinking skills of outstanding future contributors to the church, society, and the world. The course is required the fall and spring semester of the freshman year, and credit is given based upon the student's regular attendance at the Friday Symposium lecture series. Students are also encouraged to attend and document a minimum of two events during each semester, which may be applied to the honors student's enrichment total. The honors student must receive credit for at least 28 enrichment experiences before graduation. At least 10 of these will be chosen by the student as a sample portfolio that must be presented before final approval of the senior thesis. Fall, Spring.

HNRS 2001 (0-0-0) Honors Enrichment 1
This course promotes opportunities for University Honors Program students to develop attendance of and participation in academic lectures, workshops, and cultural events, as well as service learning in order to promote the interdisciplinary learning, contextual insight, cultural appreciation, and critical thinking skills of outstanding future contributors to the church, society, and the world. The course is required the fall of the sophomore year. Students taking this course are required to attend the annual Faculty-Student Fall Retreat, which counts as three enrichment credits when documented, and regular Friday Symposium attendance. 7 enrichment credits total must be earned this semester. The student must receive credit for at least 28 enrichment experiences before graduation. At least 10 of these will be chosen by the student as a sample portfolio that must be presented before final approval of the senior thesis. Fall.

HNRS 2002 (0-0-0) Honors Enrichment 2
This course promotes opportunities for University Honors Program students to develop attendance of and participation in academic lectures, workshops, and cultural events, as well as service learning in order to promote the interdisciplinary learning, contextual insight, cultural appreciation, and critical thinking skills of outstanding future contributors to the church, society, and the world. The course is required the spring of the sophomore year. Students taking this course are required to attend the annual Spring Conference, which counts as three enrichment credits when documented. 7 enrichment credits total must be earned this semester, as well as regular Friday Symposium attendance. Students will be encouraged to attend other campus events, such as College of Business BLAST Luncheon, the Herb Robbins Seminar, and Music Department concerts, as part of their requirement. The student must receive credit for at least 28 enrichment experiences before graduation. At least 10 of these will be chosen by the student as a sample portfolio that must be presented before final approval of the senior thesis. Spring.

HNRS 3001 (0-0-0) Honors Enrichment 3
This course promotes opportunities for University Honors Program students to develop attendance of and participation in academic lectures, workshops, and cultural events, as well as service learning in order to promote the interdisciplinary learning, contextual insight, cultural appreciation, and critical thinking skills of outstanding future contributors to the church, society, and the world. The course is required the fall of the junior year. Students taking this course, along with regular Friday Symposium attendance, are required to document 7 enrichment credits total. Off-campus events and/or internships will be emphasized. Portfolio preparation will also be addressed this semester. The student must receive credit for at least 28 enrichment experiences before graduation. At least 10 of these will be chosen by the student as a sample portfolio that must be presented before final approval of the senior thesis. Fall.

HNRS 2301 (3-3-0) Perspectives in Greco-Roman Thought
Ancient and Classical Greek thought, and Classical Roman thought up through 4th century A.D. *Prerequisites: ENGL 1301 and 1302.*

HNRS 2302 (3-3-0) Perspectives in Early Christian Thought
A study of post-New Testament writings, society, and culture through the 9th century A.D. *Prerequisites: ENGL 1301 and 1302.*

HNRS 3301 (3-3-0) Perspectives in Medieval Thought
A study of writings, society, and culture from the 10th through 14th centuries A.D. *Prerequisites: ENGL 1301 and 1302.*

HNRS 3302 (3-3-0) Perspectives in Renaissance and Reformation Thought
A study of writings, society, and culture from the 14th through the 16th centuries *Prerequisites: ENGL 1301 and 1302.*

HNRS 3303 (3-3-0) Perspectives in Early Modern Thought
A study of thought, society, and culture from the 17th through the 19th centuries. *Prerequisites: ENGL 1301 and 1302.*

HNRS 3304 (3-3-0) Perspectives in Modern Thought
A study of thought, society, and culture from the late 19th century through the present. *Prerequisites: ENGL 1301 and 1302.*

Kinesiology

KNES 1101 (1-1-0) Fitness for Living
This course is designed to lay the foundation for an individualized lifetime wellness program. It involves a combination of cognitive and exercise components. Fall, Spring, Summer, Online (summer only).

KNES 1102 (1-1-0) Badminton
A course in beginning level badminton skills and techniques, rules, scoring, singles and doubles, strategy, and etiquette. Spring.

KNES 1103 (1-1-0) Basketball
A course designed for the beginning basketball player. Fundamental skills, basic offensive and defensive strategies, and basic rules are taught. Offered periodically.

KNES 1104 (1-1-0) Soccer
A course to familiarize students with the rules, fundamentals, strategies, and health benefits of soccer. Spring.

KNES 1106 (1-1-0) Beginning Golf
A course designed to teach the student golfer the basic fundamentals of the golf swing. Particular attention will be given to ball flight laws, principles of the golf swing and preferences, ball flight control, and the rules of golf and golf etiquette. Activity Fee. Offered periodically.

KNES 1107 (1-1-0) Racquetball
A course to familiarize students with the rules, fundamentals, strategies, and health benefits of racquetball. Activity Fee. Offered periodically.

KNES 1108 (1-1-0) Group Exercise
A course in which the healthy student, through active participation, will develop knowledge and skill sufficiently adequate to provide enjoyment for these cardio-respiratory activities to become personal, lifetime, recreational fitness activities. Fall, Spring.

KNES 1111 (1-1-0) Outdoor Education
A course in outdoor educational activities including backpacking, camping, hiking, and orienteering. Activities may include an overnight backpacking/camping trip in a Texas state park. Activity Fee. Spring.

KNES 1112 (1-1-0) Recreational Activities
A course designed to experience a variety of recreational activities such as hiking, backpacking, ropes course, etc. The emphasis is on emotional relaxation through recreation. Activity Fee. Offered periodically.

KNES 1115 (1-1-0) Beginning Tennis
A course in beginning level tennis skills and techniques, rules, scoring, singles and doubles strategy, and etiquette. Fall, Spring.

KNES 1116 (1-1-1) Intermediate Tennis
A course to review and improve upon beginning tennis competencies and to introduce more advanced tennis strokes and game strategy. Spring.

KNES 1117 (1-1-0) Weight Training
A course designed to improve and/or maintain each student's level of physical fitness through weight training, calisthenics, and aerobic and anaerobic activities. Major emphasis will be placed on improving muscular strength and toning of muscle groups through use of weight training. Fall, Spring, Online.

KNES 1121 (1-1-0) Water Aerobics
A course to improve fitness through water aerobic and strengthening exercises and to understand the importance of fitness and nutrition in order to maintain a personal wellness lifestyle. Activity Fee. Fall, Spring.

KNES 1122 (1-1-0) Rhythmic Activities
A course involving the study of rhythmic activities from a cultural and recreational perspective. It involves performing a variety of rhythmic activities and it gives students the opportunity to develop socially as they participate in this lifetime activity. Activity Fee. Fall, Spring, Occasionally Winter.

KNES 2301 (3-2-0) Foundations and Trends in Kinesiology
Study of the historical, philosophical, and sociological foundations of kinesiology and current trends in the field. Serves as an introductory course for kinesiology majors in covering professional opportunities and qualifications. Fall.

KNES 2305 (3-3-0) Coaching Today's Athlete
A comprehensive look at coaching interscholastic sports and the individual athlete. Emphasis will be placed on principles of organization, public relations, psychology of coaching, strategies and coaching methods. Fall.

KNES 2309 (3-3-0) Adapted Kinesiology
An overview of various disabling conditions, laws that apply to persons with disabilities, and methods of adapting physical activities and sports so that all individuals, regardless of ability or disability, may enjoy and benefit from them. Moreover, through community service and socialization with persons with disabilities, students will gain experience and sensitivity that textbooks/classrooms cannot provide. Fall.

KNES 3301 (3-3-0) Sports Ethics
A study of the moral/ethical issues involved in the area of sports. The course will concentrate on addressing the issues involved in sports in modern society from a Biblical perspective at the youth, high school, and college levels. The moral/ethical issues involved with professional sports will be addressed as well. Spring.

KNES 3303 (3-3-0) Care and Prevention of Athletic Injuries
Organization and coordination of an athletic training program. Topics of discussion are physical conditioning techniques for athletes, injury prevention, first aid, and treatment and rehabilitation of injuries. Spring. *Prerequisites: BIOL 1401. BIOL 2405 or 2406 is recommended. Student must have current CPR certification by the end of this course.*

KNES 3305 (3-3-0) Measurement and Evaluation in Kinesiology
A course designed to familiarize prospective kinesiologists with skills and written tests, procedures for administering tests, and techniques for evaluating results. Offered periodically.

KNES 3306 (3-3-0) Coaching Interscholastic Sports
A course organized to focus on basic and advanced strategies and coaching methods of team and/or individual sports. This course is primarily for those who want to coach at the secondary level. Offered periodically. *Prerequisites: Verified membership of a varsity high school team and/or pass a departmental skill test and written test in the sports offered.*

KNES 3310 (3-3-0) Recreation Leadership
A study of recreation problems and the development of competence in leadership techniques in recreation programs. Offered periodically.

KNES 3326 3-3-0 Psychology of Motor Learning and Skill Development
A course designed to help prospective kinesiologists to become knowledgeable in theories of motor learning and to apply this knowledge in the development of their own teaching methods. This course will include types and theories of learning and factors affecting the development of motor skills. Spring.

KNES 3345 (3-3-0) Pedagogy of Kinesiology and Health
This course covers knowledge and skills in movement areas such as movement education, games, sports, stunts, tumbling and gymnastics, physical fitness, and rhythmic activities as well as physical health and safety and social development through movement. In addition, health information and behaviors will be covered such as nutrition, rest, communicable diseases, sexually transmitted diseases, drug abuse, smoking, home safety, and physical, emotional, and sexual abuse. Emphasis on identifying the TEKS (Texas Essential Knowledge and Skills) in videotapes and observations, on writing lesson plans and teaching lessons, and on preparing for the appropriate portion of the TExES examination. Elementary school physical education observations at a local school are required. Fall, periodically in Spring and Summer. *Prerequisite: Sophomore standing.*

KNES 4010 (0-3-0) Kinesiology All-level Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

KNES 4021-4024 (0-3-0) Professional Development in Kinesiology
This course provides the opportunity and encouragement to develop, professionally, while still in college via out-of-class professional activities. In addition to helping develop a resume in the student's career field, it promotes servant leadership.

KNES 4105 (1-1-0) Critical Issues in Kinesiology
Critical analysis of program changes and innovations influenced by sociological, cultural, and economic trends; identification and analysis of basic issues affecting programs in athletics and kinesiology. CP course only. Fall, Spring.

KNES 4301 (3-3-0) Exercise Physiology
Study of the physiological effects of exercise on the human body; basic physiological concepts and their relationship to the kinesiology and athletic programs. Fall. *BIOL 1401 and 2405.*

KNES 4302 (3-3-0) Organization and Administration of Kinesiology and Athletic Programs
A study of the organization and administration of kinesiology, intramural, and interscholastic programs including administrative policies and procedures, staff, facilities and equipment, budget, office management, schedules, and public relations. Spring.

KNES 4303 (3-3-0) Biomechanics
An analysis of movement based on a knowledge of anatomy and physiology. The relationship and application of principles of kinesiology, especially mechanical and muscular, to the teaching of selected biomechanical activities and skills will also be explored. Spring. *Prerequisites: BIOL 1401 and 2405.*

KNES 4305 (3-3-0) Nutrition
(BIOL 4305)
Study of the six classes of nutrients and their effects on health. Special emphasis on personal dietary practices and on current issues in nutrition including weight control, fad diets, dietary aspects of cardiovascular disease, and sports nutrition. Spring.
Prerequisites BIOL 2406 and CHEM 1401.

KNES 4307 (3-3-0) Exercise Testing and Prescription
A course designed to introduce students to physiological testing protocols, fitness evaluations, exercise designs and the underlying theoretical principles involved. It also involves the study of basic electrocardiography. Fall.
Prerequisites: BIOL 1401. BIOL 2405 or 2406 is recommended. Students must have current CPR certification by the end of this course.

KNES 4336 (3-3-0) Internship in Kinesiology I
The internship program is designed to supplement classroom study with practical participation in the broad area of exercise science. Students will work with respected mentors in exercise science fields. For those majoring in kinesiology with an exercise science specialization. Fall, Spring.

KNES 4337 (3-3-0) Internship in Kinesiology II
The internship program is designed to supplement classroom study with practical participation in the broad area of sports management. Students will work with respected mentors in sports management. For those majoring in kinesiology with a sports management specialization. Fall, Spring.

KNES 4636 (6-6-0) Internship in Kinesiology I
The internship program is designed to supplement classroom study with practical participation in the broad area of exercise science. Students will work with respected mentors in exercise science fields. For those majoring in kinesiology with an exercise science specialization. Fall, Spring.

KNES 4637 (6-0-0) Internship in Kinesiology II
The internship program is designed to supplement classroom study with practical participation in the broad area of sports management. Students will work with respected mentors in sports management. For those majoring in kinesiology with a sports management specialization. Fall, Spring.

Linguistics

LING 4302 (DBU) **Principles of Articulatory and Acoustic Phonetics** AL4302 (GIAL)
Using an augmented subset of the International Phonetic Alphabet (IPA), students will be able to identify, mimic and transcribe sounds and prosodies in normal human speech and describe the mechanism by which a speaker produces these sounds.

LING 4303 (DBU) **Principles of Phonological Analysis** LD 4303 (GIAL)
By the end of this course, students will be able to recognize the difference between phonetic (etic) and phonological (emic) data and identity phonological hierarchy and intonation in data. They will be able to recognize and use the distinctive features, natural classes and phonetic plausibility; identify phones in complementary distribution, free variation and contrast in identical/analogous environment; recognize major phonological processes and common conditioning environments, including adjacent segments, syllables and larger prosodic units; and apply concepts of tone analysis, and morphophonemics to data. *Prerequisite: LING4302.*

LING 4350 (DBU) **Language and Society** LD4350 (GIAL)
This course considers the relationship between language and society. After successfully completing the course, students will be able to articulate the multilingual nature of the world's societies, the function(s) of language(s) in nations, and how different languages are used alongside one another, including the idea of diglossia. They will also be able to identify the factors influencing the choice among language varieties for national and educational use. In addition, students will be able to explain how language attitudes and domains of language use influence the long-term maintenance and/or shift of language(s) in society. They will be able to discuss how all the aforementioned may possibly affect a language development program for a given linguistic community.

LING 4370 (DBU) **Cultural Anthropology for Linguistic** AL4370 (GIAL)
After completing this course, students will be able to discuss the major areas within cultural anthropology, including social, political, economic, and religious organization. They will be able to apply ethnographic field methods for collecting cultural data. (Students will complete a practicum in which they apply those field methods.)

LING 4410 (DBU) **Principles of Grammatical Analysis** AL4410 (GIAL)
The course is taught in successive units "a" and "b." By the end of Principles of Grammatical Analysis (a), the students should be able to write a brief description of a grammatical topic; identify constituent structure, syntactic categories and grammatical relations within a sentence; analyze data in terms of a set of phrase structure rules and a lexicon; distinguish between indicative, imperative and interrogative sentences; distinguish between types of objects and obliques; and analyze the structure of noun phrases and verb phrases. By the end of Principles of Grammatical Analysis (b) students should be able to write a brief description of a grammatical topic, divide words into constituent morphemes, distinguish between inflectional and derivational morphemes, analyze case and agreement systems and identify passive and recursive structures. *Prerequisite: LING4302.*

LING 4505 (DBU) **Second Language and Culture Acquisition** LD4505 (GIAL)
After completing this course, students will be able to discuss the major areas within cultural anthropology, including social, political, economic, and religious organization. They will be able to apply ethnographic field methods for collecting cultural data. (Students will complete a practicum in which they apply those field methods).

Management

MANA 3100 (3-1-0) Time Management and Leadership Training
Practical techniques in goal-setting, planning, delegating, managing stress, leading, overcoming over-commitment and crisis management. Fall, Spring.

MANA 3301 (3-3-0) Principles of Management
This course covers principles of planning, organizing, staffing, leadership and control, and the decision-making processes. Topics will also include the history of management, current issues relevant to managers, and future directions for organizations. Fall, Spring, Summer, Online.

MANA 3302 (3-3-0) Principles of Human Resource Management
Philosophies and policies of the personnel management system, planning and staffing, training and development, labor relations, understanding and managing people, financial compensation, and assessment. Fall, Spring, Summer, Online. *Prerequisite: MANA 3301.*

MANA 3303 (3-3-0) Principles of Organizational Behavior
A comparative study of traditional management and organizational behavior theories and philosophies. An interdisciplinary approach which will provide depth and breadth analysis of areas of activities in which management functions occur. Fall, Spring, Summer, Online. *Prerequisite: MANA 3301.*

MANA 3305 (3-3-0) Managerial Statistics
Measures of central tendency, time series, forecasting, correlation and regression analysis, and introduction to probability with business applications. Fall, Spring, Summer, Online. *Prerequisite: Must have completed general studies math requirement.*

MANA 3306 (3-3-0) Management Communication
A survey of sending and receiving skills necessary for effective communication in the business environment. Topics covered include: writing effective letters, memos, and reports; group dynamics and effective meetings; nonverbal communication; listening; perception and semantics; and oral reporting. Fall, Spring, Summer, Online. *Prerequisites: ENGL 1301, 1302 or equivalent courses.*

MANA 3308 (3-3-0) Business and Public Law
Introduces such fundamentals as legal rights and social forces in government, business, and society. Areas of study in this course include torts, contracts, employment law, product liability, and consumer protection. Fall, Spring, Summer, Online.

MANA 4301 (3-3-0) Operations and Quality Management
This course is a study of the concepts and implementation of total quality and business process excellence tools including human resources, operations management and process improvement. Fall, Spring, Summer, Online. *Prerequisite: MANA 3301.*

MANA 4307 (3-3-0) Cross Cultural Management
This course examines cross cultural issues and problems facing local and international business operations. The role of the cultural integration function and its impacts on organizations in dealing with these problems is explored. Online, offered periodically,

MANA 4311 (3-3-0) Professional Sports Management
An exploration of the elements of managing sport at the professional level, including: careers, economics, sports law, communication, personnel issues, marketing, TV, and Christianity in sports. Offered periodically. *Prerequisite: MANA 3301.*

MANA 4315 (3-3-0) International Travel in Management
This course provides an overview of the cultural awareness and sensitivity needs of the decision-maker. Emphasis is given to introducing students to the skills needed in the development of business leaders. Specific attention is given to such areas as intercultural communication, cultural sensitivity, cosmopolitanism, acculturation, effective intercultural performance, cultural management influences, cultural synergy, and world culture. Offered periodically.

MANA 4319 (3-3-0) Communication Styles: A Key to Business Success
(COMA 4319)
An in-depth investigation of various communication, leadership, and personality styles and how they affect one's competency rating in the world of business. Students will be encouraged to discover how they interact with others as well as learn how their communication strengths and weaknesses affect interpersonal relationships in the workplace. Assessment will use varied personality inventories. Offered periodically.

MANA 4320 (3-3-0) Strategy and Problems in Management
A synthesis of the business disciplines in an applicational context. Basics of historic strategic planning models as well as emerging theories will be considered. A case study approach is utilized to develop understanding of the practical challenges of creating organizational strategies. Fall, Spring, Summer, Online.
Prerequisites: ACCT 2301, 2302; FINA 3301; MANA 3301, 3306 (for B.B.A. only); and MRKT 3301.

MANA 4321 (3-3-0) Christian Perspectives in Management
Management principles taught from the standpoint of a Christian world view. The course is specifically designed to provide the student with an effective decision-making framework for the business world. Offered periodically.

MANA 4322 (3-3-0) Servant Leadership
This course examines the topic of servant leadership and how this leadership style relates to other secular philosophies of leadership. Students will study the qualities that have led others to become servant leaders and will examine how these qualities can be developed in their own lives. The work of Greenleaf and other current writers on this topic will be introduced. Offered periodically.

MANA 4330 (3-3-0) Entrepreneurship and Small Business Management
This course examines the successes and problems of entrepreneurship and its role in our society; analyzes the feasibility of organizing and financing a new enterprise; and gains insights into the planning, legal and marketing problems, operation, management, and control of a small business firm. Student project will involve a small business firm. Spring, Online.
Prerequisite: MANA 3301.

MANA 4331 (3-3-0) Independent Readings in Management
This course provides students with a critical capacity for reading and comprehending current literature in the field of management. It also provides a foundation for managers to consider viewpoints contained in bookstand publications as compared to textbooks. Offered periodically. *Prerequisite: MANA 3301.*

MANA 4340 (3-3-0) International Management
Introduction to basic concepts and practices in international business, with the main emphasis in operational and management problems of multinational corporations. Topics to be covered include the nature and characteristics of international business, strategy and structure of multinational corporations, effects of multinational corporations on the U.S. economy, and career issues in international business. Fall, Online. *Prerequisite: MANA 3301.*

MANA 4341 (3-3-0) Negotiations in Management
A study of negotiation as it relates to management theory and practice. Examines the negotiation process, participants, and potential outcomes. Focus is on the relationship of these factors to effective management/labor working relationships. Students will gain firsthand insights through classroom negotiation. Fall. *Prerequisite: MANA 3301.*

MANA 4342 (3-3-0) Business Ethics
The foundations and theories of ethics as related to the marketplace and the modern corporation. Various theories of ethical decision making are studied for the purpose of understanding keys to effective ethical systems. Case studies are utilized for the purpose of giving the business manager practical skills for ethical decision-making. Fall, Spring, Summer, Online.
Prerequisite: Junior standing or permission of the instructor.

Management Information Systems

MISM 1302 (3-3-0) Ethical and Human Side of Information Technology
This course is designed to examine and analyze the tremendous impact of technology on individuals, organizations and global societies, including the ethical issues in the use of information technology in the modern business world, as well as legal and social issues. Ethics for IT professionals and IT users will be considered relating to such issues as computer and Internet crime, privacy, intellectual property, software development, employer/employee issues, and freedom of expression. Additionally, the class will examine the human dimensions of technology and the impact that technology and globalization is having on individuals and the workplace and the implications this has for managing, and leading organizations. Fall, Spring, Summer, Online. *Prerequisites: COSC 1301 and one of the following: MATH 1301, 1303, or 1307.*

MISM 2311 (3-3-0) Business Systems Development
This course provides an introduction to software engineering, programming, algorithms, and problem-solving techniques for use in business applications using a high-level OOP language. Emphasis will be on logical design, algorithm development and "best practices" for software engineering. Topics will include essential language syntax, basic structures and effective user interface design. Fall, Spring, Summer, Online. *Prerequisite: MISM 1302.*

MISM 3301 (3-3-0) Information Systems for Management
This case-oriented course provides an overview of information technology and information systems topics from an organizational and managerial perspective. Topics include current information technology types and trends, such as the Internet and its organizational impact; the relationship of technology to organizational strategy, structure, controls, resources, and security; and the ethical and social impacts of information systems, such as privacy, intellectual propety rights, accountability and quality of life. Emphasis will be placed on the user's role in developing information systems, ethical and management challenges and the uses of IT to create competitive advantages for an organization and for decision-making. Fall, Spring, Summer, Online. *Prerequisite: COSC 1301. FINA 3301 is strongly recommended.*

MISM 3306 (3-3-0) Business Telecommunications and Networking
This course examines the issues involved in the use, construction, and management of local and global data communication networks in a business environment. Topics include basic terminology, networking fundamentals, ethics, team collaboration, organizational communication, the basics of local area networks and wide area networks including networking, components of voice systems, using the Internet and Intranet clients, servers, and languages to support electronic commerce. An overview of telecommunications legal issues, security and network management issues will be emphasized. Fall, Spring, Summer, Online.
Prerequisites: MISM 1302, MISM 3301. PHSC 1402 is strongly recommended as a prior natural science general studies requirement.

MISM 3310 (3-3-0) Information Systems Analysis and Design
This course examines the analysis of an existing information system and the modification of that system or the design of a new system. The various tools, techniques, and models used by systems analysts are explored. Emphasis is on successful IS development and the role of the IS professional to effectively interact and communicate with global management, the IS department, clients, users and peers both verbally and in writing.
Fall, Spring, Online. *Prerequisites: MISM 2311 and 3301.*

MISM 3320 (3-3-0) Web Page and Database Design
This course focuses on effective web page planning, basic design, organization, layout and construction, and setup and maintenance of a Web site. The course places a heavy emphasis on Web site usability issues and security. Students will explore the languages and tools used in the ever changing world of Internet and World Wide Web Programming. This course examines the architecture of Web systems, the attributes of a good Web site, and tools for Web site enhancement. Additionally, this course provides students with the theory and techniques used to design a database and a Web page interface for that database. Elements of database design, concepts of data normalization, interface design, and security will be discussed. The concepts will be reinforced through the design of a database and a Web page interface for that database, as commonly used in a global business context. *Prerequisites: MISM 1302, MISM 2311, MISM 3310.*

MISM 4300 (3-3-0) IT Security and Forensics
The first part of this course will emphasize the IT professional's need to understand, apply, and manage information assurance and security "best practices" in computing, communication, and organizational systems. The importance for the IT professional to educate users to be sufficiently security aware is stressed in the course. The second part will concentrate on the theory of IT investigative forensics. The course will cover such topics as how to identify, develop, and implement security policies and procedures for an information system and its physical environment (i.e. network interface), IT security management, risk assessment, legal issues, crime investigation, and financial considerations. This course covers proactive practices including Business Continuity Planning (BCP) and disaster recovery planning in order to maintain information integrity. *Prerequisites: MISM 1302, MISM 3301, MISM 3306, MISM 3310.*

MISM 4312 (3-3-0) eCommerce Development in a Global Market
This course examines the use of Information Systems in the field of Electronic Business as it is used on the Internet, World Wide Web and associated technologies for the use of marketing, selling, and distributing goods and services throughout the world. The area is changing and expanding rapidly and this course will use student projects, readings, guest speakers and lectures to provide an overview of eCommerce to explore the international issues related to eCommerce, and to develop skills with a variety of web development tools and techniques. Offered periodically. *Prerequisites: MISM 1302, MISM 3301, MISM 3320, and MRKT 3301.*

MISM 4330 (3-3-0) Strategic IT Planning and Project Management
This course focuses on the use of Information Systems (IS) and Information Technology (IT) in the strategic management process in business organizations. Emphasis is on the strategic view of IS and IT and their impact on an organizational strategy that utilizes computers as a competitive tool. Students will examine the managerial, operational, and strategic implications of information and communication technology in the global context. There will be emphasis upon communication skills, creative thinking, a demonstration of the understanding of best practices and standards and their application, and problem-solving and professional responsibilities from a leadership perspective. Course curriculum includes the discussion of information systems project assessment in organizations. Fall, Spring, Online. *Prerequisites: MISM 1302, MISM 3301, MISM 3306, MISM 3310, and Senior status.*

MISM 4340 (3-3-0) Current IT Trends and Emerging Technologies
This course is designed to identify and evaluate significant current trends, research, emerging technologies and events in the global environment of information technology and information systems. The course will address the constantly changing nature of information technology and its implementation in business and industry and emphasize the need for continued lifelong learning. Ethics, strategic use of technologies, and case studies of successful implementation of new technologies will be discussed. *Prerequisites: MISM 1302, MISM 3301, MISM 3306, MISM 3310 and Senior status.*

Marketing

MRKT 3301 (3-3-0) Principles of Marketing
Study of the marketing function of the firm and the impact of consumer behavior. Examines the variables of the marketing mix, product planning, pricing, distribution, and promotion. Investigation of the economic, political, cultural, competitive, and technological forces which influence the marketing environment. Fall, Spring, Summer, Online.

MRKT 3302 (3-3-0) Marketing Research and Analysis
A study of marketing research theory and techniques. Orientation to research design, primary data generation, sampling of human populations, data analysis and report writing. Designed to promote an understanding of the interrelationship between marketing research and marketing management. Spring. *Prerequisites: MRKT 3301 and MANA 3305.*

MRKT 3303 (3-3-0) Promotional Strategy
An active examination of the role of promotion in the marketing mix. Includes analysis of media resources and strategies for integrating advertising, promotions, personal selling, direct marketing, publicity, and public relations. Examines the nature of the communication process and its relationship to promotions. Fall, Online. *Prerequisite: MRKT 3301.*

MRKT 4301 (3-3-0) Retail Management and Merchandising
Concepts and principles of the retail operation, organizational structure, merchandising, store location, store policy, personnel, buying, selling, inventory control, budgeting, and the impact of the Internet on retailing. Fall. *Prerequisite: MRKT 3301.*

MRKT 4302 (3-3-0) Professional Selling and Sales Management
Concepts and principles utilized in performing the role of the sales professional. Topics include consultative and relationship selling. Examines the development of effective communication skills. Spring, Online. *Prerequisite: MRKT 3301.*

MRKT 4312 (3-3-0) eCommerce Development in a Global Market
(MISM 4312)
This course examines the use of Information Systems in the field of Electronic Business as it is used on the Internet, World Wide Web and associated technologies for the use of marketing, selling, and distributing goods and services throughout the world. The area is changing and expanding rapidly and this course will use student projects, readings, guest speakers and lectures to provide an overview of eCommerce to explore the international issues related to eCommerce, and to develop skills with a variety of web development tools and techniques. Offered periodically. *Prerequisites: MISM 3301 and MRKT 3301.*

MRKT 4315 (3-3-0) International Travel in Marketing
This course provides an overview of the cultural awareness and sensitivity needs of the marketing decision-maker. Emphasis is given to introducing students to the skills needed in the development of business leaders. Specific attention is given to such areas as intercultural communication, cultural sensitivity, cosmopolitanism, acculturation, effective intercultural performance, cultural management influences, cultural synergy, and world culture. Offered periodically.

MRKT 4330 (3-3-0) Strategies and Problems in Marketing
This course examines contemporary marketing strategies and problems faced by a variety of companies in different industries. The course uses the case approach to cover such areas as product development, packaging, pricing, distribution, merchandising, and promotion. Fall, Spring. *Prerequisites: MRKT 3301 and three of the following: MRKT 3302, 3303, 4301, 4302.*

MRKT 4331 (3-3-0) New Product Marketing
This is a course in entrepreneurial marketing management as applied to the decision process of new and developmental products and services using the case method. The student learns to apply marketing concepts and refine problem-solving skills in developing a "new product strategy." The course will also cover the process of securing patents, trademarks, and copyrights. Offered periodically. *Prerequisite: MRKT 3301.*

MRKT 4341 (3-3-0) Independent Readings in Marketing
This course will provide the student an understanding of some of the contemporary issues and problems encountered in marketing and to focus on building customer relationships as well as identifying and satisfying customer needs. Also, the student will gain a critical capacity for reading and comprehending current literature in the field of marketing. Offered periodically. *Prerequisite: MRKT 3301.*

MRKT 4342 (3-3-0) Services Marketing
The primary objective of this course is to prepare students to be successful marketers in an increasingly service-oriented economy. The course is designed to help students understand the unique characteristics of services, the marketing challenges created by these characteristics, and effective ways to address these challenges within a service-quality framework. Offered periodically. *Prerequisite: MRKT 3301.*

MRKT 4343 (3-3-0) Global Marketing
This course has the overall purpose of familiarizing the student with the multiple environments of international business as it relates to marketing. Specifically, the course investigates how marketing strategy is affected by political, legal, economic, cultural, social, competitive and technological conditions in various national markets. Online, offered periodically. *Prerequisite: MRKT 3301.*

MRKT 4344 (3-3-0) Marketing the Individual
This course is designed for students to gain a better understanding of their own interests, abilities, skills, and values as they relate to their marketability in today's work force and society. It prepares those entering a career, changing careers, as well as those moving up the organizational ladder. Included is the development of career planning and management through resume and interview preparation; an industry and comprehensive job search plan; video resume and video interview; computer-generated employment opportunities through the Internet; and aptitude, personality, and motivational testing. Offered periodically. *Prerequisite: MRKT 3301.*

MRKT 4345 (3-3-0) Consumer Behavior
This course will endeavor to apply concepts, principles, and theories from various social sciences to the study of factors that influence the acquisition, consumption, and disposition of products, services, and ideas. The principles from a number of disciplines are used to describe and explain consumer behavior including economics, psychology, social psychology, sociology, and anthropology. Spring, Online. *Prerequisite: MRKT 3301.*

MRKT 4346 (3-3-0) Customer Satisfaction
Providing excellent, efficient, and timely customer service is necessary in today's business world to remain competitive. This course will include methods for managing a company's customer base and for keeping customers in order to increase profits for the company. Students will be given both the customer's and the provider's perspective of this important aspect of conducting business in the global marketplace. Special emphasis will be placed on the company's role in creating the best environment for customer/provider interaction. Offered periodically. *Prerequisite: MRKT 3301.*

MRKT 4347 (3-3-0) Special Topics in Marketing
A study of a selected topic, strategy, or problem facing the marketing decision-maker today. Examples are business development strategies, marketing for nonprofit organizations, creativity in marketing, fashion merchandising, physical distribution, advanced marketing research, new product management, services marketing, and power retailing strategies. Offered periodically. *Prerequisites: MRKT 3301 and permission of the instructor.*

Math

MATH 1101 (1-2-0) Pre-College Mathematics
A careful review of elementary mathematics from the arithmetic of integers through basic mathematics, designed for students who are not adequately prepared for college mathematics. Required of all students who have not passed the arithmetic skills segment of the Math Advising Tool. The course is offered on a Credit/No Credit basis. No grade points will be awarded for its completion, and it may not be used to satisfy any mathematics requirement for graduation. Fall, Spring.

MATH 1300 (3-3-0) Intermediate Algebra
An introductory course in algebra which includes the study of fundamental algebraic operations, factoring, algebraic fractions, equations and inequalities, and exponents and radicals. Required of all students who have not passed the basic algebra section of the Math Advising Tool. TI-83 Plus graphing calculator required. (This course may not be used to satisfy any mathematics requirement for graduation.) Fall, Spring.

MATH 1301 (3-3-0) Math for Liberal Arts
Designed to meet the general studies requirements for the B.A. and B.A.S. degrees. Sets, logic, number bases, elementary algebra, geometry, statistics and graphs, consumer math, and use of a scientific calculator. Fall, Winter, Spring, Summer, Online. *Prerequisite: eMAT Advising Tool (Arithmetic Skills).*

MATH 1303 (3-3-0) College Algebra
Linear and quadratic equations and inequalities, roots of polynomials, functions and graphs, exponential and logarithmic functions, systems of equations, sequences, series, and the binomial theorem. TI-83 or TI-84 Plus graphing calculator required. Fall, Spring, Summer. *Prerequisite: eMAT Advising Tool (Basic Algebra).*

MATH 1304 (3-3-0) Trigonometry
Trigonometric functions, logarithms, solutions of triangles, trigonometric identities and equations, inverse trigonometric functions, and an introduction to complex numbers. TI-83 Plus or TI-84 graphing calculator required. Spring. *Prerequisite: MATH 1303 or equivalent.*

MATH 1307 (3-3-0) Finite Math for Business Analysis
Brief review of algebra, exponents and logarithms, mathematical models for finance, systems of linear equations and inequalities, linear programming, matrices, simplex method, and probability. TI-83 Plus or TI-84 graphing calculator required. Fall, Spring, Summer, Online in Summer. *Prerequisite: eMAT Advising Tool (Basic Algebra).*

MATH 1308 (3-3-0) Calculus for Business Analysis
Limits, differentiation, graphing, and integration with applications to business problems. TI-83 Plus or TI-84 graphing calculator required. Fall, Spring, Summer, Online. *Prerequisite: MATH 1303 or 1307.*

MATH 1405 (4-4-0) Calculus and Analytic Geometry I
Introduction to analytic geometry, functions, limits, and continuity; the derivative and applications; the antiderivative; definite integral, and applications. TI-83 Plus or TI-84 graphing calculator required. Fall. *Prerequisite: eMAT Advising Tool (Advanced Algebra) or MATH 1303, and knowledge of trigonometry.*

MATH 1406 (4-4-0) Calculus and Analytic Geometry II
Techniques of integration; applications of the definite integral; parametric equations and polar coordinates; infinite sequences and series. TI-83 Plus or TI-84 graphing calculator required. Spring. *Prerequisite: MATH 1405.*

MATH 2301 (3-3-0) Elementary Probability and Statistics
(POLS 2303; PSYC 2301; SOCI 2303)
Introductory course including elements of probability to support statistical theory. Topics include theoretical distributions, discrete and continuous variables, and tests of hypotheses. Suggested for majors in the social and behavioral sciences. TI-83 Plus or TI-84 graphing calculator required. Fall, Spring, Summer, Online. *Prerequisite: MATH 1301, 1303, 1307, or 1405.*

MATH 2309 (3-3-0) Introduction to Linear Algebra
An introduction to the fundamentals of linear algebra, including Gaussian elimination, solution of systems of linear equations, finite dimensional vector spaces, matrices, and determinants. The main emphasis of the course is on applications and computational methods, with a view to facilitate the use of linear algebra in computer science and the natural and social sciences. Fall, Spring. *Prerequisite: MATH 1303 or 1307 or Math Advising Tool.*

MATH 2407 (4-4-0) Calculus and Analytic Geometry III
Solid analytic geometry, differential calculus of vector-valued functions, calculus of functions of several variables, including partial derivatives, double integrals, and line integrals. TI-83 Plus or TI-84 graphing calculator required. Fall. *Prerequisite: MATH 1406.*

MATH 3101 (1-2-0) Mathematics Seminar
A seminar designed to expose the mathematics student to the broad range of applications of mathematical concepts and methods from a current or historical perspective. Offered periodically. *Prerequisite: Permission of instructor.*

MATH 3301 (3-3-0) Elementary Foundations of Mathematics
Topics include: standard methods of proof, set theory, symbolic logic, relations, functions, and cardinality. Fall. *Prerequisite: MATH 1406 or permission of instructor.*

MATH 3302 (3-3-0) Discrete Mathematics
A study of the basic techniques and modes of reasoning of combinatorial problem solving. Sets, functions, and algorithms; counting methods and recurrence relations; graph theory; trees; network models; Boolean algebra and combinatorial circuits. Fall. *Prerequisites: MATH 1303, 2309, and COSC 1405, or permission of instructor.*

MATH 3303 (3-3-0) Math Content I
A study of systems of numeration and properties of number systems from whole numbers through real numbers. Special attention is given to mathematical reasoning and problem solving. Fall, Summer. *Prerequisite: MATH 1303 or permission of instructor.*

MATH 3304 (3-3-0) Math Content II
A continuation of MATH 3303. Additional topics include properties of real number systems, metric, non-metric, and coordinate geometry, probability, and statistics with a continued emphasis on problem solving. Spring, Summer. *Prerequisite: MATH 3303 or permission of instructor.*

MATH 3305 (3-3-0) Differential Equations
Differential equations of the first order with geometric and physical applications; analysis of differential equations of second and higher orders and their solutions. Spring. *Prerequisite: MATH 2407.*

MATH 3307 (3-3-0) Introduction to Numerical Methods
An introduction to numerical methods, both the mathematical methods for solving equations numerically and the programming of these methods on computers. Topics include interval-halving, Newton's and Bairstow's methods for a single equation; Gaussian elimination and Gram-Schmidt orthogonalization for solving systems of linear equations; interpolating polynomials; and methods of numerical differentiation and integration. TI-83 Plus or TI-84 graphing calculator required. Spring, odd-numbered years. *Prerequisites: COSC 1405 and MATH 1405.*

MATH 3308 (3-3-0) Introduction to Probability and Statistics
A representative introduction to both the data-oriented nature of statistics and the mathematical concepts underlying statistics. Topics include data gathering and experimental design, organizing and describing data, classical probability theory, and statistical inference. TI-83 Plus or TI-84 graphing calculator required. Spring, even-numbered years. *Prerequisite: MATH 2407.*

MATH 3309 (3-3-0) Essential Knowledge of Geometry
A thorough treatment of the principles of Euclidean geometry, and a study of non-Euclidean geometries. Fall. *Prerequisite: MATH 1406 or MATH 3304 or permission of instructor.*

MATH 3310 (3-3-0) Problem Solving in Mathematics
Problem solving techniques applied to various topics in mathematics. Problems will be investigated in the areas of relations, functions, algebra, geometry, probability, and logic using various problem-solving techniques. Spring. *Prerequisite: MATH 1406 or MATH 3304 or permission of instructor.*

MATH 4010 (0-3-0) Math 4-8 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

MATH 4011 (0-3-0) Math 8-12 Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in* Learner-Centered Schools and other appropriate sources. Students must score a minimum of 85% on the TExES post-test in order to be authorized by the College of Education to take the TExES examination. Fall, Spring.

MATH 4301 (3-3-0) Linear Algebra
A study of vector spaces, linear transformations, invariance, and the theory of matrices. Spring. *Prerequisites: MATH 2309 and 3301.*

MATH 4302 (3-3-0) Abstract Algebra
Functions, operations, equivalence relations, divisibility, groups, homomorphisms, quotient groups. Fall. *Prerequisites: MATH 3301.*

MATH 4303 (3-3-0) Analysis
Selected topics from number systems, set theory, limits and continuity, theory of calculus, sequences and series, and vector analysis. Spring. *Prerequisite: MATH 3301.*

MATH 4304 (3-3-0) Sequence Analysis
Probabilistic modeling methods and the associated computational issues involved in the analysis of biological sequences such as DNA and proteins. Topics include: algorithms found in sequence analysis software used for sequence alignment, and structure and homology modeling. Required for bioinformatics concentration. Spring. *Prerequisites: BIOL 4302/43L2*

MATH 4310 (3-1-6) Applied Bioinformatics
(BIOL 4310; COSC 4310)
Practical application of Bioinformatics tools, including molecular genetics techniques and online tools to solve various research projects. Research projects are either part of an internship or lab-based, to be determined in collaboration with the instructor. Lab fee. *Prerequisite: COSC 4306*

Music Business

MUSB 2301 (3-3-0) Introduction to the Music Business
A survey of the history, structure, business practices, procedures, economics, technologies and career opportunities within the commercial Music Industry. Spring, Summer

MUSB 3301 (3-3-0) History of Commercial Music
An examination of popular music in America from 1840 to today, including the socio-musical influence of the commercial song. Beginning with the birth of American popular music in the songs of Stephen Foster and minstrelsy, the course explores the development of ragtime, blues, jazz, the crooners, American musical theater, country, Latin, rock & roll, rock, and contemporary Christian music. Spring. *Prerequisite: MUSI 2305 Music Literature and Fine Arts*

MUSB 3310 (3-3-0) Inside the Recording Industry
The development of the Recording Industry in America, including the history of recording, establishment of the major labels and the inner workings of the industry that drives the Music Business. Spring. *Prerequisite: MUSB 2301 Introduction to the Music Business.*

MUSB 3311 (3-2-1) Introduction to the Recording Studio
An overview of the technology and techniques involved in modern multi-track recording and mixing through hands-on studio instruction. Lab fee. Fall. Music Business majors only or permission of instructor. *Prerequisites: MUSB 3310 Inside the Recording Industry and the successful completion of two semesters of required Music Theory and Musicianship.*

MUSB 3380 (3-3-0) Copyright and Intellectual Property Law
An introduction to the fundamentals of copyright law, its application to the protection of sound recordings, musical compositions, motion pictures and other creative works, and its impact on the distribution of intellectual property, including record piracy and the delivery of music via the Internet. Included also is a review and application of the principals of trademark, trade secret and patent law to the business of music and entertainment. Fall. Music Business majors only or permission of instructor. *Prerequisite: MANA 3308 Business and Public Law*

MUSB 4171 (1-3-0), 4271 (2-3-0), 4371 (3-3-0) Special Topics in Music Business
Examination and critical evaluation of current issues related to the Music Business. Subject matter varies; therefore, credit hours (from 1 to 3 hours) to be determined with each offering. Course may be repeated for credit as topic changes. Periodically.

MUSB 4301 (3-3-0) Music Publishing
The history, functions and operations of music publishing, including copyright acquisition, songwriter contracts, performance licensing, mechanical licensing, print publishing and synchronization rights. Spring. Music Business majors only or permission of instructor. *Prerequisites: MUSB 3380 Copyright and Intellectual Property Law.*

MUSB 4310 (3-3-0) The Musician as Entrepreneur
The development and management of a successful freelance career in the Music Business, including the basics of running a one-person business, lifestyle considerations, personal and professional financial management, and the exploitation of potential income streams. Spring. *Prerequisites: Must be a senior with a minimum of 90 credit hours completed. Course to be taken during the final year of study.*

MUSB 4320 (3-3-0) Launching an Entrepreneurial Venture in the Music Business
The development of a successful entrepreneurial enterprise in the Music Business through examining the nature and history of entrepreneurship in the Music Business, recognizing and creating opportunity, establishing a business model, understanding the product or service risks and benefits, determining start-up resources, establishing a founding team, crafting a business plan, analyzing legal risks and benefits, considering ethics and social responsibility and designing an entrepreneurial marketing plan. Music Business majors only or permission of instructor. Fall. *Prerequisites: Must be a senior with a minimum of 90 credit hours completed. Course to be taken during the final year of study.*

MUSB 4380 (3-3-0) Seminar in Music Business
A study of selected fields in the Music Business based on the individual interest of the student. The content of each field of study is to be developed through primary research, consisting of visits to the various businesses of interest (such as recording companies, talent agencies, production houses, etc.) and personal interviews with the appropriate personnel in each organization. This course is designed as an alternative to MUSB 4385 Internship in the Music Industry I for those students who either do not qualify for an internship or do not wish to participate in an internship project. Spring, Summer. Music Business majors only or permission of instructor. *Prerequisites: Admission to candidacy, Senior level (90 hours) status, completion of required Music courses, required Music Business courses, required Business courses (last semester courses may be taken concurrently), and approval of intern coordinator. A letter grade of "C" or better is required in all prerequisites. Minimum 2.0 cumulative G.P.A. required.*

MUSB 4385 (3-3-0) Internship in the Music Industry I
A formal intern educational project in which the qualifying student participates in a business organization as an intern for a selected period(s) of time. Spring, Summer. *Prerequisites: Admission to candidacy, Senior level (90 hours) status, completion of required Music courses, required Music Business courses, required Business courses (last semester courses may be taken concurrently) and approval of intern coordinator. A letter grade of "C" or better is required in all prerequisites. Minimum 2.0 cumulative G.P.A. required.*

MUSB 4386 (3-3-0) Internship in Music Industry II
A continuation of MUSB 4385, which may be applied as a 3-hour Music Business elective. Spring, summer. *Prerequisite: MUSB 4385, Internship in the Music Industry I.*

Music

MUSI 1000/1001 (0-0-1) Seminar/Performance Lab
This course is a scheduled opportunity for all music majors to develop attendance of lectures, recitals, and concerts in order to promote the performance and critical listening skills of future professional musicians. The course is required each semester and credit is given based upon the student attending a minimum number of daytime and evening events during a semester. Music majors are required to have eight (8) semesters of Seminar/Performance Lab credits to graduate (seven for music education students due to student teaching). Fall, Spring.

MUSI 1100 (1-2-0) Introductory Musicianship
An introduction to sightsinging and ear-training. A prerequisite course for MUSI 1111. Does not count as credit toward a degree with a major in Music or Music Business. Fall, Spring.

MUSI 1101 (1-2-0) Class Voice
Designed to develop the basic vocal skills needed in order to begin private voice study. Students will cover posture, breathing, support, tone resonation, pronunciation in English and possibly Italian, and basic interpretive skills used in the performance of solo vocal literature. Students will also learn and perform standard vocal repertoire from classical to musical theater. The course is open to both music majors and non-music majors. Prerequisite: Approval of Program Director of Vocal Division.

MUSI 1111 (1-2-0) Musicianship I
A skill-building course in sightsinging and ear-training, to include solfege singing of major and minor melodies in both simple and compound meters, aural and rhythmic reading exercises, and melodic and harmonic dictation. Fall. *Prerequisites: MUSI 1300 or a passing score on the Music Theory Placement Exam; and MUSI 1311, or concurrent enrollment in MUSI 1311.*

MUSI 1112 (1-2-0) Musicianship II
A continuation of MUSI 1111. Spring. *Prerequisites: MUSI 1111, 1311, 1312, or concurrent enrollment in MUSI 1312.*

MUSI 1125, 1126, 2125, 2126, 3125, 3126, 4125, 4126 (1-0-2) Symphonic Winds
Study and performance of a wide repertoire of works for concert band, wind ensemble, and pep band. Concerts on and off campus. Open to all students by audition, with full-time student status and/or permission of instructor.

MUSI 1304 (3-3-0) Fundamentals of Music
A course especially designed for students who have a limited background in music or who are placed in the course by the results of the Theory Placement Exam. It includes a study of scales, rhythm, meter, key signatures, musical terminology, intervals, chord construction, and an introduction to solfege sightsinging. No credit for music majors. Spring, Online (summer only).

MUSI 1206 (2-2-0) Diction I
A course in the fundamentals of Italian and English diction for vocal music students or non-music majors utilizing the International Phonetic Alphabet. The course will also include basic principles of Latin diction which are essential to the choral conductor. Fall.

MUSI 1207 (2-2-0) Diction II
A course in the fundamentals of German and French diction for vocal performance majors utilizing the International Phonetic Alphabet. Spring.

MUSI 1306 (3-3-0) Introduction to Fine Arts
(ART 1306; COMA 1306)
The history, philosophy, elements, and techniques which create, influence, and integrate the visual and performing arts are presented. Field trips to local art museums, symphony, opera, and theatre productions will be required. Fall, Winter, Spring, Summer, Online.

MUSI 1311 (3-3-0) Music Theory I
A step-by-step study of the basic organization of music, from scale and chord structure to traditional four-part harmony. Students develop skills in analyzing music, writing elementary tonal music, improvising written harmonizations to melodic lines, and playing and transposing chord progressions. Fall. *Prerequisite: MUSI 1300 or a passing score on the Music Theory Placement Exam.*

MUSI 1312 (3-3-0) Music Theory II
A continuation of MUSI 1311. Spring. *Prerequisite: MUSI 1311.*

MUSI 2111 (1-2-0) Musicianship III
A continuation of MUSI 1112. A skill-building course in solfege sightsinging and ear-training. Emphasis will be placed on sightsinging and aural exercises that involve chromaticism, altered chords, and modulations. Fall. *Prerequisites: MUSI 1112, 1312, 2311, or concurrent enrollment in MUSI 2311.*

MUSI 2112 (1-2-0) Musicianship IV
A continuation of MUSI 2111. Spring. *Prerequisites: MUSI 2111, 2311, 2312, or concurrent enrollment in MUSI 2312.*

MUSI 2305 (3-3-0) Introduction to Music Literature and Fine Arts
A course designed to guide students in the development of the "art of listening." Basic concepts of music design and style are studied through the music of selected composers from each of the historical periods. An overview of all of the fine arts will be covered in this course. Designed for, but not limited to, music majors. Fall. *Prerequisites: MUSI 1111 and 1311.*

MUSI 2311 (3-3-0) Music Theory III
The study of advanced harmony (including larger Baroque and Classical forms, modulations, altered chords, and the harmonic vocabulary of the late eighteenth and nineteenth centuries) with emphasis on analysis, part-writing, improvisational composition projects in various styles, and playing and transposing chord progressions. Fall. *Prerequisite: MUSI 1312.*

MUSI 2312 (3-3-0) Music Theory IV
Continuation of MUSI 2311. The study of late nineteenth-century and twentieth-century compositional techniques with emphasis on analysis, improvisational composition projects in various styles, and playing and transposing chord progressions. Spring. *Prerequisite: MUSI 2311.*

MUSI 2371 (3-1-3) Theater Practicum
(COMA 1371, 2371, 3371, 4371)
Practical, technical experiences in areas of stage craft, lighting, costuming, properties, house management, and makeup; organizational and operation. Periodically.

MUSI 3100, 3103, 4100, 4103 (1-1-2) Accompanying Practicum
Designed to provide piano majors/concentrations with practical experience in accompanying soloists, students are required to accompany 3-5 vocal students in lessons and performances according to the supervising professor's evaluation of repertoire involved. Format includes observation of lessons by the supervising professor, submission of song analysis forms, performances in MUSI 1000: Seminar/Performance Lab and periodic appointments with the supervising professor to discuss progress and challenges encountered. One semester required for Piano Performance Majors as an ensemble credit. (Fall 3100/4100, Spring 3103/4103). *Prerequisite: Completion of MUSI 3215.*

MUSI 3189 (1-1-0) Junior Recital
Student will enroll using this course number in the semester he/she desires to present the recital. Student must also enroll in at least one credit hour of his/her applied instrument. Fall, Spring, Summer.

MUSI 3201 (2-2-0) Analysis of Musical Structure
An in-depth study of the analysis of musical forms, including sonata form, rondo, sonata-rondo, classical concerto, Baroque variation forms, and fugue. Fall. *Prerequisite: MUSI 2312.*

MUSI 3202 (2-2-0) Advanced Analysis
A continuation of MUSI 3201. A study of the harmonic and structural analysis of larger and more complex musical forms, including Romantic symphonic music and twentieth-century music. Fall, even-numbered years. *Prerequisite: MUSI 3201.*

MUSI 3203 (2-2-0) Keyboard Skills
A practical course for the development of keyboard skills including melody harmonization, modulation, transposition, sight reading, and improvisation from lead sheet symbols and from Roman numerals. Spring. *Prerequisites: Theory III, Piano Level 4, and permission of instructor.*

MUSI 3204 (2-2-0) Music History and Literature I
A study of the development of music from its beginnings through the Renaissance period, with emphasis on recognizing style characteristics by examining scores and listening to music. Spring. *Prerequisite: MUSI 2305.*

MUSI 3205 (2-2-0) Music History and Literature II
A study of the development of music in the Baroque and Classical periods, with emphasis on recognizing style characteristics by examining scores and listening to music. Fall. *Prerequisite: MUSI 2305.*

MUSI 3206 (2-2-0) Music History and Literature III
A study of the development of music from the Romantic period through the present day, with emphasis on recognizing style characteristics by examining scores and listening to music. Spring. *Prerequisite: MUSI 2305.*

MUSI 3207 (2-2-0) Basic Conducting
Study toward mastery of basic skills in choral and instrumental conducting, and study of rehearsal and performance techniques. Fall. *Prerequisite: MUSI 2312 or permission of instructor.*

MUSI 3208 (2-2-0) Advanced Choral Conducting
Study toward mastery of advanced skills in choral conducting and study of rehearsal and performance techniques. Spring. *Prerequisites: MUSI 3207 and junior standing.*

MUSI 3211 (2-2-0) Elements of Music I
Emphasis is on the teaching of musical concepts through singing, playing, moving, listening, creating, and reading. It includes teaching music from kindergarten through sixth grade, utilizing the various teaching approaches of Kodaly, Orff, and Dalcroze. Fall. *Prerequisite: MUSI 1311 or by special examination in music theory.*

MUSI 3212 (2-2-0) Elements of Music II
A study of teaching music in the middle and high schools. Emphasis is in teaching choral music, instrumental music, theory courses, literature courses, and music for general education in the secondary school. Spring. *Prerequisite: MUSI 1312 or instructor approval.*

MUSI 3215 (2-2-0) Accompanying Skills
A course involving the study of basic pianistic skills required to function as an accompanist for solo and ensemble situations. Special units will be devoted to vocal coaching, improvisational skills, and worship accompaniment. Required for piano performance majors. Offered Fall, even-numbered years. *Prerequisite: Completion of Level VI Piano Requirements.*

MUSI 3311 (3-3-0) Pedagogy of Music Education
Designed to prepare the non-music major student for teaching general music from early childhood through grade eight. Emphasis on concepts and skills in singing, music listening, movement, and playing of rhythm, melody, and folk instruments. No credit for music majors. Fall.

MUSI 4010 (0-3-0) Music All-level Seminar
This required course is designed to help students prepare for the Texas Examination of Educator Standards (TExES). The course will focus on content and sample questions from state authorized preparation manuals distributed by the National Evaluation Systems, Inc. Information will also be gleaned from the state publication *Proficiencies for Teachers in Learner-Centered Schools* and other appropriate sources. Students must score a minimum of 85% on the DBU TExES post-test in order to pass the course and be authorized by the College of Education to take the TExES examination. Fall, Spring .

MUSI 4189 (1-1-0) Senior Recital
Student will enroll in this course number in the semester he/she desires to present the recital. Student must also enroll in at least one credit hour of his/her applied instrument. Fall, Spring, Summer.

MUSI 4201 (2-2-0) Orchestration
Study of the capabilities and limitations of orchestral and band instruments, analysis of scores, and scoring projects for small and large instrumental ensembles. Fall. *Prerequisite: MUSI 2312.*

MUSI 4203 (2-2-0) Eighteenth-Century Counterpoint
A study of two-, three-, and four-part counterpoint of the Baroque period. Emphasis is placed on analysis of inventions and fugues and imitative choral music. Students are also required to demonstrate proficiency in composition in the style of Baroque counterpoint. Spring. *Prerequisite: MUSI 2312 or permission of instructor.*

MUSI 4204 (2-2-0) Choral Arranging
A practical course of creative work in arranging music for different combinations of voices with various styles of accompaniment. Fall, odd-numbered years. *Prerequisite: MUSI 2312 or permission of instructor.*

MUSI 4205 (2-2-0) Twentieth-Century Analytical Techniques
Structural and stylistic analysis of twentieth century music, including early twentieth century styles, pre-serial atonality, the 12-tone technique, microtonality, and electronic music. Spring, even-numbered years. *Prerequisites: MUSI 2305 and 2312.*

MUSI 4307 (3-3-0) Music in Worship
Students will examine the development and functional use of music in worship in the Old Testament, New Testament, and throughout Christian history, including modern usage and its various applications in the local church. Fall.

MUSI 4211 (2-2-0) Vocal Pedagogy
study of the various scientific and empirical methods of vocal pedagogy, including the physiology of the vocal mechanism. The student will apply class findings through studio observation and student teaching experience. Spring.

MUSI 4212 (2-2-0) Vocal Literature and Performance Practice
A study of song literature from the Renaissance, the Baroque/Classical Romantic German Lieder and French Melodie traditions to the present. Emphasis will be placed on the historical and interpretive aspects of the literature. Required for vocal performance majors. Fall.

MUSI 4214 (2-2-0) Choral Literature and Advanced Choral Techniques
A historical survey of choral literature from the Renaissance to the present. The literature is presented in such a way that students learn and practice choral conducting techniques applicable to the literature. Fall.
Prerequisite: MUSI 2312.

MUSI 4215 (2-2-0) Organ Pedagogy
A study of standard teaching materials for beginners and adults, including a survey of the representative keyboard literature beginning with the Baroque. Scores, anthologies, recordings and live performances will be utilized. Spring.

MUSI 4217 (3-3-0) Piano Pedagogy
A study of standard teaching materials for beginners and adults, including a survey of the representative keyboard literature beginning with the late Baroque. Scores, anthologies, recordings and live performances will be utilized. Spring, odd-numbered years.

MUSI 4218 (2-2-0) Piano Literature I: Renaissance Through The Classical Period
A study of piano repertoire from the Renaissance to the Classical Period including historical and interpretive aspects of the literature. Required for piano performance majors. Fall, odd-numbered years.

MUSI 4228 (2-2-0) Piano Literature II: Romantic Through The Present
A study of piano repertoire from the Romantic to the present including historical and interpretive aspects of the literature. Required of piano performance majors. Spring, even-numbered years.

MUSI 4301 (3-3-0) Instrumental Methods
A comprehensive study of instrumental music in the school. Emphasis will be on the band and orchestra instruments, teaching pedagogy for woodwinds, brass, string and percussion as well as ensemble development including literature, organization and other matters concerning the instrumental program. Spring, odd-numbered years. *Prerequisite: MUSI 2312.*

MUSI 4305 (3-3-0) Hymnology
A study of hymns, emphasizing periods of historical development and their practical use in the church worship service. Spring.

MUSI 4306 (3-3-0) Church Music Administration
A study of the church music ministry as a part of the total church program. Along with lectures and demonstrations by outstanding guest authorities, an internship in cooperation with a local church music ministry will comprise a major portion of this course. Spring.

MUSI 4342 (3-3-0) Ethnomusicology in Christian Missions
This course will study the "worlds of music" through the eyes of Ethnomusicology and relate ethnic music to Christian mission work. Through this course the student will become knowledgeable concerning the work of the ethnomusicologist and the music missionary while developing procedures for adapting indigenous music to the Christian worship experience. Fall.

MUSI 4380 (3-3-0) The Arts and the Creative Process
(ART 4380; COMA 4380)
Analysis of the visual and performing arts including the study of the human process involved in the creation of the Arts. The study will include perception, criticism, and factors which integrate, influence, and create the arts. Field trips are required. Fall, Spring.

Applied Music

Applied music major course numbers. *(Applied music as an elective has different numbers than for music major credits. These are listed in the current semester class schedule).*

Composition:

MUSI 1240, 2240, 3240, 4240 (2-1-0) Applied Composition
Private instruction in composition for one hour per week*. Permission of instructor is required for all other applied composition courses.*
MUSI 3340, 4340 (3-3-3) Advanced Applied Composition
Private study in composition for one and one-half hours per week*.*

MUSI 11C1 (1-.5-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for **25 minutes** per week. This number designates the **first or second semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Approval of the Program Director of the Music Theory Division.*

MUSI 21C1 (1-.5-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for 25 minutes per week. This number designates the **third or fourth semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Composition. Approval of the Program Director of the Music Theory Division.*

MUSI 31C1 (1-.5-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for 25 minutes per week. This number designates the **fifth or sixth semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Composition. Approval of the Program Director of the Music Theory Division.*

MUSI 41C1 (1-.5-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for 25 minutes per week. This number designates the **seventh or eighth semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Composition. Approval of the Program Director of the Music Theory Division.*

MUSI 12C1 (2-1-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for **50 minutes** per week. This number designates the **first or second semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Approval of the Program Director of Music Theory Division.*

MUSI 22C1 (2-1-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for **50 minutes** per week. This number designates the **third or fourth semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Composition. Approval of the Program Director of Music Theory Division.*

MUSI 32C1 (2-1-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for **50 minutes** per week. This number designates the **fifth or sixth semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Composition. Approval of the Program Director of Music Theory Division.*

MUSI 42C1 (2-1-0) Applied Composition Elective (for non-music majors)
Private instruction in composition for **50 minutes** per week. This number designates the **seventh or eighth semester** of composition study. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Composition. Approval of the Program Director of Music Theory Division.*

Guitar:

MUSI 1160 (1-.5-0) Applied Guitar
Private instruction in guitar for **25 minutes** per week. This number designates the **first or second semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required). Fall, Spring. *Prerequisite: Approval of Music Department Chair.*

MUSI 2160 (1-.5-0) Applied Guitar
Private instruction in guitar for **25 minutes** per week. This number designates the **third or fourth semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required). Fall, Spring. *Prerequisite: Completion of two semesters of Applied Guitar. Approval of Music Department Chair.*

MUSI 3160 (1-.5-0) Applied Guitar
Private instruction in guitar for **25 minutes** per week. This number designates the **fifth or sixth semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required). Fall, Spring. *Prerequisite: Completion of four semesters of Applied Guitar. Approval of Music Department Chair.*

MUSI 4160 (1-.5-0) Applied Guitar
Private instruction in guitar for **25 minutes** per week. This number designates the **seventh or eighth semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required.) Fall, Spring. *Prerequisites: Completion of six semesters of Applied Guitar. Approval of Music Department Chair.*

MUSI 1260 (2-1-0) Applied Guitar
Private instruction in guitar for **50 minutes** per week. This number designates the **first or second semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required). Fall, Spring. *Prerequisite: Approval of Music Department Chair.*

MUSI 2260 (2-1-0) Applied Guitar
Private instruction in guitar for **50 minutes** per week. This number designates the **third or fourth semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required). Fall, Spring. *Prerequisite: Completion of two semesters of Applied Guitar. Approval of Music Department Chair.*

MUSI 3260 (2-1-0) Applied Guitar
Private instruction in guitar for **50 minutes** per week. This number designates the **fifth or sixth semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required). Fall, Spring. *Prerequisite: Completion of four semesters of Applied Guitar. Approval of Music Department Chair.*

MUSI 4260 (2-1-0) Applied Guitar
Private instruction in guitar for **50 minutes** per week. This number designates the **seventh or eighth semester** of guitar study. The semester culminates in a jury evaluation by the guitar faculty. (Applied music fee required). Fall, Spring. *Prerequisite: Completion of six semesters of Applied Guitar. Approval of Music Department Chair.*

MUSI 2063 (0-2-0) Applied Guitar Proficiency
Student must enroll in and successfully complete this course in order to fulfill basic guitar requirements or progress to the next level of applied guitar. *Prerequisites MUSI 1163, 2163* $45 fee

MUSI 11G1 (1-.5-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **25 minutes** per week. This number designates the **first or second semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Approval of the Music Department Chair.*

MUSI 21G1 (1-.5-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **25 minutes** per week. This number designates the **third or fourth semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Guitar. Approval of the Music Department Chair.*

MUSI 31G1 (1-.5-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **25 minutes** per week. This number designates the **fifth or sixth semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Guitar. Approval of the Music Department Chair.*

MUSI 41G1 (1-.5-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **25 minutes** per week. This number designates the **seventh or eighth semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Guitar. Approval of the Music Department Chair.*

MUSI 12G1 (2-1-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **50 minutes** per week. This number designates the **first or second semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Approval of the Music Department Chair.*

MUSI 22G1 (2-1-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **50 minutes** per week. This number designates the **third or fourth semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Guitar. Approval of the Music Department Chair.*

MUSI 32G1 (2-1-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **50 minutes** per week. This number designates the **fifth or sixth semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Guitar. Approval of the Music Department Chair.*

MUSI 42G1 (2-1-0) Applied Guitar Elective (for non-music majors)
Private instruction in guitar for **50 minutes** per week. This number designates the **seventh or eighth semester** of guitar study. This applied guitar course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Guitar. Approval of the Music Department Chair.*

Instrument:

MUSI 1150, 2150, 3150, 4150 (1-1-1) Applied Instrument
Private instruction in brass, percussion, woodwind, strings, guitar, and handbells for one-half hour per week.

MUSI 1250, 2250, 3250, 4250 (2-2-2) Applied Instrument
Private instruction in brass, percussion, woodwind, strings, guitar, and handbells for one hour per week.

MUSI 3350, 4350 (3-3-3) Advanced Applied Instrument
Private instruction in brass, percussion, woodwind, or strings on the advanced level for one and one-half hour per week.

MUSI 11S1 (1-.5-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **25 minutes** per week. This number designates the **first or second semester** of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Approval of the Music Department Chair.*

MUSI 21S1 (1-.5-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **25 minutes** per week. This number designates the **third or fourth semester** of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Instrument. Approval of the Music Department Chair.*

MUSI 31S1 (1-.5-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **25 minutes** per week. This number designates the **fifth or sixth** semester of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Instrument. Approval of the Music Department Chair.*

MUSI 41S1 (1-.5-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **25 minutes** per week. This number designates the **seventh or eighth semester** of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Instrument. Approval of the Music Department Chair.*

MUSI 12S1 (2-1-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **50 minutes** per week. This number designates the **first or second semester** of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Approval of the Music Department.*

MUSI 22S1 (2-1-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **50 minutes** per week. This number designates the **third or fourth semester** of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Instrument. Approval of the Music Department.*

MUSI 32S1 (2-1-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **50 minutes** per week. This number designates the **fifth or sixth semester** of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisites: Completion of four semesters of Applied Instrument. Approval of the Music Department.*

MUSI 42S1 (2-1-0) Applied Instrument Elective (for non-music majors)
Private instruction in a wind or percussion instrument for **50 minutes** per week. This number designates the **seventh or eighth semester** of instrumental study. This applied instrument course does not require a final jury exam. (Applied Music fee required). Fall, Spring, Long Summer. *Prerequisites: Completion of six semesters of Applied Instrument. Approval of the Music Department.*

Organ:

MUSI 1130 (1-.5-0) Applied Organ
Private instruction in organ for **25 minutes** per week. This number designates the **first or second semester** of organ study. The semester culminates in a jury evaluation by a panel of organ faculty members. (Applied Music fee). Fall, Spring, Long Summer. *Prerequisite: Approval of Program Director of the Keyboard Division.*

MUSI 2130 (1-.5-0) Applied Organ
Private instruction in organ for 25 minutes per week. This number designates the third or fourth semester of organ study. The semester culminates in a jury evaluation by a panel of organ faculty members. (Applied Music fee). Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Organ. Approval of Program Director of the Keyboard Division.*

MUSI 3130 (1-.5-0) Applied Organ
Private instruction in organ for 25 minutes per week. This number designates the fifth or sixth semester of organ study. The semester culminates in a jury evaluation by a panel of organ faculty members. (Applied Music fee). Fall, Spring, Long Summer. Prerequisite: Completion of four semesters of Applied Organ. Approval of Program Director of the Keyboard Division.

MUSI 4130 (1-.5-0) Applied Organ
Private instruction in organ for 25 minutes per week. This number designates the seventh or eighth semester of organ study. The semester culminates in a jury evaluation by a panel of organ faculty members. (Applied Music fee). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Organ. Approval of Program Director of the Keyboard Division.*

MUSI 1230 (2-1-0) Applied Organ
Private instruction in organ for 50 minutes per week. This number designates the first or second semester of organ study. The semester culminates in a jury evaluation by a panel of organ faculty members. (Applied Music fee). Fall, Spring, Long Summer. *Prerequisite: Approval of Program Director of the Keyboard Division.*

MUSI 3230 (2-1-0) Applied Organ
Private instruction in organ for 50 minutes per week. This number designates the fifth or sixth semester of organ study. The semester culminates in a jury evaluation by a panel of organ faculty members. (Applied Music fee). Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Organ. Approval of Program Director of the Keyboard Division.*

MUSI 3230 (2-1-0) Applied Organ
Private instruction in organ for 50 minutes per week. This number designates the seventh or eighth semester of organ study. The semester culminates in a jury evaluation by a panel of organ faculty members. (Applied Music fee). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Organ. Approval of Program Director of the Keyboard Division.*

MUSI 3330, 4330 (3-3-3) Advanced Applied Organ
Private instruction in organ on the advanced level for one and one-half hour per week.

MUSI 11R1 (1-.5-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **25 minutes** per week. This number designates the **first or second semester** of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Approval of the Program Director of the Keyboard Division.*

MUSI 21R1 (1-.5-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **25 minutes** per week. This number designates the **third or fourth semester** of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Organ. Approval of the Program Director of the Keyboard Division.*

MUSI 31R1 (1-.5-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **25 minutes** per week. This number designates the **fifth or sixth semester** of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Organ. Approval of the Program Director of the Keyboard Division.*

MUSI 41R1 (1-.5-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **25 minutes** per week. This number designates the seventh or eighth semester of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Organ. Approval of the Program Director of the Keyboard Division.*

MUSI 12R1 (2-1-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **50 minutes** per week. This number designates the **first or second semester** of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Approval of the Program Director of the Keyboard Division.*

MUSI 22R1 (2-1-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **50 minutes** per week. This number designates the **third or fourth semester** of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Organ. Approval of the Program Director of the Keyboard Division.*

MUSI 32R1 (2-1-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **50 minutes** per week. This number designates the **fifth or sixth semester** of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. Prerequisite: Completion of four semesters of Applied Organ. Approval of the Program Director of the Keyboard Division.

MUSI 42R1 (2-1-0) Applied Organ Elective (for non-music majors)
Private instruction in organ for **50 minutes** per week. This number designates the **seventh or eighth semester** of organ study. This applied organ course does not require a final jury exam. (Applied Music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Organ. Approval of the Program Director of the Keyboard Division.*

Piano:

MUSI 1117 (1-2-0) Class Piano I
Designed to develop the basic keyboard skills needed to fulfill the requirements of Level I of the Piano Proficiency requirements. Students will cover pentascales and basic chord progressions with inversions in all major and minor scales for two octaves each hand alone. Simple sight-reading, harmonization, transposition and improvisation will also be included. Fall, Spring. *Prerequisite: Approval of Program Director of Keyboard Division*

MUSI 1118 (1-2-0) Class Piano II
Designed to develop the basic keyboard skills needed to fulfill the requirements for Level II of the Piano Proficiency requirements. Students will cover pentascales, broken chords, scales, and basic chord progressions with inversions in all major and minor keys. Two repertoire pieces will be memorized. Simple sight-reading, harmonization, transposition and improvisation will also be included. Fall, Spring. *Prerequisite: MUSI 1117 or approval of Program Director of Keyboard Division.*

MUSI 1120 (1-.5-0) Applied Piano
Private instruction in piano for **25 minutes** per week. This number designates the **first or second semester** of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific lower level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required) Fall, Spring, Long Summer. *Prerequisites: Completion of MUSI 1117 or approval of Program Head of Keyboard Division is required for music majors with piano as a secondary instrument.*

MUSI 2120 (1-.5-0) Applied Piano
Private instruction in piano for **25 minutes** per week. This number designates the **third or fourth semester** of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific lower level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required) Fall, Spring, Long Summer. This number must be repeated if the student does not complete piano proficiency requirements. *Prerequisites: Completion of two semesters of applied piano (including MUSI 1117: Class Piano I or MUSI 1118: Class Piano II) or approval of Program Head of Keyboard Division is required for music majors with piano as a secondary instrument.*

MUSI 3120 (1-.5-0) Applied Piano
Private instruction in piano for **25 minutes** per week. This number designates the **fifth or sixth semester** of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific upper level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required) Fall, Spring, Long Summer. *Prerequisites: Completion of four semesters of applied piano (including MUSI 1117: Class Piano I or MUSI 1118: Class Piano II) and the completion of all degree-specific proficiency requirements MUSI 2023A: Piano Proficiency Level III and/or MUSI 2023B: Piano Proficiency Level IV, MUSI 2023C: Sophomore Barrier for Piano Majors/Concentrations, or MUSI 3023A Piano Proficiency Level V.*

MUSI 4120 (1-.5-0) Applied Piano
Private instruction in piano for **25 minutes** per week. This number designates the **seventh or eighth semester** of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific upper level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required) Fall, Spring, Long Summer. *Prerequisites: Completion of six semesters of applied piano (including MUSI 1117: Class Piano I or MUSI 1118: Class Piano II) and the completion of all degree-specific proficiency requirements MUSI 2023A: Piano Proficiency Level III and/or MUSI 2023B: Piano Proficiency Level IV, MUSI 2023C: Sophomore Barrier for Piano Majors/Concentrations, or MUSI 3023A Piano Proficiency Level V.*

MUSI 1220 (2-1-0) Applied Piano
Private instruction in piano for **50 minutes** per week. This number designates the **first or second semester** of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific lower level piano proficiency requirements as described in the student's specific lower level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required). Fall, Spring, Long Summer. This number may be repeated for credit to accumulate lower level applied piano credits for music majors as defined by the specific music major degree plan. *Prerequisite: Completion of MUSI 1117 or approval of Program Head of Keyboard Division is required for music majors with piano as a secondary instrument.*

MUSI 2220 (2-1-0) Applied Piano
Private instruction in piano for **50 minutes** per week. This number designates the **third or fourth semester** of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific lower level piano proficiency requirements as described in the student's specific lower level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required). Fall, Spring, Long Summer. This number must be repeated if the student does not complete piano proficiency requirements. *Prerequisite: Completion of two semesters of applied piano (including MUSI 1117: Class Piano I or MUSI 1118: Class Piano II) or approval of Program Head of Keyboard Division is required for music majors with piano as a secondary instrument.*

MUSI 3220 (2-1-0) Applied Piano
Private instruction in piano for **50 minutes** per week. This number designates the **fifth or sixth semester** of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific upper level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of applied piano (including MUSI 1117: Class Piano I or MUSI 1118: Class Piano II) and the completion of all degree-specific proficiency requirements MUSI 2023A: Piano Proficiency Level III and/or MUSI 2023B: Piano Proficiency Level IV, MUSI 2023C: Sophomore Barrier for Piano Majors/Concentrations, or MUSI 3023A Piano Proficiency Level V.*

MUSI 4220 (2-1-0) Applied Piano
Private instruction in piano for **50 minutes** per week. This number designates the **seventh or eighth** semester of piano study. The semester culminates in a jury evaluation by a panel of piano faculty members. The student will pursue the completion of specific upper level piano proficiency requirements as described in the student's specific music degree plan. Students who have completed all proficiency requirements will study and perform repertoire as determined by the instructor. (Applied music fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of applied piano (including MUSI 1117: Class Piano I or MUSI 1118: Class Piano II) and the completion of all degree-specific proficiency requirements MUSI 2023A: Piano Proficiency Level III and/or MUSI 2023B: Piano Proficiency Level IV, MUSI 2023C: Sophomore Barrier for Piano Majors/Concentrations, or MUSI 3023A Piano Proficiency Level V.*

MUSI 2023A (0-0-0) Piano Proficiency Level III
The student will enroll in this course number concurrently with Applied Piano (MUSI 1120, 1220, 2120, or 2220) while attempting to pass Piano Proficiency Level III. MUSI 2023A serves as transcript verification for mastery of the following keyboard skills: major and minor pentascales, specific major and minor chord progressions, major scales, harmonic minor scales, transposition and harmonization of a simple melody, improvisation of accompaniment for a simple melody, and sight reading from a prescribed Level III Hymn List. The student must also perform two memorized repertoire pieces in contrasting styles. One piece must be a movement from a sonatina. The student will perform for a faculty jury. The average of the jury grades must be 70% or higher to constitute completion of the level. A deficiency in any skill area may result in an average below 70%. A jury average below 70% does not constitute completion of the level; therefore the student will receive a grade of NC (No Credit). A jury average of 70% or higher constitutes successful completion of the level and the student will receive a semester grade of CR (Credit). The student must enroll in MUSI 2023A until the level is completed successfully. Fall, Spring, Long Summer. *Prerequisite: Approval of Program Director of Keyboard Division.*

MUSI 2023B (0-0-0) Piano Proficiency Level IV
The student will enroll in this course number concurrently with Applied Piano (MUSI 1120, 1220, 2120, or 2220) while attempting to pass Piano Proficiency Level IV. MUSI 2023B serves as transcript verification for mastery of the keyboard skills listed under MUSI 2023A: Piano Proficiency Level III as well as the following: specific black-key major scales played hands together, an original improvisatory arrangement of "Happy Birthday" with accompaniment for practical use, a memorized performance of "Star-Spangled Banner," sight reading from a prescribed Level IV hymn list as well as two memorized repertoire pieces of contrasting style. The student will perform these skills for a faculty jury. The average of the jury grades must be 70% or higher to constitute completion of the level. A deficiency in any skill area may result in an average below 70%. A jury average below 70% does not constitute completion of the level; therefore the student will receive a grade of NC (No Credit). A jury average of 70% or higher constitutes successful completion of the level and the student will receive a semester grade of CR (Credit). The student must enroll in MUSI 2023B until the level is completed successfully. Fall, Spring, Long Summer. *Prerequisite: Completion of MUSI 2023A: Piano Proficiency Level III.*

MUSI 2023C (0-0-0) Sophomore Barrier for Piano Majors/Concentration
The student pursuing a piano concentration or piano performance major will enroll in this course number while in the fourth semester of Applied Piano (MUSI 2120 or 2220). Ideally, the piano performance major or concentration is in the second semester of level VII at the time of this exam. Each student will be evaluated regarding his/her progress in the program. This constitutes a Sophomore Barrier Jury Exam that evaluates the student's current level while also evaluating the student's progress and potential for successful completion of their stated degree program. Transfer students who have already completed four semesters of study will be evaluated in the same manner after one or two semesters of study at DBU at the discretion of his or her current applied professor. At the conclusion of the exam, the piano faculty will make a recommendation regarding the student's continued pursuit of his or her current degree program through the average of the grades for the Sophomore Barrier Exam. The jury average communicates the following: Bachelor of Music in Piano Performance is recommended for an average of 92-99; Bachelor of Music with piano concentration is recommended for an average of 80-91; repetition of the exam is recommended for an average of 70-79. An average below 70 will result in a recommendation to explore other degree options. Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Piano.*

MUSI 3023A (0-0-0) Piano Proficiency Level V
The student will enroll in MUSI 3023A concurrently with Applied Piano while attempting to pass Piano Proficiency Level V either after completing MUSI 2023A and MUSI 2023B or as a freshman piano concentration or piano performance major. MUSI 3023A serves as transcript verification for mastery of the keyboard skills listed under MUSI 2023A: Piano Proficiency Levels III and IV as well as the following that is specific to Piano Proficiency Level V: all major and harmonic minor scales played hands together for four octaves in sixteenth notes, all major and minor arpeggios played hands together for four octaves in sixteenth notes, and memorized performance of three repertoire pieces. For the student who attempts MUSI 3023A in the first semester of the freshman year, the student completes the material above that is specific to Level V with modifications in order to incorporate the functional piano skills that are required in Levels III and IV. In order to accommodate the additional preparation required for mastering those skills, the repertoire requirements is reduced from three pieces to two pieces. The skills incorporated from Levels III and IV include transposition and harmonization of a simple melody, improvisation of accompaniment for a simple melody, sight reading from the Level IV Hymn List, and an original improvisatory arrangement of "Happy Birthday" with accompaniment for practical use. The student will perform the repertoire pieces and skills for a faculty jury. The average of the jury grades must be 80% or higher to constitute completion of the level; therefore the student will receive a grade of NC (No Credit). A jury average of 80% or higher constitutes successful completion of the level and the student will receive a semester grade of CR (Credit). The student must enroll for this course number until the level is completed successfully. Fall, Spring, Summer. *Prerequisite: Approval of Program Director of Keyboard Division.*

MUSI 3023B (0-0-0) Piano Proficiency Level V for Theory /Composition

MUSI 3320 (3-1.5-0) Advanced Applied Piano
Private instruction in piano for **one hour and 20 minutes** per week or one **50 minute lesson and all studio classes as scheduled TBA.** This number designates the **fifth or sixth** semester of piano study for piano performance majors. The student will pursue the completion of specific upper level piano requirements as described in the student's specific music degree plan. The semester culminates in a jury evaluation by a panel of piano faculty members or the student's junior recital. Students who have completed Piano Level VIIIA as defined in the Department of Music Student Handbook may perform recital repertoire for a jury if the student is delaying the junior recital to a later semester. (Applied music fee required). Fall, Spring. *Prerequisite: Completion of four semesters of Applied Piano and the completion of MUSI 2023C: Sophomore Barrier for Piano Majors/Concentrations.*

MUSI 4320 (3-1.5-0) Advanced Applied Piano
Private instruction in piano for **one hour and 20 minutes** per week or one **50 minute lesson and all studio classes as scheduled TBA.** This number designates the **seventh or eighth** semester of piano study for piano performance majors. The student will pursue the completion of specific upper level piano requirements as described in the student's specific music degree plan. The semester culminates in a jury evaluation by a panel of piano faculty members or the student's senior recital. Students who have completed Piano Level IXA as defined in the Department of Music Student Handbook may perform recital repertoire for a jury if the student is delaying the senior recital to a later semester. (Applied music fee required). Fall, Spring. *Prerequisite: Completion of six semesters of Applied Piano and the completion of MUSI 2023C: Sophomore Barrier for Piano Majors/Concentrations.*

MUSI 11P1 (1-.5-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **25 minutes** per week. This number designates the **first or second semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Approval of Program Director for Keyboard Division.*

MUSI 21P1 (1-.5-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **25 minutes** per week. This number designates the **third or fourth semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Piano. Approval of Program Director for Keyboard Division.*

MUSI 31P1 (1-.5-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **25 minutes** per week. This number designates the **fifth or sixth semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Piano. Approval of Program Director for Keyboard Division.*

MUSI 41P1 (1-.5-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **25 minutes** per week. This number designates the **seventh or eighth semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Piano. Approval of Program Director for Keyboard Division.*

MUSI 12P1 (2-1-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **50 minutes** per week. This number designates the **first or second semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Approval of Program Director for Keyboard Division.*

MUSI 22P1 (2-1-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **50 minutes** per week. This number designates the **third or fourth semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Piano. Approval of Program Director for Keyboard Division.*

MUSI 32P1 (2-1-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **50 minutes** per week. This number designates the **fifth or sixth semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Piano. Approval of Program Director for Keyboard Division.*

MUSI 42P1 (2-1-0) Applied Piano Elective (for non-music majors)
Private instruction in piano for **50 minutes** per week. This number designates the **seventh or eighth semester** of piano study. Due to the varying levels of ability with elective students, the outcomes of the semester are mutually determined by the student and professor. The professor will determine the final exam based upon the student's improvement and learner-centered outcomes. This applied piano course does not require a final jury exam. (Applied music fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Piano. Approval of Program Director for Keyboard Division.*

Voice:

MUSI 1110 (1-.5-0) Applied Voice
Private instruction in voice for **25 minutes** per week. This number designates the **first or second semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members. (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Approval from the Program Director for the Vocal Division.*

MUSI 2110 (1-.5-0) Applied Voice
Private instruction in voice for **25 minutes** per week. This number designates the **third or fourth semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members. (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Voice. Approval from the Program Director for the Vocal Division.*

MUSI 3110 (1-.5-0) Applied Voice
Private instruction in voice for **25 minutes** per week. This number designates the **fifth or sixth semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members. (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Voice. Approval from the Program Director for the Vocal Division.*

MUSI 4110 (1-.5-0) Applied Voice
Private instruction in voice for **25 minutes** per week. This number designates the **seventh or eighth semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members. (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Voice. Approval from the Program Director for the Vocal Division.*

MUSI 1210 (2-1-0) Applied Voice
Private instruction in voice for **50 minutes** per week. This number designates the **first or second semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisites: Approval of the Program Director of the Vocal Division.*

MUSI 2210 (2-1-0) Applied Voice
Private instruction in voice for **50 minutes** per week. This number designates the **third or fourth semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisites: Completion of two semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 3210 (2-1-0) Applied Voice
Private instruction in voice for **50 minutes** per week. This number designates the **fifth or sixth semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisites: Completion of four semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 4210 (2-1-0) Applied Voice
Private instruction in voice for **50 minutes** per week. This number designates the **seventh or eighth semester** of voice study. The semester culminates in a jury evaluation by a panel of voice faculty members (Applied music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisites: Completion of six semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 3310 (3-1.5-0) Advanced Applied Voice
Private instruction in voice for **one hour and 20 minutes** per week or one **50-minute lesson and all studio classes as scheduled TBA.** This number designates the fifth or sixth semester of vocal study. The semester culminates in a jury evaluation by a panel of voice faculty members or the student's junior recital. (Applied music fee required; accompanist fee required.) Fall, Spring *Prerequisites: Completion of four semesters of Applied Voice. Approval of Program Director of Vocal Division.*

MUSI 4310 (3-1.5-0) Advanced Applied Voice
Private instruction in voice for **one hour and 20 minutes** per week or one **50-minute lesson and all studio classes as scheduled TBA.** This number designates the seventh or eighth semester of vocal study. The semester culminates in a jury evaluation by a panel of voice faculty members or the student's senior recital. (Applied music fee required; accompanist fee required.) Fall, Spring *Prerequisites: Completion of six semesters of Applied Voice. Approval of Program Director of Vocal Division.*

MUSI 11V1 (1-.5-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **25 minutes** per week. This number designates the **first or second semester** of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Approval of the Program Director of the Vocal Division.*

MUSI 21V1 (1-.5-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **25 minutes** per week. This number designates the **third or fourth semester** of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 31V1 (1-.5-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **25 minutes** per week. This number designates the **fifth or sixth semester** of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 41V1 (1-.5-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **25 minutes** per week. This number designates the **seventh or eighth semester** of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required.) Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 12V1 (2-1-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **50 minutes** per week. This number designates the **first or second** semester of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required). Fall, Spring, Long Summer. *Prerequisite: Approval of the Program Director of the Vocal Division.*

MUSI 22V1 (2-1-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **50 minutes** per week. This number designates the **third or fourth semester** of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of two semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 32V1 (2-1-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **50 minutes** per week. This number designates the **fifth or sixth** semester of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of four semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

MUSI 42V1 (2-1-0) Applied Voice Elective (for non-music majors)
Private instruction in voice for **50 minutes** per week. This number designates the **seventh or eighth semester** of vocal study. This applied voice course does not require a final jury exam. (Applied Music fee required; accompanist fee required). Fall, Spring, Long Summer. *Prerequisite: Completion of six semesters of Applied Voice. Approval of the Program Director of the Vocal Division.*

Ensembles

MUSI 1115, 1116, 2115, 2116, 3115, 3116, 4115, 4116 (1-0-4) University Concert Chorale
A selective choral organization of mixed voices performing a variety of choral literature, including the standard and large-scale choral repertoire. Concerts on and off campus. Open to all students by audition.

MUSI 1125, 1126, 2125, 2126, 3125, 3126, 4125, 4126 (1-0-2) Symphonic Winds
Study and performance of a wide repertoire of works for concert band, wind ensemble, and pep band. Concerts on and off campus. Open to all students by audition, with full-time student status and/or permission of instructor.

MUSI 1135, 2135, 3135, 4135 (1-4-0) Grand Chorus
The DBU Grand Chorus is the required choral ensemble for all students majoring in music or music business. This ensemble will perform for major University events including, but not limited to the Russell Perry Dinner, Tom Landry Dinner, The DBU Christmas Festival, and perform a major work in the spring semester.

MUSI 1145 & 1146; 2145 & 2146; 3145 & 3146; 4145 & 4146 (1-4-0) Legacy Ensemble
A select musical ensemble performing primarily musical theater and Christian contemporary literature from the 20th century to the 21st century. The ensemble experience seeks to strengthen vocal skill in performing a variety of challenging literature. This audition only ensemble represents Dallas Baptist University in performance venues on and off campus. The Legacy experience will broaden the member's understanding of musical theater, popular, Christian contemporary and show choir literature and enable the student to acquire competencies in musical skills that are necessary to the educational environment and the church and are worthy of Christian service in the DBU community and the world.

MUSI 1155, 1156, 2155, 2156, 3155, 3156, 4155, 4156 (1-0-4) Chamber Singers
A select choral ensemble limited to 24 voices performing primarily chamber literature from the Renaissance to the twentieth century. Open to students by audition only. Spring.

MUSI 1165, 1166, 2165, 2166, 3165, 3166, 4165, 4166 (1-0-2) Consort Singers
A select choral ensemble comprised primarily of freshman and sophomore level music students, dedicated to excellence in the performance of music ranging in style from contemporary Christian and vocal jazz to choral classics. Membership is open to any DBU student by audition and approval of the director. Spring.

MUSI 1175, 1176, 2175, 2176, 3175, 3176, 4175, 4176 (1-0-3) English Handbell Choir - University Ringers
A select handbell organization of students performing a variety of handbell literature. The group will concentrate on ringing techniques and training for handbell leadership in the church and school. Concerts on and off campus. Open to all students by audition.

MUSI 1261, 2261 (2-1-4) Opera Workshop
The study and performance of scenes from great operas throughout history. This is an elective class and requires an audition. Fall.

MUSI 3160 (1-1-1) Piano Ensemble
This course will explore piano repertoire written for more than one pianist. Students will rehearse and perform collaborative piano works by composers from standard and contemporary classical literature. One semester required for Piano Performance Majors as an ensemble credit. *Prerequisites: Completion of Piano Level VIIB or approval of Program Director of Keyboard Division.* Fall.

Philosophy

PHIL 2301 (3-3-0) Introduction to Philosophy
An introduction to basic philosophic concerns such as metaphysics, logic, epistemology, ethics, and aesthetics, including a survey of major philosophic problems and the answers proposed by various major philosophers. A Biblical and theological framework for thinking Christianly about philosophy will be presented. Fall, Spring, Online.

PHIL 2302 (3-3-0) Introduction to Logic
A study of the principles of correct thinking. This course examines the laws of logic, inductive and deductive reasoning, and shows the relevance of sound argumentation to philosophic, scientific, academic, and personal enterprises. The nature of formal and informal logical fallacies is considered. The course is designed to help students obtain proficiency in critical thinking. Spring, odd-numbered years.

PHIL 2303 (3-3-0) Introduction to World Views
An introduction to the nature, definition, and importance of world views in general and to basic world view systems in particular (e.g., theism, deism, naturalism, pantheism). This course will highlight the importance of thinking "worldviewishly" by giving special attention to the role of assumptions and presuppositions in the academic disciplines, in the diversity of cultures, and in personal life. Fall.

PHIL 3301 (3-3-0) History of Philosophy I: Classical and Medieval
A survey and critique of the major Western philosophers and their ideas in the Ancient, Christian, and Medieval Periods (i.e., from the pre-Socratic philosophers to Thomas Aquinas). Fall. *Prerequisite: PHIL 2301 or instructor approval.*

PHIL 3302 (3-3-0) History of Philosophy II: Modern and Postmodern
A continuation of PHIL 3301 consisting of a survey and critique of the major Western philosophers and their ideas in the Modern and Contemporary or Postmodern Periods (from the Renaissance to the present). Spring. *Prerequisite: PHIL 2301 or instructor approval.*

PHIL 3303 (3-3-0) Philosophy of Religion
A critical examination of the nature and validity of religious experience and the place of religion in human life. Spring, Online. *Prerequisite: PHIL 2301 or instructor approval.*

PHIL 3304 (3-3-0) The Christian World View
A description of the concept of world view in general and the content of the Christian world view in particular, focusing on the Biblical themes of creation, fall, redemption, and their implications in the totality of life including spiritual experience, education, the arts, vocation, the family, etc. Fall.

PHIL 3370 (3-3-0) The Philosophy of Science and Technology
An investigation of the characteristic issues which arise when serious attempts are made to integrate twentieth century science and the Christian world view in a constructive manner. The study will focus on how theological/scientific concerns have interfaced historically with the central philosophical categories of ontology, epistemology, ethics, and aesthetics as well as emphasize what these concerns contribute to contemporary technologies. Spring, odd-numbered years.

PHIL 4301 (3-3-0) Metaphysics
A study of issues which arise from an attempt to understand reality and its manifestations, both infinite and finite. Topics include God and Trinitarianism, substance and accidents, space and time, possibility and necessity, causality, mind and body, and universals. Fall, odd-numbered years. *Prerequisite: PHIL 2301 or instructor approval.*

PHIL 4302 (3-3-0) Epistemology
A study of the nature, source, types, justification, and limits of human knowledge with a focus on the Contemporary Period. The role and importance of the concept of Biblical revelation will be included. Spring, even-numbered years.
Prerequisite: PHIL 2301 or instructor approval.

PHIL 4303 (3-3-0) Ethics
A survey of the development of ethical thought, both ancient and modern. Various ethical systems and their proponents, including alternative Christian perspectives, will be covered along with a discussion of contemporary ethical problems such as abortion, homosexuality, war, ecology, business ethics, social justice, etc. Fall, even-numbered years. *Prerequisite: PHIL 2301 or instructor approval.*

PHIL 4304 (3-3-0) Aesthetics
(ART 4304)
An examination of the principles involved in the production, interpretation, and criticism of works of art, as well as basic principles of Christian aesthetic theory. Illustrative material from various artistic disciplines will be utilized. Spring, even-numbered years. *Prerequisite: PHIL 2301 or instructor approval.*

PHIL 4305 (3-3-0) Senior Project
A sustained, scholarly treatment of a topic of philosophical interest to the student, guided by the student's advising professor in tutorial fashion, required as a capstone to the major. The thesis should be at least 30 pages in length and must be defended orally before a review committee. As needed. *Prerequisites: PHIL 2301, 2302, 2303, 3301, 3302, and at least two of the following: PHIL 4301, 4302, 4303, or 4304.*

PHIL 4374 (3-3-0) Christian Apologetics
A survey of representative approaches to Christian Apologetics from the Greek fathers to the present. These will be analyzed in the light of Biblical revelation, and a comprehensive Christian apologetic will be attempted. Offered periodically. *Prerequisite: PHIL 2301 or instructor approval.*

Physical Science/Physics

Physical Science

PHSC 1401 (4-3-2) Physical Science
A lab-oriented investigation into the nature of solid matter and the physical universe, emphasizing the necessity to ask questions and the importance of scientific hypothesizing. The course includes the study of laws regarding mechanics, matter, heat, energy, and wave motion. The study of matter in the astronomical realm also may be included. The course is designed for the non-science major. Lab fee. Fall

PHSC 1402 (4-3-2) Physical Science
A lab-oriented investigation into the nature of solid matter and the physical universe, emphasizing the necessity to ask questions and the importance of scientific hypothesizing. The course includes the study of electricity and magnetism, light, energy, atomic and nuclear physics, and relativity. Matter in the geological realm may also be studied. The course is designed for the non-science major. Lab fee. Note: PHSC 1401 is not a prerequisite for PHSC 1402. Spring.

Physics

PHYS 1401 (4-3-3) General Physics
Introductory study of the principles and application of mechanics, wave motion, and sound, with emphasis on fundamental concepts and problem solving. Lab fee. Fall. *Prerequisite: MATH 1303 and 1304.*

PHYS 1402 (4-3-3) General Physics
Continuation of PHYS 1401, completing the survey of physics. Emphasis includes electricity, magnetism, optics, atomic structure, and nuclear physics. Lab fee. Spring. *Prerequisite: PHYS 1401.*

PHYS 3301 (3-3-0) Analytical Mechanics
Particle and rigid body kinematics, using a vector approach. Offered periodically in the Spring. *Prerequisites: PHYS 1402 and MATH 2407.*

PHYS 3302 (3-3-0) Vector Analysis
Introduction to scalar and vector products, vector differential calculus, vector integral calculus in two and three dimensions, and elements of tensor analysis emphasizing physical aspects. Offered periodically. *Prerequisites: MATH 1405 and PHYS 1402.*

PHYS 3303 (3-3-0) Modern Physics
Introduction to the study of atomic and nuclear structure of matter, electronic structure of the atom, and nuclear structure and wave nature of matter. Offered periodically. *Prerequisite: PHYS 1402.*

PHYS 3401 (4-3-3) Electronics
Physical basis of electronics devices and circuits including direct-current circuits, alternating currents, ac-circuit analysis and topics from diode circuits, semiconductor devices, amplifiers, oscillations, measurements, and microprocessors. Lab fee. Offered periodically in the Spring. *Prerequisites: PHYS 1402 and MATH 1405. (MATH 3305 is recommended.)*

Political Science

POLS 2301 (3-3-0) American National Government
A study of the organizations and functions of the American national government with a particular emphasis on the responsibilities and duties Christians hold in the public arena. The course places emphasis on what it means to be politically active and civic minded. Finally, the course encourages students to analyze public service and the public sector from a Christian worldview. Fall, Spring, Summer, Online.

POLS 2302 (3-3-0) State and Local Governments
A study of the structure, functions, and processes of state, county, and municipal governments. The Texas Constitution is reviewed in detail. Fall, Spring, Summer.

POLS 2303 (3-3-0) Statistics for the Social Sciences
(MATH 2301; PYSC 2301; SOCI 2303)
Introductory course including elements of probability to support statistical theory. Topics include theoretical distributions, discrete and continuous variables, and tests of hypotheses. Suggested for majors in the social and behavioral sciences. TI-83 Plus graphing calculator required. Fall, Spring, Summer. *Prerequisite: MATH 1301, 1303, 1307, or 1405.* ***This course may not be used to satisfy any general studies requirements for Social Science.***

POLS 2304 (3-3-0) Fundamentals of Criminal Law
(CRJS 2304)
A study of the legal system of the United States as it applies to criminal procedure and due process of law; emphasis on Supreme Court interpretations of constitutional rights and protection of an individual accused of a crime. Spring. ***This course may not be used to satisfy any general studies requirements for Social Science.*** *Prerequisite: POLS 2301 or CRJS 1310.*

POLS 3305 (3-3-0) Constitutional Law
(CRJS 3305)
A study of the United States Constitution and the U.S. Supreme Court with special attention given to judicial review, theories of constitutional interpretation, federalism, separation of powers, and civil rights and liberties. Fall, Spring. *Prerequisite: 3 hours in political science or criminal justice.*

POLS 3308 (3-3-0) Government and Business
A study of government regulation of the economic sectors and the administrative process of regulatory agencies. Offered periodically. *Prerequisite: 3 hours in political science.*
POLS 3313 (3-3-0) Internship in Political Science
A supervised field placement with a government agency or private political office. This course provides the student with an opportunity of integrating theory and classroom learning with actual field experience. Fall, Spring. *Prerequisite: 3 hours in political science.*

POLS 4302 (3-3-0) Comparative Governments
A study and application of theories and concepts related to the scope of comparative politics and methods of comparing various aspects of political systems. The principles, structure, and operation of three selected contemporary governmental systems will be compared to each other and to the government of the United States. Spring, even-numbered years. *Prerequisite: 6 hours in political science or instructor approval.*

POLS 4305 (3-3-0) American Political Tradition
A study of American political ideas from colonial times to the present with special emphasis placed on the political thought of the nation's founders, the political party system, and contemporary ideological debates. Spring, odd-numbered years. *Prerequisite: 6 hours in political science or instructor approval.*

POLS 4306 (3-3-0) Religion and Politics in the United States
A study of the interaction of religion and politics in the United States. Historical developments and contemporary issues, including major U.S. Supreme Court decisions, will be examined. Fall, even-numbered years. *Prerequisite: 6 hours in political science or instructor approval.*

POLS 4309 (3-3-0) American Foreign Policy
(HIST 4308)
A study of the events and personalities that have contributed to the development of American foreign policy since 1898 and a study of the factors and agencies involved in the formulation of American foreign policy. Fall, odd-numbered years. *Prerequisites: HIST 1301 and 1302, or 6 hours in political science.*

POLS 4310 (3-3-0) Fundamentals of International Relations
A study of the conduct of relations between nations, factors influencing national power, objectives and techniques of international politics, and concepts of international organization. Offered periodically in the Spring. *Prerequisite: 6 hours in political science or instructor approval.*

POLS 4311 (3-3-0) Municipal Government
(HIST 4302)
A study of the development of cities, their organization, functions, problems, and nature of municipal politics. May be taken for criminal justice credit with permission. Fall, odd-numbered years. *Prerequisite: 6 hours in political science or history.*

POLS 4312 (3-3-0) Introduction to Public Administration
A study of the theory and basic principles of administrative organization, communication, personnel management, the budgetary process, and the politics of administration. Fall, even-numbered years. *Prerequisite: 6 hours in political science or instructor approval.*

POLS 4315 (3-3-0) Political Communication
A study of new-style American political campaign tactics with an emphasis on how political consultants inform and persuade voters. *Prerequisite: 6 hours in Political Science or Communications.*

Psychology

PSYC 1301 (3-3-0) General Psychology
This introductory course provides the foundation for all other courses in psychology. The historical, theoretical, and research foundations for psychology are examined. A survey is made of human development, learning, perception, motivation, personality, neurological development, and emotions. The focus of the course is on the development of a Christian perspective on psychology. Fall, Spring, Online.

PSYC 2301 (3-3-0) Statistics for the Social Sciences
(MATH 2301; POLS 2303; SOCI 2303)
Introductory course including elements of probability to support statistical theory. Topics include theoretical distributions, discrete and continuous variables, and tests of hypotheses. Suggested for majors in the social and behavioral sciences. TI-83 Plus graphing calculator required. Fall, Spring, Summer. *Prerequisite: MATH 1301, 1303, 1307, or 1405.* ***This course may not be used to satisfy any general studies requirements for Social Science.***

PSYC 2304 (3-3-0) Marriage and Family
(SOCI 2304)
A study of the institution of the family, including courtship and marriage. An analysis of marriage and family life trends with a special emphasis on a Christian framework. Fall, Spring, Online.

PSYC 3301 (3-3-0) Educational Psychology
(EDEP 3301)
A study of the salient points of the discipline known as educational psychology. The course focuses on the cognitive, moral, and social development of children, giving particular attention to children with learning differences and exceptionalities. Students will analyze the behavioral and cognitive views of learning and study theories pertinent to instructing, managing, and motivating children. Fall, Spring.

PSYC 3302 (3-3-0) Juvenile Delinquency
(CRJS 3302; SOCI 3302)
A study of deviant behavior by the legal minors in contemporary society, factors and conditions contributing to delinquency, control and treatment of offenders, and programs for prevention. Fall, Summer, Online. *Prerequisite: PSYC 1301 or SOCI 1301.*

PSYC 3303 (3-3-0) Psychology Internship I
This course connects student public service with academic study by providing a professionally supervised activity in a setting that offers some type of human service. The student will be required to work 20 hours for each credit hour earned. The student's work will be evaluated by both the site supervisor and the course instructor. *Prerequisites: Twelve hours of psychology and junior standing.*

PSYC 3304 (3-3-0) Psychology Internship II
A continuation of PSYC 3303 Psychology Internship I. *Prerequisites: Twelve hours of psychology and junior standing.*

PSYC 3310 (3-3-0) Resilience: Helping At-Risk Children Bounce Back
(SPED 3310)
A study of the contributing factors of at-risk children, the components and process of resilience, protective factors, and therapeutic approaches that communicate and encourage resilience. Fall, Spring.

PSYC 3312 (3-3-0) Drug and Alcohol Problems
(CRJS 3312; SOCI 3312)
The philosophical, economic, political, social, and psychological dimensions of drug and alcohol problems will be examined. Offered periodically. *Prerequisite: PSYC 1301 or SOCI 1301.*

PSYC 3332 (3-3-0) Development of Infants, Children, and Adolescents
(SOCI 3303; EDUC 3302)
An interdisciplinary course emphasizing the psychosocial development of the child from conception through adolescence. A study is made of the physical, intellectual, emotional, social, and moral development of the child. Fall, Spring, Summer. *Prerequisite: PSYC 1301 or SOCI 1301.*

PSYC 4301 (3-3-0) Multicultural Perspectives
(SOCI 4301)
A social, historic and demographic analysis of ethnic groups. The study is designed to examine the complex patterns of each group as they respond to contemporary issues and to the dilemmas which are common to man. Conservative and liberal views are contrasted within a Biblical framework. Fall, Spring, Online. *Prerequisite: PSYC 1301 or SOCI 1301.*

PSYC 4305 (3-3-0) Psychology of Abnormal Behavior
A study of the nature and causes of personality disorders as reflected in the major theories and current research regarding human personality. Fall, Spring, Online. *Prerequisite: 12 hours in psychology.*

PSYC 4311 (3-3-0) Integration of Psychology and Christianity
This course includes a survey of the major approaches to and issues in relating psychology to Christianity. Psychology and Christianity will be compared in relation to their views of the nature of the human being, the sources of truth, sin and psychopathology, change and sanctification, and other factors. Fall, Online. *Prerequisites: 18 hours of psychology and 6 hours of religion or instructor approval.*

PSYC 4312 (3-3-0) Human Growth and Development
(SOCI 4313)
A course in developmental psychology that focuses on physical, cognitive, social, emotional, and personality development from conception to death within a context of basic theories of development. Fall, Spring, Online. *Prerequisite: PSYC or SOCI 1301.*

PSYC 4313 (3-3-0) Group Psychotherapy
This course has as its goal the development of a basic understanding of group processes as they relate to group therapy. Central to this study is an emphasis on group dynamics. Practical experience in group dynamics is included. Fall. *Prerequisites: PSYC 1301, 4312, and 4314.*

PSYC 4314 (3-3-0) Counseling Theories and Techniques
A course dealing with the fundamentals of counseling as they relate to human behavior. A survey of the major theories of counseling and psychotherapy is included. Fall, Online. *Prerequisite: PSYC 1301.*

PSYC 4315 (3-3-0) Psychology of Personality
An investigation of the interacting biological, psychological, and sociological factors which contribute to formation of behavior in personality structure. A survey of the major theories of personality is included. Spring, Online. *Prerequisite: PSYC 1301.*

PSYC 4319 (3-3-0) Research Methods
(SOCI 4312; CRJS 4312)
This course is designed to introduce the student to the scientific method of research. Topics covered include the philosophy/logic of research, hypothesis testing, the construction of concepts, sampling, data gathering, and data analysis. Completion of the course will make students better "consumers" of behavioral research data, as well as prepare them for more advanced classes in statistics and research. Examples in the class will be drawn from diverse disciplines including criminal justice, sociology, psychology, business, and health care. Fall, Spring, Online. *Prerequisites: PSYC 1301 and 2301, or SOCI 1301 and general studies math requirement, or 18 hours in criminal justice and general studies math requirement.*

PSYC 4324 (3-3-0) Psychology of Learning
A study of the principles and applications of how knowledge or skill is acquired. Learning as it relates to cognition, emotion, physiology, decision making, behavior, and experience will be analyzed. The major learning theories and their respective underlying presuppositions will be contrasted from a Biblical perspective. Spring. *Prerequisite: 9 hours in psychology, including PSYC 1301.*

PSYC 4325 (3-3-0) History of Psychology
An investigation of the history of psychological thought. The course concentrates on the evolution of contemporary theoretical concepts from their historical origins in philosophy and natural sciences. Fall. *Prerequisite: 12 hours in psychology.*

PSYC 4330 (3-3-0) Social Psychology
(SOCI 4303)
An analysis of the behavior of individuals in group processes with special attention to the sociocultural context of behavior. Spring, Online. *Prerequisite: PSYC 1301 or SOCI 1301.*

PSYC 4333 (3-3-0) Psychology of Adolescence
An interdisciplinary course emphasizing psychosocial development from adolescence through young adulthood. This study would include developmental and psychological issues that evolve in the teenage years. Spring. *Prerequisite: PSYC 1301 or instructor approval.*

Religion

RELI 1301 (3-3-0) Old Testament Survey
A survey of the literature and message of the Old Testament including the interbiblical period. Fall, Winter, Spring, Summer, Online.

RELI 1302 (3-3-0) New Testament Survey
A survey of the literature and message of the New Testament including the interbiblical period. Fall, Winter, Spring, Summer, Online.

RELI 1305 (3-3-0) Introduction to Biblical Foundations
This course gives an overall view of the Bible and the most basic principles of Christianity in order to lay a foundation for future study. The course is intended for international students who may still be developing English fluency and who may be from diverse cultural, religious, and philosophical backgrounds. Fall, Spring. *Prerequisite: Instructor approval.*

RELI 1310 (3-3-0) Introduction to Christian Ministry
This course introduces the student to ministry preparation through a study of the following topics: Clarifying one's call to ministry, understanding Baptists distinctives, introduction to spiritual formations, and supervised field experience. *This course may not be used to satisfy any general studies requirements for religion.* Fall, Spring, Online.

RELI 2301 (3-3-0) Old Testament I
An intensive introduction to the content and major critical problems of the Old Testament. Fall, Online.

RELI 2302 (3-3-0) Old Testament II
A continuation of RELI 2301. Spring, Online.

RELI 3301 (3-3-0) Christian Ethics
An introduction to Christian decision making which focuses on different approaches within Christian ethics and basic ethical issues such as human sexuality, political institutions, race relations, economic life, medical technology, and man in his environment. Offered periodically.

RELI 3302 (3-3-0) New Testament I
An intensive introduction to the content and major critical problems of the New Testament. Fall, Online.

RELI 3303 (3-3-0) New Testament II
A continuation of RELI 3302. Spring, Online.

RELI 3304 (3-3-0) Christian Doctrine
An introductory study of Christian doctrines, with emphasis on God's revelation, the nature and work of God, the person and work of Jesus Christ, the Holy Spirit, humanity and sin, salvation, the church, and the last things. Spring, Online.
Prerequisites: RELI 1301 and RELI 1302.

RELI 3305 (3-3-0) Principles of Biblical Interpretation
A study of the principles and methods of biblical interpretation that examine grammatical, historical, literary, theological, and contextual features of selected portions of scripture. Fall, Online.

RELI 3306-3315 (3-3-0) The Pentateuch
An intensive study of one or more of the books of the Pentateuch (Genesis-Deuteronomy). Offered periodically.
Prerequisite: RELI 1301 recommended for non-Biblical studies majors.

RELI 3316-3333 (3-3-0) The Historical Books
An intensive study of one or more of the Old Testament historical books (Joshua-Esther). Offered periodically.
Prerequisite: RELI 1301 recommended for non-Biblical studies majors.

RELI 3334-3341 (3-3-0) Hebrew Poetry and Wisdom Literature
An intensive study of one or more of the Hebrew Poetry and Wisdom Literature books (Job-Song of Solomon). Offered periodically. *Prerequisite: RELI 1301 recommended for non-Biblical studies majors.*

RELI 3336 (3-3-0) Proverbs
An intensive study of the book of Proverbs. Offered periodically and Online. *Prerequisite: RELI 1301 recommended for non-Biblical studies majors.*

RELI 3342-3348 (3-3-0) The Major Prophets
An intensive study of one or more of the Major Prophetic books (Isaiah-Daniel). Offered periodically. *Prerequisite: RELI 1301 recommended for non-Biblical studies majors.*

RELI 3349-3370 (3-3-0) The Minor Prophets
An intensive study of one or more of the Minor Prophetic books (Hosea-Malachi). Offered periodically. *Prerequisite: RELI 1301 recommended for non-Biblical studies majors.*

RELI 3371 (3-3-0) Pastoral Ministries
A study of the nature, duties, and problems of the Christian ministry, including evangelism and homiletics, along with the relationship of a local church to other Baptist and denominational bodies in the performance of its worldwide mission. Fall, even-numbered years.

RELI 3372 (3-3-0) Church Administration
A study of the actual planning and promotion of a church program of religious education through the major educational agencies of a Baptist church. Fall, odd-numbered years.

RELI 3374 (3-3-0) The Christian World View
(PHIL 3304)
A description of the concept of world view in general and the content of the Christian world view in particular, focusing on the Biblical themes of creation, fall, and redemption; and their implications in the totality of life including spiritual experience, education, the arts, vocation, the family, etc. Fall.

RELI 3376 (3-3-0) Understanding Islamic Faith
The purpose of this course is to introduce the student to the religion of Islam, the world's fastest growing religion. The course is a broad overview designed for those students with little or no previous background understanding of Islamic culture and its doctrinal beliefs. Offered periodically.

RELI 3377 (3-3-0) Discover Israel/Middle East
A study tour of some of the Biblical lands; led by a professor. Offered periodically.

RELI 3380 (3-3-0) Introduction to Missions
An introduction to the study of Christian missions and missions methodology for the 21st century. Historical missions, the missionary call, organizational options, political realities, third-world Christianity, and other topics will be addressed. Offered periodically.

RELI 3381 (3-3-0) Integrating Faith in Culture
The purpose of this course is to overview the cultural, biblical, missiological and strategic dimensions of faith and culture in the marketplace. It also serves as an introduction to the perspectives, methods and guidelines of the marketplace ministry movement and how the integration of our faith in culture contributes to God's plan for the nations. Periodically.

RELI 3382 (3-3-0) Practicum in Religion
Internship training program to be supervised by a professor and an official in the local church or church-related institution. Fall, Spring. *Prerequisite: Biblical Studies or Christian Studies major, junior or senior status, and faculty approval.*

RELI 3383 (3-3-0) History of Christianity
A general survey of the historical development of Christianity from the New Testament era to the present.

RELI 3386 (3-3-0) Practicum in Personal Evangelism
A course designed to equip the student with the skill of sharing the gospel of Jesus Christ. The student will have many opportunities to watch a skilled witness share the gospel and then to share the gospel under the training of that skilled witness. Training will be supervised by the professor, and the professor will give instruction. Fall.

RELI 3387 (3-3-0) Practicum in Discipleship
A course designed to equip the student with the skills necessary to grow as a disciple and to disciple other Christians. Offered periodically. *Prerequisite: RELI 3386*

RELI 4301 (3-3-0) World Religions
An introductory survey of the major contemporary world religions and the major "Christian" cults. Fall, Spring, Online.

RELI 4302 (3-3-0) Systematic Theology I
A systematic study of the Biblical doctrines of Revelation, God, and Man. Periodically.

RELI 4303 (3-3-0) Systematic Theology II
A continuation of RELI 4302. Attention is given to the doctrines of Christ, the Holy Spirit, the Church, and Eschatology. Periodically.

RELI 4304-4307 (3-3-0) The Gospels
An intensive study of one or more of the gospels (Matthew-John). Offered periodically, Online (RELI 4305). *Prerequisite: RELI 1302 recommended for non-Biblical studies majors.*

RELI 4308 (3-3-0) Acts
An intensive study of the Book of Acts. Offered periodically. *Prerequisite: RELI 1302 recommended for non-Biblical studies majors.*

RELI 4309-4327 (3-3-0) The Pauline Letters
An intensive study of one or more of the epistles of Paul. Offered periodically. *Prerequisite: RELI 1302 recommended for non-Biblical studies majors.*

RELI 4328 (3-3-0) Hebrews
An intensive study of the Epistle to the Hebrews. Offered periodically. *Prerequisite: RELI 1302 recommended for non-Biblical studies majors.*

RELI 4329-4336 (3-3-0) The General Epistles
An intensive study of one or more of the General Epistles (James-Jude). Offered periodically. *Prerequisite: RELI 1302 recommended for non-Biblical studies majors.*

RELI 4337 (3-3-0) Revelation
An intensive study of the Book of the Revelation. Offered periodically. *Prerequisite: RELI 1302 recommended for non-Biblical studies majors.*

RELI 4338 (3-3-0) The Synoptic Gospels
An intensive study of the synoptic gospels (Matthew-Luke), including a study of the synoptic problem. Offered periodically. *Prerequisite: RELI 1302 recommended for non-Biblical studies majors.*

RELI 4340 (3-3-0) Contemporary Theology
A study of the representative examples of recent and contemporary theologians and their systems of thought. Approaches and insights of current Biblical theologians will also be considered. Offered periodically.

RELI 4341 (3-3-0) Biblical Eschatology
A comprehensive study of end-time events as drawn from both Old and New Testament passages. Offered periodically.

RELI 4342 (3-3-0) Ethnomusicology in Christian Missions
(MUSI 4342)
This course will study the "worlds of music" through the eyes of Ethnomusicology and relate ethnic music to Christian mission work. Through this course the student will become knowledgeable concerning the work of the ethnomusicologist and the music missionary while developing procedures for adapting indigenous music to the Christian worship experience. Fall, even-numbered years.

RELI 4350 (3-3-0) Systematic Theology
A study of how the biblical doctrines of Revelation, God, Man, Christ, the Holy Spirit, the Church, and Eschatology have progressed and changed throughout history in respect to specific theologians. Fall, Online. *Prerequisite: RELI 3304 Christian Doctrine.*

RELI 4370 (3-3-0) European Church History
(HIST 4303)
A study of the history of the church from the New Testament era to the present. This study includes Christian thought, institutions, expansion, and the impact of Christianity on Western culture. Fall, even-numbered years. *Prerequisite: 6 hours in history.*

RELI 4371 (3-3-0) American Church History
(HIST 4304)
A study of American church history from its European background to the present. A general survey with particular attention to its indigenous characteristics: denominationalism, revivalism, sectarianism, social gospel, and American Christian thought. Spring, odd-numbered years. *Prerequisite: 6 hours in history.*

RELI 4373 (3-3-0) The Renaissance and the Reformation Eras
(HIST 4319)
A study of social, political, economic, and religious developments from the Renaissance through the Counter Reformation. Emphasis will be on the leading reformers and their theological views. Both the continental and English Reformation will be examined. The ensuing Counter Reformation which was born in the Council of Trent will be studied with a view to its impact on political and cultural consequences. Spring, even-numbered years. *Prerequisite: 6 hours in history.*

RELI 4374 (3-3-0) Christian Apologetics
(PHIL 4374)
A survey of representative approaches to Christian Apologetics from the Greek fathers to the present. These will be analyzed in the light of Biblical revelation, and a comprehensive Christian apologetic will be attempted. Offered periodically. *Prerequisite: PHIL 2301 or instructor approval.*

RELI 4375 (3-3-0) Pastoral Counseling
A pastoral counseling study focusing on helping individuals, families, and communities deal with spiritual, emotional, and marital issues within the church or para-church context. The course will benefit both ministers and lay persons seeking to develop practical skills in counseling people undergoing different life crises. Life concerns and crises studied will include grief, suicidal ideation, anxiety, chemical dependency, trauma following various tragedies, depression, marital problems, and life transition issues. The approach takes into consideration gender, cultural, and social issues that influence pastoral counseling. Offered periodically.

RELI 4376 (3-3-0) Understanding Islamic Faith
The purpose of this course is to introduce the student to the religion of Islam, the world's fastest growing religion. The course is a broad overview designed for those students with little or no previous background understanding of Islamic culture and its doctrinal beliefs. Periodically.

RELI 4378 (3-3-0) Research and Writing for Biblical Studies
This course is designed to help students develop their research and writing skills primarily in Biblical studies. Offered periodically.

Sociology

SOCI 1301 (3-3-0) Introduction to Sociology
A study of the basic concepts, principles, and processes used to analyze the structure and functions of society. Fall, Spring, Online.

SOCI 1302 (3-3-0) Social Problems
A study of the major social problems in contemporary American society and an analysis of proposed approaches that attempt to address them. Spring, Online.

SOCI 2302 (3-3-0) Social Work
A survey of the field of social work. Students will become acquainted with the principles of the helping processes within the broad field of social services. Fall.

SOCI 2303 (3-3-0) Statistics for the Social Sciences
(MATH 2301; POLS 3403; PSYC 2301)
Introductory course including elements of probability to support statistical theory. Topics include theoretical distributions, discrete and continuous variables, and tests of hypotheses. Suggested for majors in the social and behavioral sciences. TI-83 Plus graphing calculator required. Fall, Spring, Summer. *Prerequisite: MATH 1301, 1303, 1307, or 1405.* ***This course may not be used to satisfy any general studies requirements for Social Science.***

SOCI 2304 (3-3-0) Marriage and Family
(PSYC 2304)
A study of the institution of the family, including courtship and marriage. An analysis of marriage and family life trends with a special emphasis on a Christian framework. Fall, Spring.

SOCI 2305 (3-3-0) Introduction to Gerontology
An overview of the field of gerontology. The study includes an examination of aging in relation of sociology, psychology, biology, law, political science, literature, religion, recreation, and health. Special emphasis is placed on social gerontology from a Christian perspective. Offered periodically.

SOCI 3301 (3-3-0) Mass Media and Society
This course analyzes the role that mass media plays in shaping our culture and is shaped by our culture. The philosophical, economic, political, and social dimensions of mass media will be examined. Offered periodically.

SOCI 3302 (3-3-0) Juvenile Delinquency
(CRJS 3302; PSYC 3302)
A study of deviant behavior by the legal minors in contemporary society, factors and conditions contributing to delinquency, control and treatment of offenders, and programs for prevention. Fall, Summer, Online. *Prerequisite: SOCI 1301 or PSYC 1301.*

SOCI 3303 (3-3-0) Development of Infants, Children, and Adolescents
(EDUC 3302; PSYC 3332)
An interdisciplinary course emphasizing the psychosocial development of the child from conception through adolescence. A study is made of the physical, intellectual, emotional, social, and moral development of the child. Fall, Spring, Summer. *Prerequisite: SOCI 1301 or PSYC 1301.*

SOCI 3304 (3-3-0) Cultural Anthropology
Analysis and description of patterns of human behavior, including comparisons in technology, social organization, education, magic and religion, and art of literate and pre-literate cultures. Offered periodically. *Prerequisite: SOCI 1301.*

SOCI 3305 (3-3-0) Internship in Sociology I
A supervised field placement with a Christian or secular social agency. This course provides the student with an opportunity of integrating theory and classroom learning with actual field experience. The placement may be at the individual, family group, or community levels in diverse setting. Fall, Summer, Online. *Prerequisite: SOCI 1301 or 1302, or concurrent enrollment in SOCI 1302.*

SOCI 3306 (3-3-0) Urban Sociology
A study of the nature, structure, and functions of urban society. Emphasis is placed on the development of cities and problems of modern cities. Fall, even-numbered years. *Prerequisite: SOCI 1301.*

SOCI 3308 (3-3-0) Internship in Sociology II
A continuation of SOCI 3305. Spring, Summer. *Prerequisite: SOCI 3305.*

SOCI 3312 (3-3-0) Drug and Alcohol Problems
(CRJS 3312; PSYC 3312)
The philosophical, economic, political, social, and psychological dimensions of drug and alcohol problems will be examined. Offered periodically. *Prerequisite: SOCI 1301 or PSYC 1301.*

SOCI 3330 (3-3-0) Death & Dying
An examination of issues in the field of death awareness approached from a Biblical perspective and based on Biblical truth. Interactions between the dying individual and family, friends, and professionals are analyzed. Emphasis is placed on the social aspects of dying and the different settings in which deaths occur in relationship to Christian ministry. Spring. *Prerequisite: SOCI 1301 or PSYC 1301.*

SOCI 4301 (3-3-0) Multicultural Perspectives
(PSYC 4301)
A social, historic, and demographic analysis of ethnic groups. The study is designed to examine the complex patterns of each group as they respond to contemporary issues and to the dilemmas which are common to man. Conservative and liberal views are contrasted within a Biblical framework. Fall, Spring. *Prerequisite: SOCI 1301 or PSYC 1301.*

SOCI 4303 (3-3-0) Social Psychology (PSYC 4330)
An analysis of behavior of individuals in group processes with special attention to the sociocultural context of behavior. Spring, Online. *Prerequisite: SOCI 1301 or PSYC 1301.*

SOCI 4304 (3-3-0) Social Change
An analysis of viewpoints concerning social change, including the study of collective behavior and social movements as they reflect the changing structure and function of society. Offered periodically. *Prerequisite: SOCI 1301.*

SOCI 4305 (3-3-0) Sociology of Religion
Religions exist within societies and among social groups. This course will study the social aspects of religion and the way religion influences and is influenced by society and culture. Offered periodically. *Prerequisite: SOCI 1301.*

SOCI 4307 (3-3-0) Criminology
(CRJS 4307)
The course considers the idea of crime and community from social, psychological, and sociological perspectives. The social patterns, characteristics, and causes of crime will be examined along with theories of control and treatment. Fall, Spring, Summer. *Prerequisite: SOCI 1301 or CRJS 1302.*

SOCI 4312 (3-3-0) Research Methods
(PSYC 4319; CRJS 4312)
The course is designed to introduce the student to the scientific method of research. Topics covered include the philosophy/logic of research, hypothesis testing, the construction of concepts, sampling, data gathering, and data analysis. Completion of the course will make students better "consumers" of behavioral research data, as well as prepare them for more advanced classes in statistics and research. Examples in the class will be drawn from diverse disciplines including criminal justice, sociology, psychology, business, and health care. Fall, Spring. *Prerequisites: SOCI 1301 and general studies math requirement, or PSYC 1301 and 2301, or 18 hours in criminal justice and general studies math requirement.*

SOCI 4313 (3-3-0) Human Growth and Development
(PSYC 4312)
A course in developmental psychology that focuses on physical, cognitive, social, emotional, and personality development from conception to death within a context of basic theories of development. Fall, Spring. *Prerequisite: SOCI or PSYC 1301.*

SOCI 4320 Special Topics in Sociology
Concentrates on specialized areas of sociology. May be repeated for credit when content changes. Periodically.

Spanish

SPAN 1401 (4-3-2) Elementary Spanish I
The emphasis is upon spoken Spanish by the visual-audio-lingual method, which includes the essentials of grammar, vocabulary, composition, and culture through films, tapes, and text materials. Lab fee.

SPAN 1402 (4-3-2) Elementary Spanish II
A continuation of SPAN 1401. Lab fee. *Prerequisite: SPAN 1401 or equivalent.*

SPAN 2301 (3-3-0) Intermediate Spanish I
Review of grammar and continuation of spoken Spanish through films, tapes, readings, and discussions of Spanish literature and culture. *Prerequisite: SPAN 1402 or equivalent.*

SPAN 2302 (3-3-0) Intermediate Spanish II
A continuation of SPAN 2301. *Prerequisite: SPAN 2301 or equivalent.*

SPAN 3301 (3-3-0) Survey of Spanish Literature I
Lectures and selected readings of outstanding literary works from medieval period through the Golden Age (1750). Offered periodically. *Prerequisite: SPAN 2302 or equivalent.*

SPAN 3303 (3-3-0) Survey of Spanish-American Literature I
Lectures and selected readings in the essay, novel, and drama from the early chronicles to the contemporary period. Offered periodically. *Prerequisite: SPAN 2302 or equivalent.*

SPAN 3305 (3-3-0) Advanced Spanish Conversation and Composition
Emphasis is on developing speaking and writing skills. Offered periodically. *Prerequisite: SPAN 2302 or equivalent.*

SPAN 3310 (3-3-0) Studies in Hispanic Life and Culture I
This course examines aspects of the Hispanic culture through the study of history, customs and beliefs, literature and art, while at the same time improving language skills. *Prerequisite: SPAN 2302 or equivalent.*

SPAN 3311 (3-3-0) Studies in Hispanic Life and Culture II
This course examines aspects of the Hispanic culture through the study of history, customs and beliefs, literature and art, while at the same time improving language skills. *Prerequisite: SPAN 2302 or equivalent.*

SPAN 3312 (3-3-0) Spanish and Latin American Short Stories
This course consists of readings of short stories written by varied authors of the Hispanic world. *Prerequisite: SPAN 2302 or equivalent.*

SPAN 4302 (3-3-0) The Spanish Drama
A study of selected masterpieces in the drama from the Golden Age through the nineteenth century. Offered periodically. *Prerequisite: SPAN 2302 or equivalent.*

Paideia College Society (Formerly Pew College Society)

PCS 4301 (3-3-0) Studies in Christian Scholarship
This course consists of a careful reading and discussion of primary sources and contemporary texts on the classical and Christian concept of liberal education (paideia) and is designed to help students develop a substantial philosophy of education that is life changing. Periodically. *Prerequisite: Instructor approval.*

PCS 4302 (3-3-0) Studies in Christian Spirituality
This course consists of a careful reading and discussion of primary and contemporary sources on classical Christian spirituality and the vision of Christian humanism with a view to becoming fully human under God. Periodically. *Prerequisite: Instructor approval.*

COMMON COURSE NUMBER INDEX

Dallas Baptist University is a participant in the Texas Common Course Numbering System that was designed to facilitate the transfer of lower-division academic courses between colleges and universities in Texas. Each Dallas Baptist University course listed below has been determined to be substantially equivalent to the common course shown beside it.

DBU Course Number	Common Course Number
ACCT 2301	ACCT 2301
ACCT 2302	ACCT 2302
ART 1301	ARTS 1311
ART 1302	ARTS 1312
ART 1303	ARTS 1316
ART 1306	HUMA 1315
ART 2303	ARTS 1317
ART 2310	ARTS 2316
ART 2311	ARTS 2326
ART 2312	ARTS 2346
ART 2314	ARTS 2356
ART 2319	ARTS 1303
ART 2320	ARTS 1304
BIOL 2405	BIOL 2401
BIOL 2406	BIOL 2402
CHEM 1401	CHEM 1411
CHEM 1402	CHEM 1412
CHIN 1401	CHIN 1411
CHIN 1402	CHIN 1412
CHIN 2301	CHIN 2311
CHIN 2302	CHIN 2312
COMA 1302	SPCH 1311
COMA 2301	COMM 1307
COMA 2302	SPCH 1342
COMA 2305	SPCH 1318
COMA 2314	COMM 1318
CRJS 1301	CRIJ 1307
CRJS 1302	CRIJ 1301
CRJS 1310	CRIJ 2328
CRJS 1311	CRIJ 2323
CRJS 2304	CRIJ 1310
CRJS 2305	CRIJ 1306
CRJS 2308	CRIJ 2314
ECON 2301	ECON 2301
ECON 2302	ECON 2302
ENGL 1301	ENGL 1301
ENGL 1302	ENGL 1302
ENGL 2301	ENGL 2332
ENGL 2302	ENGL 2333
FREN 1401	FREN 1411
FREN 1402	FREN 1412
FREN 2301	FREN 2311
FREN 2302	FREN 2312
GEOL 1301	GEOL 1403
HIST 1301	HIST 1301
HIST 1302	HIST 1302
HIST 2301	HIST 2321
HIST 2302	HIST 2322
MATH 1303	MATH 1314
MATH 1304	MATH 1316
MATH 1307	MATH 1324
MATH 1308	MATH 1325
MATH 1405	MATH 2413
MATH 1406	MATH 2414
MATH 2301	MATH 1342
MATH 2309	MATH 2318
MATH 2407	MATH 2415
MUSI 1111	MUSI 1116
MUSI 1112	MUSI 1117
MUSI 1311	MUSI 1311
MUSI 1312	MUSI 1312
MUSI 2111	MUSI 2116
MUSI 2112	MUSI 2117
MUSI 2311	MUSI 2311
MUSI 2312	MUSI 2312
PHIL 2301	PHIL 1301
PHIL 2302	PHIL 2303
PHYS 1401	PHYS 1401
PHYS 1402	PHYS 1402
POLS 2301	GOVT 2305
POLS 2302	GOVT 2306
PSYC 1301	PSYC 2301
PSYC 2301	PSYC 2317
SOCI 1301	SOCI 1301
SOCI 1302	SOCI 1306
SOCI 2302	SOCW 2361
SOCI 2304	SOCI 2301
SPAN 1401	SPAN 1411
SPAN 1402	SPAN 1412
SPAN 2301	SPAN 2311
SPAN 2302	SPAN 2312

Financial Information

Student Charges

For current tuition, room, and board charges, and for special fees, please consult the DBU online catalog or current DBU Schedule of Classes.

Room and Key Deposit
A one-time room and key deposit of $100.00 must be paid by all dormitory residents. The deposit is refundable provided the room has sustained no damage while occupied by the student and the student has requested, in writing, said deposit. Such notice must be given within 30 days after the student moves out of the dorm. After 30 days, the deposit is automatically forfeited.

Damage charges in excess of $100.00 will be charged to a student's account and must be paid before a semester is completed. If a student leaves the University owing money on an account, the room and key deposit will be applied to the balance. No refunds of this deposit will be made at the time of withdrawal. A check will be mailed within two to four weeks after the student leaves the University or permanently ceases to be a dormitory resident. Withdrawal from the University does not automatically withdraw the student from housing. A separate refund of charges must be made for housing.

Cost Changes

Because economic conditions fluctuate, the University reserves the right to change tuition and other charges at the beginning of any semester if such change is judged necessary by the University.

Medical Insurance
Medical Insurance is available to all students at the time of registration and is mandatory for residence hall students, apartment students, international students, and athletes.

Payment of Charges

All charges for the semester are due and payable at registration. Cash, check, MasterCard, VISA, Discover, or American Express are accepted.

In lieu of confirmed financial aid, a time payment plan is available requiring a 25% payment of all tuition and fees at registration and the balance in three equal monthly payments. A $50.00 deferred tuition administration fee will be assessed to the student account when utilizing the time payment plan.

All accounts must be paid in full before a student can receive a diploma, receive transcripts, or be permitted to register for the next semester or term. In the event that it should become necessary to place a student account in the hands of an agency for collection, the student will be responsible for payment of such additional amount as shall constitute reasonable fees for such collection. If there are any questions regarding financial arrangements, please call the cashier's office. Receipts will be required for resolution of account discrepancies.

Online Education Payment of Charges
All charges for online courses are due in full at registration.

Payment Arrangements
Students who are employees of companies which pay DBU directly for all or part of the student's cost of tuition and fees may register by providing DBU the appropriate form with the required signatures on or before registration. Any amount not covered by the employer is to be paid by the student at registration. If for any reason the employer does not make a payment to DBU, students are responsible for all charges.

Transcript Requests
Students must pay a transcript request fee plus any outstanding account balance with cash, check, or credit card. However, if the student desires his or her transcript to be processed within two working days, he or she must pay with cash or credit card. There will be a ten (10) day hold on transcript requests paid for by check.

Corporate Reimbursement

In order to utilize the corporate reimbursement agreement, a student must have a portion of or all of the charges reimbursed by his employer. Any student whose employer reimburses less than 50% will complete an installment note for the balance of the charges that are not covered by the employer. Below are the requirements for the corporate reimbursement agreement.

- The employer portion must be received within 45 days after the last date of class.
- Any student whose employer reimburses less than 100% of the student's charges must either immediately pay the remaining non-reimbursed portion of the student's charges or complete an installment note for the remaining non-reimbursed portion of the student's charges.
- If the employer does not pay tuition, fees, or other charges, then the student is responsible for immediate payment of his/her account to Dallas Baptist University.
- The student authorizes Dallas Baptist University to release grade report(s) or transcripts and any other financial or academic information concerning his/her account to the employer.

Refund Policy

A student may receive partial or full credit for the semester's tuition charge if he/she completes the official Add/Drop or withdrawal process through the Registrar's Office. Please refer to the appropriate semester *Schedule of Classes* to determine the appropriate refund calculation. In the event of a course cancellation by the University, credit equal to 100% of tuition and fees will be given. Late Registration and/or absences from class have no bearing on refunds. Students suspended for academic or disciplinary reasons will not be entitled to a refund of tuition, fees, or housing.

Refunds of credit balances on student accounts will require a minimum of two weeks to be paid after the student has officially withdrawn through the Registrar's Office. Financial aid payments are applied to student accounts after the close of the add/drop period. Credit balance refunds will be issued within two weeks after the financial aid is applied to the account. A refund will be issued only if the student's balance is paid in full.

NOTE: Financial aid recipients who withdraw before 60% of the semester is completed will also be required to return a portion of the federal financial aid received. For further information, please consult the Financial Aid section of the catalog.

Room Charges and University Fee Refunds

Room charges and all fees are not refundable.

Dropping a Course(s)

During the Late Registration period, a student who officially drops a course(s) by going through the established procedure will not receive a grade for the course and will be subject to the same refund policy as a student who withdraws from school.

Dropping and Adding a Course

When a student drops and adds an equal number of credit hours within the same term, it is considered an even exchange and no prorated refund is calculated. If a student drops and adds courses within different terms, credit for courses dropped will be determined based on the percentage noted in the *Schedule of Classes* for that particular semester. Courses added will be charged at full tuition rates. In either case, the student will be subject to the Add/Drop fee of $25.00 and any other applicable fees.

CAUTION: Any change in your class schedule may affect your financial aid. If you are receiving any form of financial assistance, check with the Financial Aid Office before changing your schedule. If you stop attending classes or withdraw from the University before completing at least 60% of the semester or term, you will be required to repay a portion of any federal financial aid you received.

Administration

UNIVERSITY ADMINISTRATION

Dr. Gary Cook, President
Dr. J. Blair Blackburn, Executive Vice President
Eric Bruntmyer, Vice President for Financial Affairs
Dr. Dennis Dowd, Vice President for Graduate & Corporate Affairs
Dr. Rick Gregory, Vice President
Dennis Linam, Vice President for External Affairs
Dr. Gail Linam, Provost

ACADEMIC DEANS

Dr. Donovan Fredricksen, College of Adult Education
Ronald Bowles, Acting Dean, College of Fine Arts
Dr. Charles Carona, College of Education
Dr. Charlene Conner, College of Business
Dr. Beverly Giltner, College of Natural Sciences and Mathematics
Dr. Rick Gregory, Gary Cook School of Leadership
Dr. Steve Mullen, College of Christian Faith
Deemie Naugle, Associate Provost
Kaye Shelton, Online Education
Dr. Michael Williams, College of Humanities and Social Sciences

GRADUATE PROGRAM DIRECTORS

Judy Abercrombie, Master of Education in Curriculum and Instruction; Master of Education in Early Childhood Education
Candice Armstrong, Master of Arts in Management
Dr. Mary L. Becerril, Master of Arts in Counseling – Main Campus
Dr. Joe Cook, Master of Arts in Counseling – DBU-North
Dr. Jeremy Dutschke, Ph.D. in Leadership Studies
Dr. Ray Galloway, Director, Master of Education in Kinesiology
Dr. Bob Garrett, Director, Master of Arts in Global Leadership
Dr. Bonnie Hinkle, Master of Education in School Counseling
Mamo Ishida, Master of Education in Higher Education
Lynda Jackson, Master of Liberal Arts and Master of Arts in Professional Development
Dr. Tam Jones, Master of Arts in Teaching
Dr. Jim Lemons, Master of Arts in Worship Leadership
Dr. Dan MacMillan, Ed.D. in Educational Leadership
Kit Montgomery, Director of Graduate Programs
Dr. Judy Morris, Master of Arts in Christian Education; M.A. in Christian Education and M.B.A. Dual Degree
Dr. Sandra Reid, Master of Business Administration; M.A. in Christian Education and M.B.A. Dual Degree
Tommy Sanders, Master of Arts in Christian Education: Childhood Ministry
Amie Sarker, Master of Education in Reading and English as a Second Language
Dr. Dwayne Ulmer, Master of Arts in Christian Education: Student Ministry
Dr. Elaine Wilmore, Master of Education in Educational Leadership

FULL-TIME
(Date of faculty appointment shown in parentheses.)

Abercrombie, Judy E. – *Assistant Professor of Education*.
B.A., Hardin-Simmons University; M.Ed., Dallas Baptist University. (2005)

Armstrong, Anita G. – *Professor of Mathematics*.
B.S., University of Central Oklahoma; M.S., Ed.D., Texas A&M University at Commerce. (1991)

Arnott, David H. – *Professor of Management*.
B.A., Greenville College; M.B.A., Texas A&M University at Commerce; Ph.D., University of Texas at Arlington. (1994)

Baca, I. Richard – *Professor of Music*.
B.M., M.S., Juilliard School; D.M.A., Peabody Institute (Johns Hopkins University). (1983)

Baldor, Juan A. – *Professor of Spanish*.
B.A., University of North Texas; M.A., University of Texas at Dallas. (2006)

Balyeat, Deborah. –*Assistant Professor of Spanish*.
B.A., M.A., University of Texas at Arlington. (2006)

Becerril, Mary L. – *Director of M.A. in Counseling Program; Professor of Counseling*.
B.S.N., Ph.D., Ph.D., Texas Woman's University; M.S.N., Boston University. (1979)

Bikis, Jekabs - *Assistant Professor of Business*.
B.B.A., M.B.A., Dallas Baptist University. (2005)

Bowles, Ronald E. – *Acting Dean, College of Fine Arts; Assistant Professor of Communication and Music.*
B.M.E., M.A., Baylor University; M.C.M., Southwestern Baptist Theological Seminary. (2006)

Buchanan, Toby G. – *Assistant Professor of Sociology and Adult Education*.
B.A., Wayland Baptist University; M.A., Southwestern Baptist Theological Seminary; M.S.S.W., University of Texas at Arlington. (2001)

Burgin, Robert D. – *Assistant Professor of Education*.
B.B.A., M.Ed., University of North Texas. (1998)

Bush, Thomas O. – *Assistant Professor of Physics and Computer Science*.
B.S., University of Oklahoma; Ph.D., Naval Postgraduate School. (2001)

Calhoun, Jennifer B. – *Assistant Professor of Management*.
B.B.A., Texas A&M University; M.B.A., University of St. Thomas; J.D., South Texas College of Law. (1998)

Carona, Charles W. – *Dean, College of Education, Assistant Professor of Education*.
B.S., Texas A&M Commerce; M.Ed., Ed.D., University of North Texas (2003)

Collins, Debra Y. – *Assistant Professor of Library Science*.
B.S., Appalachian State University; M.L.S., University of North Carolina; M.Div., Southeastern Baptist Theological Seminary. (2006)

Colton, Robert E. – *Director of Counseling Center; Professor of Psychology and Counseling*.
B.A., Baylor University; M.Div., M.A.M.F.C., Ph.D., Southwestern Baptist Theological Seminary. (1990)

Conner, F. Charlene – *Dean, College of Business; Associate Professor of Management*.
B.A.B.A., M.B.A., Dallas Baptist University; D.B.A., Argosy University. (2002)

Cook, Joseph D. – *Assistant Professor of Counseling*.
B.A. Howard Payne University; M.A.C., Dallas Baptist University; M.Div., Southwestern Baptist Theological Seminary; D.Min., New Orleans Baptist Theological Seminary. (2006)

Daniels, Evelyn G. – *Assistant Professor of Management.*
B.A.B.A., M.B.A., Dallas Baptist University; Ed.D. Nova Southeastern University. (2006)

Dark, Rebecca N. – *Assistant Professor of English.*
B.A., M.A., University of Texas at Arlington. (2007)

Davis, Wayne – *Associate Dean, College of Adult Education, Assistant Professor of Adult Education*.
B.A., Hardin-Simmons University; M.R.E., Ph.D., Southwestern Baptist Theological Seminary. (2004)

Dowd, Dennis C. – *Professor of Education. Vice President for Graduate and Corporate Affairs*.
B.S.Ed., Southeastern Oklahoma University; M.Ed., University of North Texas; Ed.D., Nova University. (2005)

Dutschke, Jeremy B. - *Assistant Professor of Leadership*.
B.S., M.Ed., Dallas Baptist University; Ph.D., Regent University. (2003)

Edwards, Marilyn A. – *Associate Professor of Psychology*.
B.A.S., M.A., Dallas Baptist University; Ph.D., Texas Woman's University. (2000)

Elms, S. June – *Assistant Professor of Kinesiology.*
B.S., Howard Payne University; M.S., Ed.D., Texas A&M University at Commerce. (2006)

Estes, Weldon L. – *Professor of Biblical Studies and Religious Education*.
B.A., Hardin-Simmons University; M.Div., Th.M., Southwestern Baptist Theological Seminary; M.A., East Tennessee State University; Ed.D., University of Tennessee. (1969)

Fansler, Terry L. – *Associate Professor of Music*.
B.M., Oklahoma Baptist University; M.M., Ph.D., University of North Texas. (2002)

Fleitas, Dionisio L. – *Assistant Professor of Mathematics.*
B.A., Universidade Federal Do Rio de Jan; Ph.D., University of Texas at Arlington. (2006)
Fredricksen, Donovan E. – *Dean, College of Adult Education, Assistant Professor of Adult Education*.
B.B.A., Texas Wesleyan University; M.A.R.E., Ph.D., Southwestern Baptist Theological Seminary. (2003)
Galloway, W. Ray – *Director, Master of Education in Kinesiology, Associate Professor of Kinesiology.*
B.S. M.Ed., East Texas State University; Ed.D., Texas A & M University at Commerce. (2007)
Garrett, Robert I. – *Professor of Missions*.
B.A., Baylor University; M.Div., Ph.D., Southwestern Baptist Theological Seminary. (2004)
Giltner, Beverly S. – *Dean, College of Natural Sciences and Mathematics*; *Professor of Physics and Computer Science*.
B.A., M.S., Ph.D., Texas Christian University. (1969)
Goodyear, Jack. – *Assistant Professor of Political Science.*
B.A., Baylor University; M.Div., Southwestern Baptist Theological Seminary. (2008)
Gregory, Rick R. – *Dean, Gary Cook Graduate School of Leadership. Professor of Christian Education*.
B.S., Howard Payne University; M.Ed., Sam Houston State University; Ed.D., University of Houston. (2005)
Harris, Ronald L. – *Assistant Professor of Communication*.
B.F.A., Texas Christian University. (2006)
Hemminger, E. Wade – *Professor of Counseling*.
B.S., University of Tennessee; M.A., University of Northern Colorado; Ed.S., St. Mary's University; Ed.D., Auburn University. (1997)
Henry, Michelle L. – *Assistant Professor of English*.
B.A., M.A., Texas A&M University. (2005)
Hinkle, Bonnie B. – *Director of M.Ed. in School Counseling; Professor of Education*.
B.S., Southwest Texas State University; M.Ed., University of North Texas; Ed.D., Texas Woman's University. (1998)
Hinson, Debra D. – *Associate Professor of Biology*.
B.S., M.S., Ph.D., Baylor University. (2000)
Holcomb, Stephen N. – *Professor of Music*.
B.M.E., M.M., Baylor University; D.M.A., Southwestern Baptist Theological Seminary. (1989)
Humphreys, Jean S. – *Assistant Professor of Sociology*.
B.A., East Texas Baptist University; M.A., Baylor University. (1992)
Jaeger, John D. – *Assistant Professor of Library Science and Doctoral Research.*
B.A., William Jewell College; M.Div., Midwestern Baptist Theological Seminary; M.S., University of Illinois; Ph.D., Baylor University. (2003)
Jeffries, Scott – *Assistant Professor of Library Science.*
B.S., Howard Payne University; M.L.S., University of North Texas. (2006)
Jenkins, Phillip – *Assistant Professor of Communication*.
B.A., University of Texas at Arlington; M.S., Texas Christian University; Ph.D., Walden University. (2002)
Johnson, Rose M. – *Associate Professor of English*.
B.A., M.A., University of New Mexico; Ph.D., University of Texas at Arlington. (2000)
Jones, Tam – *Director of Master of Arts in Teaching Program, Assistant Professor of Education.*
B.S., M.S., Ed.D., Texas A&M University. (2007)
Kavli, Sue E. – *Associate Professor of Research and Leadership*.
B.S., University of North Dakota; M.S., M.S., North Dakota State University; Ph.D., Capella University. (2005)
Kelm, Greg A. – *Assistant Professor of History*.
B.A.A.S., Dallas Baptist University; M.A., University of Dallas. (2002)
Kiger, Richard – *Assistant Professor of Computer Science*.
B.S., M.S., University of Nebraska. (1999)
Kung, Daniel H. – *Assistant Professor of Criminal Justice*.
B.S., National Chung Hsing University; B.S., M.A., University of Texas at Arlington. (1998)
LaFavers, Andrew J. – *Assistant Professor of Geosciences.*
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Lash, James B. – *Professor of Business*.
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Lee, Curtis W. – *Associate Professor of Biology*.
B.S., M.S., Texas A&M University; Ph.D., University of South Dakota. (1997)
Lemons, James C. – *Assistant Professor of Biblical Studies and Leadership.*
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MacMillan, Dan G. – *Professor of Higher Education and Research.*
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Martin, Peggy A. – *Director of Library Services; Assistant Professor of Library Science*.
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Martindale, Bobbie C. – *Professor of Accounting*.
B.A., Rice University; M.B.A., Wright State University; Ph.D., University of North Texas. (1994)
Matos, Joseph F. – *Associate Professor of Biblical Studies*.
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McCollister, Deborah H. – *Professor of English*.
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McCuin, John L. – *Assistant Professor of Physics and Mathematics.*
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McLaughlin, Nancy L. – *Assistant Professor of Education*.
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McNutt, Toni S. – *Professor of Marketing*.
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Mitchell, Philip I. – *Assistant Professor of English*.
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Mitz, Sue C. – *Professor of Music*.
B.M.E., Baylor University; M.M., Southern Methodist University. (1965)
Moore, Debra L. – *Assistant Professor of Accounting*.
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Moore, Wes C. – *Assistant Professor of Voice*.
B.M., Oklahoma Baptist University; M.M., Southwestern Baptist Theological Seminary. (1997)
Morgan, Joanne P. – *Assistant Professor of Communication.*
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Morris, Judy B. – *Assistant Professor of Christian Education*.
B.B.A., Stephen F. Austin State University; M.A.R.E., D.Ed.Min., Southwestern Baptist Theological Seminary. (2004)
Mullen, Steven K. – *Dean, Mary C. Crowley College of Christian Faith; Professor of Religious Education*.
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Naugle, David K. – *Professor of Philosophy*.
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Nelson, Mary Jane – *Professor of Business*.
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Noyes, Deanna K. – *Associate Professor of Natural Sciences*.
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O'Brien, W. Ross – *Assistant Professor of Management*.
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Oldenburg, Martha W. – *Assistant Professor of Education.*
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Park, Joseph Jinsop – *Professor of Finance*.
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Pool, Marsha K. – *Professor of Mathematics and Master Teacher*.
B.A., M.Ed., University of North Texas. (1966)
Powell, Beverly G. – *Assistant Professor of English.*
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Quillian, Beth – *Associate Professor of Music*.
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Reid, Sandra S. – *Professor of Business*.
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Richard, Debra L. – *Director of Distance Library Services; Associate Professor of Library Science*.
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Rosenbaum, Keith – *Professor of Psychology*.
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Sanders, Tommy – *Assistant Professor of Christian Education and Childhood Ministry*.
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Sarker, Amie E. – *Assistant Professor of Education.*
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Schaffer, Andrew C. – *Professor of Finance and Business Law*.
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Shelton, V. Kaye – *Dean, Online Education, Assistant Professor of Adult Education*.
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Sims, Dale B. – *Professor of Management Information Systems*.
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Son, Sang-Won (Aaron) – *Associate Professor of Biblical Studies*.
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Spooner, Bernard M. – *Associate Dean, Gary Cook Graduate School of Leadership; Professor of Christian Education*.
B.S., Mississippi College; M.A.R.E., Ph.D., Southwestern Baptist Theological Seminary. (2003)
Stephenson, Linda S. – *Coordinator of Public Services, Library; Professor of Library Science*.
B.S., M.S.Ed., Indiana University; M.A., Dallas Theological Seminary; M.L.S., University of North Texas. (1987)
Sterba, Vernon J. – *Associate Dean, College of Natural Sciences and Mathematics; Assistant Professor of Computer Science.*
B.S., Illinois Institute of Technology; M.S., Case Western Reserve University. (2001)

Stookey, Stephen M. – *Professor of Church History and Leadership Studies*
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Stricklin, B. David – *Professor of History*.
B.A., Texas Tech University; M.Div., Southwestern Baptist Theological Seminary; Ph.D., Baylor University. (1998)
Stripling, Mary K. – *Assistant Professor of English*.
B.A., Baylor University; M.A., Southern Methodist University; M.A., Ph.D., Rice University. (2004)
Sullivan, Robert J. – *Associate Dean, College of Humanities and Social Sciences; Associate Professor of Political Science.*
B.S., Howard Payne University; J.D., University of Texas at Austin. (2001)
Thomas, Brian D. – *Assistant Professor of Biotechnology*.
B.S., M.S., Stephen F. Austin State University. (2005)
Trammell, Timothy J. – *Associate Dean, Mary C. Crowley College of Christian Faith; Senior Professor of Biblical Studies*.
B.A., East Texas Baptist University; M.Div., Ph.D., Southwestern Baptist Theological Seminary. (1969)
Tung, Stewart M. – *Professor of Mathematics*.
B.A., M.S., University of Idaho; Ph.D., University of Kentucky. (1996)
Ulmer, Dwayne C. – *Assistant Professor of Leadership*.
B.A., Baylor University; M.Div., Southwestern Baptist Theological Seminary; Ed.D., Southern Baptist Theological Seminary. (2005)
Underwood, Jim D. – *Professor of Management*.
B.B.A., Texas Wesleyan University; M.B.A., University of Dallas; M.A., Dallas Theological Seminary; D.B.A., United States International University. (1989)
von Helms, Todd J. – *Assistant Professor of History and Christian Studies*
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Wallace, Barbara K. – *Professor of Music*.
B.M., Baylor University; M.M., Ph.D., University of North Texas. (2005)
Wallace, Gail L. – *Associate Professor of Adult Education and Sociology*.
B.S.W., M.S.S.W., University of Texas at Arlington; Ph.D., Texas Woman's University. (2004)
Walsh, Dawna Hamm – *Professor of Art*.
B.A., Dallas Baptist University; M.Ed., University of North Texas; Ph.D., Texas Tech University. (1978)
Williams, Michael E., Sr. – *Dean, College of Humanities and Social Sciences*; *Professor of History*.
B.S., Troy State University; M.A.C.T., Auburn University; M.Div., Ph.D., Southwestern Baptist Theological Seminary. (1995)
Williams, Phil S. – *Assistant Professor of Kinesiology*.
B.A., University of Texas at Arlington; M.A.T., Angelo State University; Ed.D., Texas A&M Commerce. (2003)
Willis, Donald E. – *Assistant Professor of Business*.
B.B.A., B.S., Texas A&M University; M.D.S., Georgia State University. (1978)
Wilmore, Elaine – *Professor of Education*.
B.S., M.Ed. Lamar University; Ph.D., Texas A&M University. (2004)
Wilson, Greg A. – *Professor of Chemistry*.
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