

2015

Lincoln University Graduate Bulletin 2015-2017

Lincoln University, Jefferson City Missouri

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LINCOLN UNIVERSITY

GRADUATE BULLETIN

2015 - 2017



JEFFERSON CITY, MISSOURI

www.lincolnu.edu

Lincoln University reserves the right to make changes as necessary.

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MISSION STATEMENT

Lincoln University in Missouri is a historically black, 1890 land-grant, public, comprehensive institution that provides excellent educational opportunities including theoretical and applied learning experiences to a diverse population within a nurturing, student-centered environment.

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NOTICE OF STUDENT RESPONSIBILITY

It is each graduate student's responsibility to be familiar with the information presented in this bulletin and to know and observe all regulations and procedures relating to the program he/she is pursuing. In no case will a regulation be waived, or an exception be granted, because students plead ignorance of, or contend that they were not informed of, the regulations and procedures.

Responsibility for following all policies and meeting all requirements and deadlines for graduate programs rests with the student.

Services for Students with Disabilities

Disability Services are coordinated through the Office of Access & Ability Services. Lincoln University is committed to providing equal opportunities to persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act (ADA) of 1990, as it relates to the physical infrastructure of all University property.

Upon admittance to the University, any person requiring reasonable accommodations must register with the University before any accommodations will be afforded to them. Documentation of a disability from a qualified medical and/or authorized professional must be submitted before accommodations will be afforded to the individual requesting services. The types of accommodations vary greatly and are provided based on documented and expressed needs. The University also provides on-campus housing accommodations for students with physical disabilities. Requests for accommodations are provided in a timely manner.

If a student finds that a classroom is inaccessible, he/she should report this to the Coordinator for Access and Ability Services or the academic dean of his/her college. Every effort will be made to make programs accessible. Any informal or formal grievance should be filed with the Office of Access & Ability Services. The procedure for doing so is outlined in print and electronically.

Notice of Non-Discrimination

Students are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to its programs and activities. Questions that may arise in regard to the University's compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act should be directed to the Coordinator for Access and Ability Services, 304 Founders Hall, Lincoln University, Jefferson City, Missouri 65102-0029.

For more information, contact the Office of Access and Ability Services at: 304 Founders Hall; 573-681-5162, email: disabilityservices@lincolnu.edu.

Title IX

Sexual Harassment, Sex Equity and Gender Discrimination Complaint Policy and Procedures

Lincoln University prohibits discrimination on the basis of sex, including sexual harassment, in education programs and activities. Title IX protects individuals from harassment connected to any of the academic, educational, extracurricular, athletic, and other programs, activities or employment of schools, regardless of the location. Title IX protects all individuals from sexual harassment by any school employee, student, and a non-employee third party. This policy applies equally to all students and employees regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved. No officer, employee, or agent of an institution participating in any program under this title shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of this policy.

Non Discrimination Notice

In accordance with Title IX regulations at 34 C.F.R. §106.9; Lincoln University does not discriminate on the basis of sex in the education programs or activities it operates. Lincoln University does not discriminate on the basis of sex in admission to or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to the Title IX Coordinator (described below) or to the Kansas City Office, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, Email: OCR.KansasCity@ed.gov, Telephone: (816) 268-0550, Fax: (816) 823-1404, TDD: (800) 877-8339

Title IX Coordinator

In accordance with Title IX implementing regulations at 34 C.F.R. §106.8(a); Lincoln University has designated one employee to coordinate its efforts to comply with and carry out its responsibilities under Title IX. The coordinator's responsibilities include investigating complaints communicated to the recipient alleging noncompliance with Title IX. Section 106.8(a) also requires Lincoln University to notify all students and employees of the name, address, and telephone number of the designated coordinator. Lincoln University Title IX Coordinator contact information is as follows: Jim Marcantonio, Human Resource Director, 101 Young Hall, 820 Chestnut Street, Jefferson City, Missouri 65102-0029, Phone: 573 681-5019, Fax: 573 681-5787.

The **Title IX Sexual Harassment, Sex Equity, and Gender-Based Discrimination Processes and Procedures** can be found on the following website: <http://bluetigerportal.lincolnu.edu/web/police-department/title-ix-processes-and-procedures>

University Calendar

Fall 2015 – Summer 2017

Fall Semester 2015

The University reserves the right to make changes as necessary.

Aug.	3	Mon.	Last day to submit FAFSA for fall 2015 processing
	13-14	Thu.-Fri.	Fall Faculty and Staff Institute
	14	Fri.	Last day to submit ARC appeal for fall 2015 reinstatement
	14-15	Fri.-Sat.	Orientation (students registered for this orientation ONLY will be allowed to move into residence halls)
	15	Sat.	All Freshmen Move-In (9:00 a.m.)
	15-21	Sat.-Fri.	Freshman Academic Week (FAW)
	19-21	Wed.-Fri.	Advisement and Registration for all students
	21	Fri.	Last day to pay fall semester tuition and fees or make satisfactory payment arrangements
	21	Fri.	Residence halls open to all students
	22-28	Sat-Fri	Late Registration (fee assessed)
	24	Mon.	CLASS WORK BEGINS
	24-28	Mon.-Fri.	Drop-Add Week for students who are registered for the current semester
	28	Fri.	Last day to add classes for 1 st 8-week and 16-week sessions
			Last day to drop a class without financial/academic obligations
Sept.			Last day to utilize book vouchers
			Last day to waive student health insurance
			Registration for 2 nd 8-week classes continues
	1	Tue.	2015-2016 parking permits required
	7	Mon.	LABOR DAY (Holiday)
	10	Thu.	Opening Convocation for students (11:00 a.m.; Mitchell Auditorium)
	17	Thu.	CONSTITUTION DAY
	21	Mon.	"X" and "I" grades due in the Office of the Registrar
Oct.	23	Wed.	Last day for candidates to file for degrees for the fall 2015 semester (fee assessed)
	28	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
	5	Mon.	Last day to drop 1 st 8-week classes or withdraw from the University for the 1 st 8-week session
	16	Fri.	Mid-term grades due
	16	Fri.	FREE DAY
	17	Sat.	HOMECOMING
	17	Sat.	First 8-week classes end
	19	Mon.	Second 8-week classes begin
			Final grades due for the 1 st 8-week session
	19-20	Mon.-Tue.	Registration for 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	22	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	26-31	Mon-Sat	Assessment Week: Major Field Exams, General Education Test and student survey
	29	Thu.	General Education Test (9:30-11:00 a.m. and 2:30-4:00 p.m.)
	31	Sat.	General Education Test (9:30 –11:00 a.m.)

Nov.	4	Wed.	Advanced Registration for the spring semester begins
	24	Tues.	THANKSGIVING RECESS BEGINS at 12 midnight Cafeteria closes (6:00 p.m.)
	30	Mon.	THANKSGIVING RECESS ENDS (classes resume with the first scheduled class) Cafeteria opens (7:15 a.m.)
	30	Mon.	Last day to drop 2 nd 8-week classes or withdraw from the University
	30	Mon.	Last day to drop 16-week classes
Dec.	2	Wed.	Advanced Registration for the spring semester ends if registering with an advisor on campus (online registration continues)
.	3-4	Thu-Fri.	Final examinations for December graduates
	4	Fri.	Last day to apply for loans for fall 2015 semester
	5	Sat.	CLASS WORK ENDS
	7	Mon.	FINAL EXAMINATIONS BEGIN
			Final grades for graduating students due
	10	Thu.	FINAL EXAMINATIONS END
			SEMESTER ENDS
	11	Fri.	Move-Out (except graduating seniors)
	12	Sat.	Cafeteria closes (12:30 p.m.)
			Residence halls close (2:00 p.m.)
	14	Mon.	Final grades due

Spring Semester 2016

The University reserves the right to make changes as necessary.

Jan.	1	Fri.	First day to apply for 2016-2017 academic year financial aid by completing the 2016-2017 FAFSA
	4	Mon.	Last day to submit FAFSA for spring 2016 processing
	8	Fri.	Last day to submit ARC appeal for spring 2016 reinstatement
	13-15	Wed.-Fri.	Advisement and Registration for all students
	14	Thu.	Orientation (students registered for this orientation ONLY will be allowed to move into residence halls)
	15	Fri.	Last day to pay spring semester tuition and fees or make satisfactory payment arrangements
	15	Fri.	Move-In (all students)
	16-22	Sat.-Fri.	Late Registration (fee assessed)
	18	Mon.	MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)
	19	Tue.	CLASS WORK BEGINS
	19-22	Tue.-Fri.	Drop-Add Week for students who are registered for the current semester
	22	Fri.	Last day to add classes for 1 st 8-week and 16-week sessions
Feb.			Last day to drop a class without financial/academic obligations
			Last day to utilize book vouchers
			Last day to waive student health insurance
			Registration for 2 nd 8-week classes continues
	1	Mon.	Academic Scholarship Deadline for the 2016-2017 academic year
	1	Mon.	First day to apply for summer 2016 session financial aid
	11	Thu.	Founder's Day Convocation (11:00 a.m.; Mitchell Auditorium)
	12	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	15	Mon.	"X" and "I" grades due in the Office of the Registrar
	17	Wed.	Last day for candidates to file for degrees for the spring 2016 semester (fee assessed)

Feb.	29	Mon.	Last day to drop 1 st 8-week classes or withdraw from the University for the 1 st 8-week session Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
Mar.	11	Fri.	Mid-term grades due Cafeteria closes (6:00 p.m.)
	12	Sat.	First 8-week classes end
	14-18	Mon.-Fri.	SPRING RECESS
	14	Mon.	Final grades due for the 1 st 8-week session
	21	Mon.	Classes resume with the first scheduled class Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	21-22	Mon.-Tues.	Registration for the 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration.
	24	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 pm)
	25	Fri.	FREE DAY
	28-Apr. 2	Mon-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys
	31	Thu.	General Education Test (9:30 –11:00 a.m. and 2:30 – 4:00 p.m.)
Apr.	1	Fri.	Deadline to submit FAFSA for Missouri residents for 2016-2017 academic year to be considered for Missouri state grants
	2	Sat.	General Education Test (9:00 – 11:00 a.m.)
	6	Wed.	Advanced Registration for summer session and fall semester begins
	14	Thu.	Honors Convocation (11:00 a.m.; Mitchell Auditorium)
	25	Mon.	Last day to drop 2 nd 8-week classes or withdraw from the University
	25	Mon.	Last day to drop 16-week classes
May	4	Wed.	Advanced Registration for the summer session or fall semester ends if registering with an advisor on campus (online registration continues)
	5-6	Thu.-Fri.	Final examinations for May graduates
	6	Fri.	Last day to apply for loans for the spring 2016 semester
	7	Sat.	CLASS WORK ENDS
	9	Mon.	FINAL EXAMINATIONS BEGIN Final grades for graduating students due
	12	Thu.	FINAL EXAMINATIONS END SEMESTER ENDS
	13	Fri.	Move-Out (except graduating seniors)
	14	Sat.	COMMENCEMENT (10:00 a.m.) Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	16	Mon.	Final grades due

Summer Session 2016

The University reserves the right to make changes as necessary.

May	20	Fri.	Last day to submit ARC appeal for summer 2016 reinstatement
	23	Mon.	Last day to submit FAFSA for summer 2016 processing
	30	Mon.	MEMORIAL DAY (HOLIDAY)
	31	Tue.	Advisement and Registration for all students Last day to pay summer session tuition and fees or make satisfactory payment arrangements
	31	Tue.	Orientation (SUMMER SCHOOL and TRANSFER STUDENTS ONLY)

May	31	Tue.	Move-In Cafeteria opens (12:00 noon)
June	1	Wed.	CLASS WORK BEGINS Drop-Add Day for students who are registered for the current session Last day to drop a class without financial/academic obligations Late registration for 1 st 4-week and/or 8-week session (fee assessed) Last day to apply for summer 2016 session financial aid Last day to utilize book vouchers Registration for 2 nd 4-week session continues
	6	Mon.	Last day for candidates to file for degrees for the summer 2016 semester (fee assessed) Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
	8-9	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	15	Wed.	Last day to drop 1 st 4-week classes or withdraw from the University for the 1 st 4-week session
	22-23	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	23	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	27	Mon.	First 4-week session class work ends
	28	Tue.	First 4-week session final examinations
	29	Wed.	Registration for the 2 nd 4-week session; all tuition and fees due and payable at the time of registration
			Second 4-week session begins
	30	Thu.	Last day to complete 2015-2016 FAFSA
July	4	Mon.	FOURTH OF JULY (Holiday)
	5	Tue.	Final grades due for 1 st 4-week session
	6-7	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	7	Thu.	Assessment Day: Major Field Exams and student surveys
	13	Wed.	Last day to drop 2 nd 4-week or 8-week classes or withdraw from the University for the summer session
	13	Wed.	Orientation (TRANSFER ONLY)
	26-28	Tue.-Thu.	Orientation (INCOMING FRESHMEN)
	27	Wed.	CLASS WORK ENDS
	27	Wed.	Last day to apply for loans for summer 2016 session
	28	Thu.	FINAL EXAMINATIONS
	29	Fri.	Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
Aug	1	Mon.	Final grades due

Fall Semester 2016

The University reserves the right to make changes as necessary.

Aug.	1	Mon.	Last day to submit FAFSA for fall 2016 processing
	11-12	Thu.-Fri.	Fall Faculty and Staff Institute
	12	Fri.	Last day to submit ARC appeal for fall 2016 reinstatement
	12-13	Fri.-Sat.	Orientation (students registered for this orientation ONLY will be allowed to move into residence halls)
	13	Sat.	All Freshmen Move-In (9:00 a.m.)
	13-19	Sat.-Fri.	Freshman Academic Week (FAW)
	17-19	Wed.-Fri.	Advisement and Registration for all students
	19	Fri.	Last day to pay fall semester tuition and fees or make satisfactory payment arrangements

Aug.	19	Fri.	Residence halls open to all students
	20-26	Sat.-Fri	Late Registration (fee assessed)
	22	Mon.	CLASS WORK BEGINS
	22-26	Mon.-Fri.	Drop-Add Week for students who are registered for for the current semester
	26	Fri.	Last day to add classes for 1 st 8-week and 16-week sessions
			Last day to drop a class without financial/academic obligations
			Last day to utilize book vouchers
			Last day to waive student health insurance
		.	Registration for 2 nd 8-week classes continues
Sept.	1	Thu.	2016-2017 parking permits required
	5	Mon.	LABOR DAY (Holiday)
	8	Thu.	Opening Convocation for students (11:00 a.m.; Mitchell) Auditorium)
	17	Sat.	CONSTITUTION DAY
	19	Mon.	"X" and "I" grades due in the Office of the Registrar
	21	Wed.	Last day for candidate to file for degrees for the fall 2016 semester (fee assessed)
	26	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
Oct.	3	Mon	Last day to drop 1 st 8-week classes or withdraw from the University for the 1 st 8-week session
	7	Fri.	FREE DAY (tentative)
	8	Sat.	HOMECOMING (tentative)
	14	Fri.	Mid-term grades due
	15	Sat.	First 8-week classes end
	17	Mon.	Final grades due for the 1 st 8-week session
	17-18	Mon-Tue.	Second 8-week classes begin
			Registration for 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	20	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	24-29	Mon-Sat.	Assessment Week: Major Field Exams; General Education Test and student surveys
	27	Thu.	General Education Test (9:30-11:00 a.m.; 2:30-4:00 p.m.)
	29	Sat.	General Education Test (9:30-11:00 a.m.)
Nov.	9	Wed.	Advanced Registration for the spring semester begins
	22	Tue.	Cafeteria closes (6:00 p.m.)
	.		THANKSGIVING RECESS BEGINS at 12 midnight
	28	Mon.	THANKSGIVING RECESS ENDS (classes resume with the first scheduled class)
			Cafeteria opens (7:15 a.m.)
	28	Mon.	Last day to drop 2 nd 8-week classes or withdraw from the University
	28	Mon.	Last day to drop 16-week classes
	30	Wed.	Advanced Registration for the spring semester ends if registering with an advisor on campus (online registration continues)
Dec.	1-2	Thu.-Fri.	Final examinations for December graduates
	2	Fri.	Last day to apply for loans for the fall 2016 semester
	3	Sat.	CLASS WORK ENDS
	5	Mon.	FINAL EXAMINATIONS BEGIN
			Final grades for graduating students due
	8	Thu.	FINAL EXAMINATIONS END
			SEMESTER ENDS

Dec	9	Fri.	Move-Out (except graduating seniors)
	10	Sat.	Cafeteria closes (12:30 p.m.)
	12	Mon.	Residence halls close (2:00 p.m.) Final grades due

Spring Semester 2017

The University reserves the right to make changes as necessary.

Jan.	1	Sun.	First day to apply for 2017-2018 academic year financial aid by completing the 2017-2018 FAFSA
	2	Mon.	Last day to submit FAFSA for spring 2017 processing
	6	Fri.	Last day to submit ARC appeal for spring 2017 reinstatement
	11-13	Wed.-Fri.	Advisement and Registration for all students
	12	Thu.	Orientation (students registered for this orientation ONLY will be allowed to move into residence halls)
	13	Fri.	Last day to pay spring semester tuition and fees or make satisfactory payment arrangements
	13	Fri.	Move-In (all students)
	14-20	Sat.-Fri.	Late Registration (fee assessed)
	16	Mon.	MARTIN LUTHER KING'S BIRTHDAY OBSERVANCE (Holiday)
	17	Tue.	CLASS WORK BEGINS
	17-20	Tue.-Fri	Drop-Add Week for students who are registered for the current semester
	20	Fri.	Last day to add classes for the 1 st 8-week and 16-week sessions Last day to drop a class without financial/academic obligations Last day to utilize book vouchers Last day to waive student health insurance Registration for 2 nd 8-week classes continues
Feb.	1	Wed.	Academic Scholarship Deadline for the 2017-2018 academic year
	6	Mon.	First day to apply for summer 2017 session financial aid
	9	Thu.	Founder's Day Convocations (11:00 a.m.; Mitchell Auditorium)
	10	Fri.	LINCOLN'S BIRTHDAY OBSERVANCE (Holiday)
	13	Mon.	"X" and "I" grades due in the Office of the Registrar
	15	Wed	Last day for candidates to file for degrees for the spring 2017 semester (fee assessed)
	27	Mon.	Last day to drop 1 st 8-week classes or withdraw from the University for the 1 st 8-week session
Mar.	27	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
	10	Fri.	Mid-terms grades due Cafeteria closes (6:00 p.m.)
	11	Sat.	First 8-week classes end
	13-17	Mon.-Fri.	SPRING RECESS
	13	Mon.	Final grades due for the 1 st 8-week classes
	20	Mon.	Classes resume with the first scheduled class Second 8-week classes begin Cafeteria opens (7:15 a.m.)
	20-21	Mon-Tue.	Registration for the 2 nd 8-week session continues; all tuition and fees due and payable at the time of registration
	23	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)

Mar	27-Apr. 1	Mon-Sat.	Assessment Week: Major Field Exams, General Education Test and student surveys General Education Test (9:30-11:00 a.m.; 2:30-4:00 p.m.)
	30	Thu.	
Apr.	1	Sat.	Deadline to submit FAFSA for Missouri residents for 2017-2018 academic year to be considered for Missouri state grants
	1	Sat.	General Education Test (9:30-11:00 a.m.)
	5	Wed.	Advanced Registration for the summer session and fall semester begins
	14	Fri.	FREE DAY
	20	Thu.	Honors Convocation (11:00 a.m.; Mitchell Auditorium)
	24	Mon.	Last day to drop 2 nd 8-week classes or withdraw from the University
	24	Mon.	Last day to drop 16-week classes
May	3	Wed.	Advanced Registration for summer session or fall semester ends if registering with an advisor on campus (online registration continues)
	4-5	Thu.-Fri.	Final examinations for May graduates
	5	Fri.	Last day to apply for loans for the spring 2017 semester
	6	Sat.	CLASS WORK ENDS
	8	Mon.	FINAL EXAMINATIONS BEGIN
			Final grades for graduating students due
	11	Thu.	FINAL EXAMINATIONS END
			SEMESTER ENDS
	12	Fri.	Move-Out (except graduating seniors)
	13	Sat.	COMMENCEMENT (10:00 a.m.) Cafeteria closes (12:30 p.m.) Residence halls close (2:00 p.m.)
	15	Mon.	Final grades due

Summer Semester 2017

The University reserves the right to make changes as necessary.

May	18	Thu.	Last day to submit FAFSA for summer 2017 processing
	19	Fri.	Last day to submit ARC appeal for summer 2017 reinstatement
	29	Mon.	MEMORIAL DAY (Holiday)
	30	Tue.	Advisement and Registration for all students Last day to pay summer session tuition and fees or make satisfactory payment arrangements
	30	Tue.	Residence halls open
	30	Tue.	Orientation (SUMMER SCHOOL and TRANSFER STUDENTS ONLY)
	31	Wed.	CLASS WORK BEGINS Drop-Add Day for students who are registered for the current session Last day to apply for summer 2017 session financial aid Last day to drop a class without financial/academic obligations Late registration for 1 st 4-week and/or 8-week sessions (fee assessed) Last day to utilize book vouchers Registration for 2 nd 4-week session continues
Jun	5	Mon.	Last day to file for comprehensive examinations and/or portfolios for master's and specialist degree candidates
	6-7	Tue.-Wed.	Orientation (INCOMING FRESHMEN)

Jun	14	Wed.	Last day for candidates to file for degrees for summer 2017 semester (fee assessed) Last day to drop 1 st 4-week classes or withdraw from University for the 1 st 4-week session
	20	Tue.	Orientation (TRANSFER ONLY)
	21-22	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	22	Thu.	Comprehensive examinations for master's degree candidates (1:00-5:00 p.m.)
	26	Mon.	First 4-week session class work ends
	27	Tue.	First 4-week session final examinations
	28	Wed.	Registration for the 2 nd 4-week session; all tuition and fees due and payable at the time of registration Second 4-week session begins
	30	Fri.	Last day to complete 2016-2017 FAFSA
Jul	3	Mon.	Final grades due for the 1 st 4-week session
	4	Tue.	FOURTH OF JULY (Holiday)
	6	Thu.	Assessment Day: Major Field Exams and student surveys
	12	Wed.	Last day to drop 2 nd 4-week or 8-week classes or withdraw from the University for the summer session
	12-13	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	25	Tue.	Orientation (TRANSFER ONLY)
	26	Wed.	CLASS WORK ENDS Last day to apply for loans for the summer 2017 session
	26-27	Wed.-Thu.	Orientation (INCOMING FRESHMEN)
	27	Thu.	FINAL EXAMINATIONS
	28	Fri.	Residence halls close (2:00 p.m.) Cafeteria closes (12:30 p.m.)
	31	Mon.	Final grades due

ADMINISTRATIVE OFFICERS

Kevin D. Rome, Ph.D.
President

Said Sewell, Ph.D.
Provost and Vice President of Academic Affairs

Jerome Offord, Jr., Ph.D.
Dean of Administration and Student Affairs

Willie Jude II, Ed.M.
Executive Director of Philanthropy

DEANS

Linda S. Bickel, Ph.D.
Dean, College of Professional Studies and Office of Graduate Studies

Albert E. Essel, Ph.D.
Dean, College of Agricultural, Environmental and Human Sciences

Ruthi Sturdevant, Ph.D.
Dean, College of Arts & Sciences

THE GRADUATE COUNCIL

Dr. Roger L. Jungmeyer, Chair

Dr. Ogugua Anunoby
Dr. Debra Greene
Dr. Jovanna Greene
Dr. Rhonda Wood
Dr. Sunder Balasubramanian

Dr. Lois Heldenbrand
Dr. Abdoulaye Bah
Dr. Samson Tesfaye
Dr. Fengjing Liu
Dr. Michael Scott

Dr. Linda S. Bickel (ex officio)

GRADUATE ADVISORS

M.A. Advisors

Michael Bardot, Ph.D.....	European History/World
Marshall Crossnoe, Ph.D.....	European History/World
Amy D. Gossett, Ph.D.	Political Science
Debra F. Greene, Ph.D.....	United States History
Javonna Greene, Ph.D.	Sociology
Thomas Gubbels, Ph.D.	United States History
Roger L. Jungmeyer, Ph.D.	European History/World
J. Mark Leslie, Ph.D.	United States History
Larry Ross, Ph.D.	Sociology/Criminal Justice

M.B.A. Advisors

Ogugua Anunoby, Ph.D.....	Business Administration
David Bouras, Ph.D.	Business Administration
Eric Burgess, Ph.D.	Business Administration
Manzoor Chowdhury, Ph.D.	Business Administration
Troy Frank, D.MGT.....	Business Administration
Roberto M. Ike, Ph.D.	Public Administration
Marilyn Headrick, M.P.A, C.P.A., J.D.	Accounting
Lois Heldenbrand, Ph.D.	Marketing
Martins Shinkut, Ph.D.....	Management Information Systems

M.Ed. Advisors

Glenn Brown, Ph.D. Middle School with Certification
Cynthia Chapel, Ed.D. Elementary/Secondary Education
Kimberly Connor, Psy.D. Elementary/Secondary Guidance and Counseling
Rhonda Wood, Ph.D. Community Agency Guidance and Counseling

M.S. Advisors

Zahra Afrasiabi, Ph.D. Chemistry
Adrian Andrei, Ph.D. Wildlife Biology
Sunder Balasubramanian, Ph.D. Physics
Raimund Bayan, Ph.D. Geology & Soil Science
Jennifer Benne, Ph.D. Biology
Aimee Busalacki, Ph.D. Biology
Majed Dweik, Ph.D. Nanotechnology
Jonathan Egilla, Ph.D. Horticulture/Crop Physiology
Frieda Eivazi, Ph.D. Environmental Soil Biochemistry
Abua Ikem, Ph.D. Chemistry
Keesoo Lee, Ph.D. Microbiology
Fengjing Liu, Ph.D. Watershed Hydrology
Nsalambi Nkongolo, Ph.D. Soil Physics
Thomas R Omara-Alwala, Ph.D. Aquaculture Nutrition
Safiullah Pathan, Ph.D. Crop Science
Jaime Piñero, Ph.D. Entomology, Intergraded Pest Management
Bruce Shanks, Ph.D. Agriculture
Michael Scott, Ph.D. Biology
Ajay Sharma, Ph.D. Forestry/Natural Resources
Kirsten Stephan, Ph.D. Natural Resources
Samson Tesfaye, Ph.D. Geology/Remote Sensing
James Wetzel, Ph.D. Zoology & Aquatic Science
John Yang, Ph.D. Environmental Chemistry
Mersha A. Zelalem, Ph.D. Plant Pathology
Guolu Zheng, Ph.D. Microbiology

GENERAL INFORMATION ACCREDITATIONS AND AFFILIATIONS

Lincoln University is accredited by the *Higher Learning Commission of the North Central Association, 30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602-2504, 800/621-7440. www.ncahlc.org*

Lincoln University is accredited by the Higher Learning Commission of the North Central Association. The teacher education programs are accredited by the Council for the Accreditation of Educator Programs. All teacher education programs are approved by the Missouri Department of Elementary and Secondary Education. The music program is accredited by the National Association of Schools of Music. All programs within the Department of Business are accredited by the Accreditation Council for Business Schools and Programs. The associate of applied science and the bachelor of science in nursing programs are approved by the Missouri State Board of Nursing. The associate of applied science in surgical technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. Both the associate of applied science and the bachelor of science in nursing programs are accredited by the Accreditation Commission for Education in Nursing. The bachelor of science in social work degree program is accredited by the Council on Social Work Education.

The University also holds institutional membership in the following organizations:

- Accreditation Commission for Education in Nursing
- Accreditation Council for Business Schools and Programs
- American Association of Colleges for Teacher Education
- American Association of State Colleges and Universities
- American Association of University Women
- American Council on Education
- American Library Association
- Associated Writing Programs
- Association for Education in Journalism and Mass Communications
- Association of 1890 Land-Grant Universities
- Association of Continuing Higher Education
- Association of Public and Land-Grant Universities
- Black Communication Association
- Commission on Accreditation of Allied Health Education Programs
- Council for the Accreditation of Educator Programs
- International Science and Engineering Fair
- Missouri Academy of Science
- Missouri Association of Colleges for Teacher Education
- Missouri Library Association
- Missouri Society of Association Executives
- National Association of Schools of Music
- National Commission on Accrediting
- National League for Nursing
- University Professional Continuing Education Association

CAMPUS BUILDINGS

The University's campus is comprised of 171.52 acres. The physical plant includes the Power Plant (1923); Richard Baxter Foster Hall (1923); Nathan B. Young Hall (1931); Anderson M. Schweich Hall (1931); John W. Damel Hall (1936); Benjamin Franklin Allen Hall (1936); Home Management House (1941); Samuel T. Mitchell Hall (1942); Cletus Stamper Hall (1948); Greenhouse (1952); Public Safety Building (1953); Clement Richardson Fine Arts Center (1956-1958); William B. Jason Hall (1959); KJLU-FM Radio Station (1961); Joseph D. Elliff Hall (1967); Clifford G. Scruggs University Center (1966); Founders Hall (1967); Soldiers Hall (1968); Martin Luther King, Jr. Hall (1969); William J. Thompkins Center (1969); Israel J. Collier Maintenance Building (1969); Dwight T. Reed Football Stadium and Athletic Complex (1970); Lorenzo J. Greene Hall (1976); Shipping, Receiving and Supply Building (1977); Walthall M. Moore Small Animal Research Facility (1980); Charles E. Dickinson Research Center (1982); Memorial Hall (1992); and Inman E. Page Library (1997).

The University has nine residence halls. The residence halls include Logan Bennett Hall (1938), Libby C. Anthony Hall (1940), Irving C. Tull Hall (1951), Azalea E. Martin Hall (non-active) (1963), Edward Perry Hall (1963), Earl E. Dawson Hall (1970), Charles Mason Hoard Hall (2001), Josephine Salome Yates Hall (2001), and Sherman D. Scruggs Hall (2008). All are co-educational units.

UNIVERSITY FARMS

The University owns three farms that are used for agricultural research: Alan Busby Research Farm (273 acres); George Washington Carver Research Farm (172.7 acres); and James M. Freeman Research Farm (324.71 acres).

INMAN E. PAGE LIBRARY

Inman E. Page Library serves as the primary educational resource center of Lincoln University, supporting the curricular and research needs of the institution through the development of pertinent library collections and the provision of services designed to facilitate access to information. The 80,000 square foot facility has a seating capacity of approximately 450, contains over 270,000 volumes, 66 paper periodical titles and 190 serial microform titles. The library has been designed to accommodate computers and laptops (including wireless), fiber optics, and Internet access. Laptops are available for checkout to students, faculty, and staff. The Library has more than 40 desktop computers for student use. Private and group study rooms are available for student, faculty and staff use. Two computer classrooms are available for faculty, staff, students and community patrons upon availability. Priority will be given to academic requests. Photocopying equipment is available.

Equipment has been added to comply with the Americans with Disabilities Act (ADA) requirements. Included is a TeleSensory Vantage CCD system which can enlarge printed material to meet the needs of persons with disabilities,

Jaws (software that reads the screen to patrons) and Dragon Naturally Speaking (dictation software that allows one to compose by speaking into a microphone).

Almost all the functions of the library are fully automated through the online catalog. The system is also accessible from any personal computer with Internet access. In addition, the library provides an interlibrary loan service for sources not available in Page Library.

Lincoln University Page Library is a member of the MOBIUS Consortium which links the academic libraries in the state of Missouri (over 50 colleges, universities and some public libraries are members). MOBIUS is a common library platform which creates a virtual collection of approximately 14 million items and gives members access to direct borrowing between member institutions, allowing Lincoln University access to those 14 million items available.

The library is a member of the American Library Association, Lyasis, Amigos, and a full member of Online Computer Library Center (OCLC), which provides access to approximately 45 million catalog records. Page library subscribes to FirstSearch, resulting in access to many databases. It also serves as a partial depository of material published by the United States Government.

Tours and classes can be arranged to cover areas from general orientation to library customized information literacy research classes in specific fields of study.

The library is open to the public 93 hours weekly during the regular academic semester. The regular hours are:

Monday through Thursday 7:30 a.m.-Midnight

Friday 8:00 a.m.-5:00 p.m.

Saturday 11 a.m.-8:00 p.m.

Sunday 3:00 p.m.-Midnight

For more information:

<http://bluetigerportal.lincolnu.edu/web/library/library>

telephone: (573) 681-5504

University Archives and Lloyd L. Gaines Ethnic Studies Center

The University Archives and Lloyd Gaines Ethnic Studies Center is located on the third floor of Page Library. It serves as the official repository for the historical records and documents of the University. The University Archives strives to preserve Lincoln's history while providing access to the materials for users throughout the institution and in the community. The Lincoln Collection is the largest collection in the Archives. It contains photos, clippings, documents and manuscripts about the history of Lincoln University. These are for library use only. The Archives also has a presence on the web through the Digital Archives. Documents on Lincoln's history are scanned and placed on the web. To access these documents, go to the address <http://bluetigerportal.lincolnu.edu/web/library/archives> and click on the Digital Archives link.

In addition, the University Archives promotes cultural awareness through supporting and sponsoring workshops and displaying archival artifacts and art. The Archives also houses a collection of rare, old books about different cultures. All items housed in the Archives or which have the label ARCH for Archives are for library use only and are fragile, requiring special care when handling.

Outside the Archives is the A.P. Marshall African American Studies Collection. The Archives staff works to maintain and add to this collection of books by and about African-Americans and persons of other cultures. These books may be checked out. For more information, please call (573) 681-5514.

Elizabeth Briscoe Wilson Technology Center

The Elizabeth Briscoe Wilson Technology Center (EBW Technology Center) provides a variety of services. These services include access to a varied collection of media, equipment, media production and instruction and multimedia rooms. The EBW Technology Center is located on the ground floor of Page Library, centered near the Career & Academic Support Services (CASS) and general stacks, and serves the University as an academic support unit. There are a variety of materials, including hardware and software, which are maintained by the center. Available audiovisual materials include video, DVDs and multimedia kits, though this is not all that is available. These items are searchable via OneSearch or Arthur.

OneSearch:

<http://search.ebscohost.com/login.aspx?authtype=ip.cookie.uid&profile=eds>

Arthur: <http://arthur.searchmobius.org/search-S1>

The EBW Technology Center also provides basic technology services, as well as expertise or specialty driven services, such as graphic and video production or dubbing, hands-on technology guidance and instruction, study, viewing and gaming rooms, equipment assistance, search aid, and other common technology and library services. The basic services are available for the full operational hours of the library during all semesters. Specialized Services requiring expertise, such as video editing, graphics and publication editing/creation, or technology workshops may be limited by varying office hours and skilled personnel and are usually best made available via appointment. For more information regarding the technology center, please call (573) 681-5260 or visit Inman E. Page Library or its website.

Online Services supported by the EBW Technology Center and Reference

Inman E. Page Library has an online presence that includes several valuable resources for faculty, staff, students and community. These resources may all be accessed via the website or by visiting the following links:

Twitter: @TeamPage at <https://twitter.com/teampage>
Facebook: <https://www.facebook.com/pagelibrary>
Boopsie: <http://lincolnu.boopsie.com/>
Libguides: <http://libguides.lincolnu.edu/>
Libanswers: <http://libanswers.lincolnu.edu/>
Refworks: <http://bluetigerportal.lincolnu.edu/web/library/refworks1>

Blue Tiger Commons

Blue Tiger Commons is an institutional repository service of Inman E. Page Library. It preserves, dissimilates and showcases the history, growth, and development of Lincoln University. It brings together all of Lincoln University's scholarship and research under one umbrella. *Blue Tiger Commons* capture, store, index, and provide long term access to all scholarship and research produced by the Lincoln University community, including monographs, peer-reviewed journals, teaching and learning resources, grant funded research & reports, theses, working papers, artwork, conferences, etc. The repository can also house relevant documents created by administrative offices, departments, and programs at the Lincoln University. The content in the *Blue Tiger Commons* is discoverable by Google, Google Scholar, and other search engines, which makes it easy to share and collaborate with anyone through Internet.

For more information, please call (573)681-5505 or visit *Blue Tiger Commons* website at <http://bluetigercommons.lincolnu.edu>.

Information Literacy Services

Information Literacy is a methodology created to insure that all are equipped with the tools necessary to access, retrieve, and evaluate information. This course offered at Lincoln University is designed to help students and faculty with learning how to become better researchers. In addition, students have the opportunity to enroll in LS 101 – Information Literacy in the spring and fall semesters. The classes are offered on campus and online. In like manner, the Information Literacy Coordinator at Inman E. Page Library, hosts information literacy workshops during the semester for students and faculty. For more information, please call (573) 681-5513 or visit www.lincolnu.edu or <http://222.facebook.com/pagelibrary>

STUDENT RIGHTS

Lincoln University maintains fair and reasonable practices in all matters affecting students; the delivery of educational programs, provision of support services, due process with regard to disciplinary matters and the handling of grievances.

STUDENT ID CARD

A student is issued one free permanent identification card during the first registration period. This card is validated at all subsequent semesters or summer term registrations for up to four years. The ID card provides for identification of a Lincoln University student and admission to designated University functions. The card must be presented upon request to any University official or staff employees. Lost ID cards may be replaced at the Office for Student Affairs in 303 Young Hall upon receipt of payment for a duplicate ID card.

STUDENT CONDUCT CODE

Students enrolling in the University assume the responsibility for conduct compatible with the learning environment of the University. Students are expected to be familiar with the Lincoln University Student Handbook "Student Conduct Code." This policy describes the University's expectations for student conduct, sanctions imposed for violations of the standards and procedures which students may follow in filing grievances.

STUDENT PRIVACY ACT

In accordance with the federal "Family Educational Rights and Privacy Act of 1974," Lincoln University has developed the following policy with regard to access to student records:

Federal Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements designed to protect the privacy of student educational records. The law governs access to records maintained by educational institutions and the release of information from those records.

Eligible students have four primary rights under FERPA, including the right to:

1. Inspect their educational record;
2. Consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent;
3. Seek correction of their records, to prevent inaccurate or misleading information;
4. File a complaint with the U.S. Department of Education if they feel their rights are being violated.

Once students are enrolled at Lincoln University, FERPA rights transfer to the student, regardless of the student's age.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student's consent. The following categories of information have been designated as directory information at Lincoln University:

- Name
- Mailing Address
- Telephone Number
- Campus Email Address
- Academic Program of Study
- Classification (e.g. freshman)
- Dates of Attendance, including matriculation, drop and withdrawal dates
- Enrollment Status (e.g. full-time)
- Degrees Awarded
- Honors/Awards Received
- Previous Educational Institutions Attended
- Participation in Officially Recognized Activities and Sports
- Weight and Height of Members of Intercollegiate Athletic Teams

Right to Limit Disclosure of Directory Information

The University will give annual public notice to students of the categories of information designated as directory information. Currently enrolled students have the right to suppress disclosure of their directory information (FERPA Hold). A FERPA Hold does not apply retroactively to previous releases of directory information and will remain applicable until the student submits a written request specifying otherwise. To request a FERPA Hold, students must submit the Request for Directory Exclusion form to the Office of the Registrar.

If a student requests a FERPA Hold, it shall be noted that directory information will be withheld from a variety of sources, including the student (him/herself), friends, relatives, prospective employers, honor societies, and the news media.

Consent to Disclosure of Personally Identifiable Information

The University will not release personally identifiable information in educational records or allow access to those records except to the extent that FERPA authorizes disclosure without consent, including but not limited to the following:

- The individual student
- Whomever the student authorizes by providing the institution with a written release (release must be written, signed and dated and must specify the records to be disclosed and the identity of the recipient)
- Any party requesting directory information (unless the student has a FERPA Hold)
- University officials of Lincoln University who have a legitimate educational interest

- Parents if the parents claim the student as a dependent for tax purposes. The University will exercise this option only on the condition that evidence of such dependency is furnished to the Office of the Registrar and all requests for disclosures are referred to that office. Requests made under this provision will be determined on a case-by-case basis at the discretion of the University
- Persons in connection with a health or safety emergency
- An alleged victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense in connection with a disciplinary proceeding
- Parents regarding alcohol and/or drug violations of a student under 21 years of age
- As otherwise provided in 20 U.S.C. 1232g(b) and 34 CFR Sec. 99.31

Additional Information

For additional information regarding FERPA, please visit www.lincolnu.edu/web/records-office/records-office. If students have any questions about Lincoln University's FERPA policy or if they feel that their rights under FERPA are being, or have been, violated, they should contact the Office of the Registrar.

University Email/Portal Use Communications Policy

Lincoln University has designated the LU email system and the electronic Blue Tiger Portal (<https://bluetigerportal.lincolnu.edu>) as the official means of communication to students, faculty and staff. Each student, faculty member and staff member receives an official LU hosted email account and network ID (user name) and password. Official notices and information regarding the University will be sent through the LU email system and/or posted on the Blue Tiger Portal.

Typical communications available via email and/or the Blue Tiger Portal includes information regarding enrollment, grades, billing, payments, financial aid, assessment exams, campus activities and announcements, and access to WebAdvisor.

ADMISSION

An applicant for admission to the Graduate Studies Program must submit the following which must be received in the Office of Graduate Studies **at least 30 days prior to the semester in which the applicant plans to enroll.** (Any exceptions must be approved by the Dean of Graduate Studies.)

1. A completed application for admission form.
2. A non-refundable application fee (waived for LU graduates).
3. One official copy of a transcript showing the baccalaureate degree. Other transcripts, as deemed necessary.
4. The results of the Test of English as a Foreign Language (TOEFL) or Michigan English Language Assessment Battery (MELAB) or International English Language Test System (IELTS) (all international students, except those who have English as their official language).
5. A course-by-course transcript evaluation, by an outside evaluation agency and at the applicant's expense, of all courses from any foreign post-secondary institutions attended is required for international applicants. Evaluations must be sent directly to the Office of Graduate Studies.
6. The results of the Graduate Record Examination (GRE) Aptitude Test for the M.S. and the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT) for the M.A., M.Ed., and Ed.S. programs.
7. The results of the Graduate Management Admission Test (GMAT) for the M.B.A. program.
8. Three current letters of recommendation from faculty and/or supervisors. Recent graduates must have at least two letters from instructors of major courses.
9. Personal statement of purpose.

I. Unconditional Admission: To be admitted unconditionally to a specific program of specific program of study, a student must:

- A. Be a graduate of a college having the highest accreditation in the regional accrediting organization of which the college is a member.
- B. Have a minimum undergraduate cumulative grade point average of 2.75 and a minimum grade point average of 3.00 in undergraduate courses related to the proposed graduate field of specialization. (The overall grade point average standard may be waived if the applicant has achieved a minimum test score on the appropriate standardized entrance exam.)
- C. Have a minimum grade of "C" in English Composition.
- D. Have a minimum score of 500 on a Test of English as a Foreign Language (paper test), or 173 (computer test), or 61

(internet-based); Official score of at least 80% on the Michigan English Language Assessment Battery (MELAB); or International English Language Test System (IELTS) overall band score of 5.5 if an international student.

- E. Submit a Miller Analogies Test (MAT) score or Graduate Record Examination (GRE) score for M.A., M.Ed. and Ed.S. programs and a GRE score for M.S. programs. Students pursuing the M.B.A. degree must submit a Graduate Management Admission Test (GMAT) score.
- F. Have completed satisfactorily the undergraduate prerequisites specified for various major fields and met the specific program admission requirements (for details, see admission requirements for specific master's and specialist programs in subsequent sections).
- G. Submit three current letters of recommendation from faculty, supervisors, or appropriate persons who can address the candidate's potential as a graduate student. Recent graduates must have at least two letters from instructors of major courses.
- H. Submit a Personal Statement of Purpose.
- I. Have the approval of the department in which the student expects to major.

II. Conditional Admission: A student **may** be admitted conditionally under the following conditions:

A. Conditions Specified

- 1. The applicant is not a graduate of an accredited institution.
- 2. The applicant's overall grade point average or the grade point average in the proposed program of study is below minimum standards.
- 3. The applicant lacks prerequisites for the proposed field of study.
- 4. The applicant has not submitted all items required for admission.

B. Removal of Conditional Status

- 1. If the applicant is not a graduate of an accredited institution, he/she may remove conditional status by successful completion of at least 9 hours of graduate work with a 3.000 GPA over a period of at least one semester, two summer sessions, or one semester and one summer session.

2. If the applicant's grade point average is below minimum standards he/she may remove the conditional status by successful completion (with a 3.0 average or better) of 9 hours of advisor-designated graduate course work in the proposed field of study (or other designated requirements) and, if appropriate, up to 12 hours of advisor-designated undergraduate course work in the major area of study.
3. If the applicant lacks prerequisites for the proposed field of study, the conditional status may be removed by successful completion of specified requirements.
4. All conditions for admission must be satisfied before the student earns more than 9 graduate hours. A student who fails to meet the conditions of his/her admission after 9 hours may be restricted from further enrollment in graduate level courses until the conditions are met.

III. Special Student Admission:

- A. "Special" students are defined as those who:
 1. indicate they have no intention of seeking a degree,
 2. are not ready initially to declare a specific program major,
 3. have not completed the admission requirements for unconditional or conditional admission.
- B. A maximum of 9 hours may apply toward a master's or specialist degree (once a student is admitted to a specific program) while the student is in "Special" status.
- C. An undergraduate student with SENIOR standing may enroll in graduate courses as a "Special" student for a maximum of 9 hours of graduate credit. These hours can be applied toward a master's degree when the student has been officially admitted to a graduate program. Specific criteria for admission as a senior are listed in the Undergraduate Bulletin.
- D. It is the "Special" student's responsibility to apply for a change in admission status when he/she desires to be admitted to a graduate program.

Graduate students will be expected to demonstrate a satisfactory quality of expression in written and oral English. Unsatisfactory performance may result in restriction in academic load and assignment to a University course designed to remediate the identified deficiency.

Admission to the graduate school should not be construed as admission to a program or to candidacy for the master's or specialist degree.

READMISSION TO THE UNIVERSITY

All graduate students who have not enrolled in Lincoln University for at least one year (excluding summer) must complete a Lincoln University Request for Graduate Readmission form to apply for readmission to the University. All readmitted students must meet the admission standards listed in the bulletin under which they are readmitted.

ADVISEMENT

Students admitted as “regular degree-seeking” students will be assigned advisors from the appropriate academic area following recommendation from the respective academic programs. Students admitted as “special, non-degree seeking students” will be advised and registered in the Graduate Office. Students admitted as “special, non-degree seeking students” but seeking certification or licensure in a specific field of study should be advised and registered by a graduate advisor from that area. Students are strongly encouraged to initiate regular contacts with their assigned advisors for the purpose of proper course selection in advance of each registration period and to ensure that proper procedures are being followed.

FEES

Tuition and Fees

Students should have a zero student account balance in order to register for classes. Tuition and incidental fees are automatically charged at the time of pre-registration or regular registration according to the following schedule:

	Missouri Resident	Non-Resident Student
Undergraduate (credit or audit)	\$205.00 per hour	\$418.00 per hour
Undergraduate – FLW	\$221.00 per hour*	N/A
Undergraduate – FLW/Nsg	\$287.25 per hour*	N/A
Graduate (credit or audit)	\$285.00 per hour	\$530.00 per hour
Dual Enrolled	\$ 75.00 per hour	N/A
Senior Citizens (audit only)	\$ 25.00 per semester	N/A

Additional Tuition Related Fees

Activity Fee	\$ 6.75 per hour
Technology Fee	\$150.00 per semester
Building Maintenance Fee	\$119.84 per semester
Late Registration Fee	\$ 75.00 per semester
Online Course Fee	\$ 50.00 per course
Lab Fees	
General	\$ 30.00 per course
Computer Science	\$ 25.00 per course
Nursing	\$ 50.00 per course
Applied Music Fee	\$ 69.00 per credit hour
Bowling	\$ 50.00 per course
Student Health Insurance	
Undergraduate	\$701.50 per semester
Graduate	\$831.50 per semester
International	\$664.00 per semester

Course Fees

Education (<i>All courses with EDU/SE/PEP prefix</i>)	\$ 10.00 per hour
Social Work (<i>SW 499 and 499L</i>)	\$ 10.00 per hour
Business (<i>All courses with ACC, BAD, BED, ECO, MKT, and PAD prefix</i>)	\$ 15.00 per hour
Nursing (<i>Select courses – excludes FLW and includes surgical technology</i>)	\$ 10.00 per hour

Note: Lincoln University graduates will be charged undergraduate tuition rates for their first 9 graduate hours. Paper work must be completed in the Office of Graduate Studies to receive this discount.

Other Fees

Application for Graduate/International (non-refundable)	\$ 30.00
Deferred Payment Plan Fee (per payment plan)	\$ 25.00
Graduation Fee	\$ 40.00
Duplicate Diploma Fee	\$ 20.00
Transcript Fee	\$ 5.00
Duplicate ID Fee	\$ 15.00
Departmental Credit by Exam Fee	\$102.00 per hour
Placement Office Fee for Credentials (for alumni)	\$ 5.00

Parking Permit (per academic year)	\$ 42.00
Parking Permit Replacement	\$ 5.00
Miller Analogies Test (MAT)	\$ 80.00

**Fort Leonard Wood*

Room and Board Fees

Room and board fees are due according to the same schedule as tuition and related fees. See the schedule below for the various rate plans offered.

Note: There is no reduction in fees for late occupancy or late enrollment in a room or meal plan.

Housing Plans	Amount Per Semester*
Double Room (<i>Dawson, Martin, Perry</i>)	\$ 1,533.00
Private Single Room (<i>Dawson</i>)	2,210.00
Private Double Room (<i>Dawson, Martin, Perry</i>)	2,500.00
Double Room w/Shared Bath (<i>Anthony, Bennett, Hoard Perry, Tull, Yates</i>)	2,038.00
Single Room w/Private Bath (<i>Anthony, Bennett</i>)	2,749.00
Single Room w/Shared Bath (<i>Anthony</i>)	2,038.00
Apartment – 4 person (<i>Anthony</i>)	3,039.00
Private Double w/Shared Bath (<i>Bennett, Tull</i>)	3,000.00
Private Double w/Private Bath (<i>Anthony, Hoard, Yates</i>)	2,885.00
Double Room w/Shared Bath (<i>Sherman D. Scruggs</i>)	2,285.00
Private Room w/Shared Bath (<i>Sherman D. Scruggs</i>)	3,000.00
Single Room w/Shared Bath (<i>Sherman D. Scruggs</i>)	2,551.00
Summer Room Rates Double (<i>Residence Hall TBD</i>)	766.00
Summer Room Rates Single (<i>Residence Hall TBD</i>)	847.00

Meal Plans	Amount per Semester
Three Meal Plan (for on-campus students)	\$ 282.00
Five Meal Plan (for off-campus students)	\$ 680.00
Unlimited Meal Plan	\$1,502.00
Summer – Ten Meal Plan	\$ 670.00
Summer – Fourteen Meal Plan	\$ 728.00

Miscellaneous Housing Fees

Room Deposit	\$ 125.00
Key Replacement	\$ 15.00
Lock Core Replacement (per key)	\$ 50.00
Contract Buyout	\$ 250.00

*Specific amounts for each residence hall are available in the Office of Residential Life (573) 681-5478.

The Board of Curators reserves the right to change any fees whenever conditions or circumstances dictate.

Payment Policy

Educational expenses include tuition and tuition-related fees, room, board, and other miscellaneous fees. Educational expenses less awarded and

accepted financial aid are due in full by the published last day to pay; generally the last business day before classes begin. However, those students who wish to pay their educational expenses in installments may request a deferred payment plan. See Deferred Payment Plan section for more details. This must be completed each semester in which the student is enrolled.

Deferred Payment Plans

Lincoln University offers a selection of interest-free deferred payment plans that allow a variety of down payment amounts and repayment periods. When making payment on the last day to pay, a student is required to make a minimum down payment of 50% of educational expenses less awarded and accepted financial aid. The remaining 50% is payable in three installments due in each of the first three full months of the semester. Enrolling in a deferred payment plan earlier than the last day to pay will allow a greater number of payment plan options. The deferred payment plans are offered through Nelnet Business Solutions and can be accessed via WebAdvisor on the Lincoln University webpage. There is a \$25 fee to participate in a deferred payment plan.

Student Health Insurance

All full-time students (12 or more hours) will be charged for health insurance. The charge will appear on the student account AFTER the add/drop period ends each semester. A student may waive this coverage on-line by accessing the Lincoln University Student Health Center webpage. Once the deadline has passed, a student is no longer allowed to waive the coverage. All international students (whether full-time or part-time) are required to carry this coverage and may not waive it under any circumstances.

Health insurance is also available for the summer semester. A student attending only the summer semester may elect to purchase coverage for the summer semester only, but it is not required. A student paying for insurance for the spring semester is covered through the summer semester as well, so further charges do not apply.

Note: Health insurance cannot be waived in the Health Services Office. It may only be waived on-line at www.uhcsr.com/lincolnu.

Book Vouchers

If a student has excess financial aid after tuition and other charges are paid, he/she may charge books for the amount of excess aid. Financial aid must be awarded and complete in order to charge books. Students do not need to visit Student Accounts to receive a book voucher. Students may go directly to the Bookstore to utilize book vouchers.

Book vouchers are valid through the first week of class. Book vouchers may also be available to students who are sponsored by an employer or governmental agency.

Failure to Make Satisfactory Payment Arrangements

Students who fail to make satisfactory payment arrangements by the established payment deadline, may be de-registered from their classes. This is completed solely at the discretion of the University and does not relieve the student of the responsibility to properly withdraw from classes. The student who fails to properly withdraw from classes and is not de-registered will be fully liable for all charges on the student account.

Refund and Adjustment of Fees

Tuition and certain related fees may be fully or partially refunded according to the following schedule upon withdrawal from a course or from the University:

Refund Schedule for 16-week Classes

During the first calendar week of classes	Full Refund
During the second calendar week of classes	50% Refund
During the third calendar week of classes	25% Refund
After the third calendar week of classes	No Refund

For eight-week classes, a 100% refund is allowed during the first calendar week of class. No refunds are available after the first week. For four-week classes, a 100% refund is allowed through the first day of class. No refunds are available after the first day.

Note: Students are required to complete the withdrawal process with the Office of the Register or the drop process on WebAdvisor or with an advisor to receive any refund of fees.

Refund of Room and Board Fees

Room and Board fees may be partially refundable if the student is released from the housing contract within the first three weeks of the fall or spring semesters beginning the day residence halls officially open. After the third week, the entire Room and Board Fee is due and no refund is allowed. The summer session allows a similar prororation of fees during the first week of the session only.

Refund Checks

Refunds are prepared for students who have received excess financial aid. The University is moving to electronic refunds. Refunds are distributed on Fridays.

Housing Deposit

All students who will reside in campus housing are required to pay a \$125 room deposit in order to receive a housing assignment. Housing contracts require occupancy for the entire academic year. Deposits are held by the University until the student no longer lives on campus. Requests for room deposit refunds must be submitted to the Director of Student Life.

Billing Statements

Billing statements can be found by logging into WebAdvisor. The Student Accounts Office may also send notices to all students with an outstanding balance. These notices will be sent electronically to the student's LU email

address. It is the student's responsibility to check their email address and keep their permanent address up-to-date. The student is not relieved of financial liability if a notice is not received.

Past Due Accounts

Student account balances that become delinquent may be forwarded to an outside collection agency for further collection activity. In the event that the account is sent to a collection company, additional collection fees, up to 50% of the unpaid balance, will be assessed to the student account. Collection fees are not waived.

Student Accounts Holds

Any student with an outstanding balance will be unable to register and will not be eligible to receive a transcript or diploma.

Cashier's Office

The Cashier's Office is located in Young Hall, Room 105. The University accepts payments in the form of cash, check, VISA, MasterCard and Discover at the Cashier's Office. Payments can also be made via WebAdvisor or mailed to the following address:

Lincoln University
Attn: Controllars Office
820 Chestnut Street
Jefferson City, MO 65101

To contact the Cashier's Office by telephone, please call (573) 681-5085.

Student Accounts Receivable

The Student Accounts Receivable Office is located in Young Hall, Room 105. To contact the Student Accounts Receivable office by telephone, please call (573) 681-5278.

FINANCIAL AID

The Department of Student Financial Aid offers a diverse financial aid program which affords equal opportunity to qualified students to attend Lincoln University.

Financial aid is intended primarily as a supplement to the resources of a student. Financial assistance is based on both need and academic achievement. Generally, a combination of these factors will be used in determining the type and amount of financial assistance available to each applicant. Funds are provided by various agencies: federal, state and local government, universities, community organizations, private corporations and individuals.

How to Apply for Financial Aid

To apply for federally funded financial aid, a student must complete the Free Application for Federal Student Aid (FAFSA) for the academic year he/she wishes to attend. A FAFSA can be completed by:

1. accessing FAFSA on the web. The internet address is www.fafsa.gov.
2. applying by mail. A paper FAFSA can be obtained by calling the Federal Student Aid Information Center at 1-800-433-3243.

Any student defaulting on a student loan at Lincoln University or any other institution will not be eligible for financial assistance until the default has been properly resolved.

Priority Date

The priority date for receiving some federal financial aid is August 1 for fall semester, January 1 for spring semester, and June 1 for the summer session. Financial aid information received after these dates may still be considered and aid awarded with any funds that may be available. Students will be processed on a first-come, first-awarded basis.

Satisfactory Academic Progress Policy for Financial Aid Recipients

Eligibility to receive financial aid from federal Title IV aid programs requires that students maintain satisfactory academic progress. In response to requirements within the law for these programs, the University has developed this policy in addition to existing academic policy and designated that it also extends to selected state and institutional programs of assistance.

Purpose

The intent of this policy is to 1) ensure that students using financial aid programs are demonstrating responsible use of public funds in pursuit of their educational goals; 2) set standards for monitoring all financial aid recipients' course completion rates each term, warning individual students when progress is so slow that financial aid eligibility may run out before completion of the degree program; and 3) give students whose progress does not meet the standards of this policy at least one term of financial aid on a probationary basis in which to improve their academic progress.

Definitions

Attempted course: A course which remains on the student's record after the first three weeks of the term.

Completed course/earned credit: A course in which a grade of A, B, C, or S was received. Withdrawals, no credits, blank grades, incomplete grades (I or X), grade of D, failures (F), or audits (H) are not considered “earned credit” for meeting graduate progress requirements.

Financial aid: Federal Title IV programs, plus the state and institutional programs listed below:

- Federal Work Study
- Federal Direct Loan (subsidized and unsubsidized)
- Federal Direct Graduate PLUS Loan
- Missouri State Financial Assistance Programs
- Foundation Scholarships/Grants
- Scholarships (LU or Departmental)
- Tuition Waiver (except graduate and employee waivers)

Financial aid probation: A term in which a student who has been identified as not meeting one or more standards in this policy continues to receive financial aid. At the end of the term of financial aid probation, a student is expected to improve his or her academic progress in order to receive financial aid.

Financial aid termination: The point at which a student is no longer eligible to receive financial aid as defined in the policy; normally, this is following an unsuccessful term of probation.

Incomplete: A grade of “I” or “X” received for an attempted course; no credit until the course is completed.

Maximum time frame: Time limit set for receipt of financial aid that is specific to a student’s program of study. For graduate programs, federal law defines this limit as 150% of normal program length.

Satisfactory academic progress: Completion of courses at a rate which meets the standard defined in this policy.

Transfer credit: Course(s) accepted for credit at Lincoln University from another institution.

Authority

The Higher Education Act of 1965 as amended and final regulations set by the United States Department of Education (34CFR668.16) require that institutions of higher education establish reasonable standards of satisfactory academic progress as a condition of continuing eligibility for federal aid programs. Nothing in this policy shall be construed as an exemption of the requirements of any other federal or state agency, or other granting or governing authority that apply to what assistance a student receives, nor does this policy limit the authority of the director of Financial Aid when taking responsible action to eliminate fraud or abuse in these programs.

Satisfactory Progress Standards

To remain eligible for financial aid assistance a student must

- complete courses at an overall rate which will ensure graduation within the maximum time frame;

- earn credit for a reasonable number of credit hours toward a degree or certification each term;
- complete pre-requisites and incomplete courses in a timely manner;
- graduate prior to the maximum time frame specific to his/her degree program;
- maintain academic standing consistent with Lincoln University academic policy.

Maximum time frame: To retain financial aid eligibility, a student must complete his/her degree program within a specified time limit, defined in cumulative attempted hours for graduate students. Attempted hours for this purpose include regular and pre-requisite course hours, as well as accepted transfer credit. Once a student reaches the maximum time frame, he/she is ineligible for financial aid. Maximum time to degree completion is as follows:

Master's degree (30 hour program)	45 hours
Master's degree (48 hour program)	72 hours

Graduate appeals for an additional term of financial aid eligibility cannot be granted in excess of 150% of program length (1.5 times 48) or 72 hours.

Overall completion rate: Completion rates reflect a rate at which a student earns credit for courses attempted (e.g., a student earning nine of twelve attempted hours would have a 75% completion rate). Satisfactory completion rates are as follows:

Master's degree attempted	
0-48 cumulative attempted hours	85% completion

The completion rate is calculated annually for federal Title IV funds.

Minimum completion within a term: A financial aid recipient is to earn credit for at least one course per term. A student who receives financial aid but does not earn credit for any course within a term is not to receive financial aid in subsequent terms. If mitigating circumstances were responsible for zero completion hours within a term, a student may appeal and be granted a term of financial aid probation if adequate documentation is provided (e.g., doctor's statement).

Incomplete grades: Students receiving incomplete grades ("I" or "X") are not progressing satisfactorily. Consequently, a student who has six or more hours of incompletes in any term or at any time will be placed on financial aid probation for the next term of attendance and expected to complete the courses according to the University's "Incomplete Coursework" grade policy. A reduced course load may be recommended during the term of financial aid probation to ensure that both the course(s) with incomplete grades and new attempted courses can be satisfactorily completed by the close of that term.

Grade point average/suspension: Students must meet the University's policy on scholastic standing and grade point average as defined in the appropriate *Bulletin*. A student on scholastic suspension has not maintained acceptable academic progress. The Department of Student Financial Aid initially will block that student from receiving financial aid any other subsequent term. If readmitted or reinstated, the student may appeal to receive financial aid during a term of financial aid probation.

Notification of Financial Aid Probation or Termination

The Department of Student Financial Aid will send an email to any student who is placed on probation or a termination email to any student who is no longer eligible for financial aid. The email will be sent to the student's campus email address or personal email address that was provided to the University from their FAFSA Application.

Reinstatement

Student on financial aid probation: The student may regain eligibility in one of two ways after a term of financial aid probation: 1) by meeting the completion standards which apply to the student after financial aid probation under this policy (e.g., 0-48 cumulative attempted hours with a 85% completion rate); or 2) improving their cumulative grade point average (cum GPA) to a 3.0 or above.

Student with grade changes: The student can regain financial aid eligibility by notifying the Department of Student Financial Aid of the grade change, including grades posted for incomplete courses.

Student previously suspended: A student who loses financial aid eligibility at the time of suspension from the University must appeal on the appropriate form to receive approval for a term of financial aid probation if reinstated or readmitted.

Student terminated under prior policies or for zero completion: The student must complete at least 9 hours with a 3.0 grade point average at his/her own expense and then may appeal to receive financial aid on a probationary basis.

Appeals

A student who does not meet the graduate overall completion rates specified in this policy will be placed on probation for one term following identification of unsatisfactory progress.

For all other purposes, a student who desires to appeal termination of his/her financial aid eligibility must appeal in writing, usually on a form designated for that purpose, to the Department of Student Financial Aid by the date indicated in the termination letter. The director of Financial Aid may take action on the appeal or forward it to the Financial Aid Appeals Committee for review. The committee's decision may be appealed to the director; the director's decision may be appealed to the Vice President for Student Affairs.

The Financial Aid Appeals Committee appointed by the Dean of Students shall have a membership that consists of two faculty and/or staff members familiar with University academic policy in addition to a staff member from the Department of Student Financial Aid and a staff member from Student Accounts Receivable. It may also have an additional member who participates in general committee matters. The committee considers in a timely manner appeals that are referred to it. The committee normally reviews on the written record and does not conduct hearings unless unusual circumstances warrant such. A student is encouraged to submit third party written documentation to support his/her appeal.

Amendment to the Policy

This policy will be amended whenever applicable federal or state law or regulations are changed. Upon approval of the University President, the director of Student Financial Aid is authorized to incorporate and implement changes required in this policy by federal or state law or regulations. Other amendments to

the policy, not required by changes in the law or regulations, will be considered through the revision procedures.

Federal Financial Aid Recipient Refund Policy

If a student withdraws or is expelled from Lincoln, then the school or the student may be required to return a portion of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition, fees, room and board paid to the University for the semester. If the student received financial assistance from outside of the family, then a portion of the refund will be returned to the grant, scholarship or loan source from which the assistance was received.

A student planning to withdraw should visit the Office of the Registrar in B-4 Young Hall to begin the withdrawal process. This procedure will enable the University to refund the maximum possible institutional charges.

University Refund Policy:

The university's refund policy is as follows: (Please see 4.10.2 Refund and Adjustment of Fees in Rules and Regulations.)

Refund and Adjustment of Fees

Tuition fees may be fully or partially refunded upon withdrawal from a sixteen-week course or from the university to students in good standing according to the following schedule:

During the first calendar week of classes	Full Refund
During the second calendar week of classes	50% Refund
During the third calendar week of classes	25% Refund
After the third calendar week of classes	No Refund

For an eight-week class, a 100% refund is allowed during the first calendar week of class. No refunds are available after the first week. For a four-week class, a 100% refund is allowed through the first day of class. No refunds are available after the first day.

Withdrawal from the university due to properly documented military service or extraordinary medical circumstances may be grounds for a partial or full refund of refund of fees. Such requests submitted during the semester must be submitted to the Bursar for consideration. Requests for retroactive withdrawals from prior semesters must be submitted to the Graduate Council for consideration first.

The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a Federal Direct Student Loan or Graduate PLUS loan and withdrew on or before completing 60% of the semester. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than four consecutive days are excluded.

If any funds are to be returned after the return of Title IV aid, they will be used to repay state funds, other private sources, and the student in proportion to the amount received from each non-federal source as long as there was no unpaid balance at the time of withdrawal. If there was an unpaid balance, then all aid sources will be repaid before any funds are returned to the student.

NOTE: If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grant(s) if the student withdraws. The University will not repay the federal grant funds on behalf of the student. Worksheets used to determine the amount of refund or return of Title IV aid are available upon request.

The Department of Student Financial Aid notifies students by mail of the amount the student is required to repay. The student will then have 30 days to either remit the full amount or make satisfactory arrangements for repayment. Payment should be submitted to the Office of Student Accounts Receivable (105 Young Hall). Failure to repay the amount owed in a timely manner will result in a financial hold being placed against the student's Lincoln University records.

Types of Financial Aid

Financial aid is divided into three categories: loans, scholarships and employment. Scholarships are funds awarded with no requirements for repayment; loans are funds awarded with provisions for monthly repayment at low interest rates. The Lincoln University Department of Student Financial Aid administers the following:

LOANS

Federal Direct Loan: For disbursement of the loan to be applied to the account, students must be enrolled and attending as a half-time student, meaning at least five credit hours for graduate, to be considered eligible. Applicants must complete the FAFSA and Student Loan Request Form. Loans are funds that are borrowed and must be repaid. Repayment begins six months after the last date of enrollment, which can be graduation, when less than half-time enrollment status occurs or when the student withdraws and does not re-enroll. As with any loan, interest is charged; however, the interest on a student loan is lower than it would be on a regular consumer loan. First-time borrowers (including incoming transfer students) are required to participate in an Entrance Counseling session before their loan funds are disbursed. A Master Promissory Note (MPN) is required for all borrowers who are new to the Federal Direct Loan program or transferring in to Lincoln University.

Graduate PLUS Loans: Loan program that is credit-based for graduate students enrolled at least half-time. They may borrow up to the cost of attendance, minus all other financial aid received. With a variable interest rate up to nine-percent and interest accrual begins at disbursement. Repayment starts 60 days after the first disbursement has been made to the student's account. It is required that the student complete a FAFSA before the Graduate PLUS Loan can be originated, as well as a Student Loan Request Form and Master Promissory Note.

EMPLOYMENT

Federal Work Study Program (FWSP): The Work Study Program is sponsored by the university and the federal government to provide part-time employment funding to students in need of earnings to meet their cost of education. A student must be enrolled in at least six hours each semester and three hours during the summer session to participate in the FWSP.

Lincoln University Foundation, Inc. Scholarship

The Lincoln University Foundation, Inc. is a not-for-profit corporation organized under the laws of the State of Missouri. The Foundation is the fund-raising arm of Lincoln University and offers scholarships in varied amounts. A standardized application allows the applicant to be considered for all scholarships offered by the Foundation for which the applicant meets the minimum eligibility requirements.

To obtain a Foundation Scholarship application, or for more information, please contact:

Lincoln University Foundation Office
820 Chestnut Street, 301A Young Hall
Jefferson City, MO 65101
(573) 681-6070

<http://bluetigerportal.lincolnu.edu/web/lincoln-university-foundation/foundation-lincoln-university-foundation>

Other Aid Programs

- **Vocational Rehabilitation:** Provides financial assistance to the disabled individual pursuing a postsecondary education. For additional information, please contact the local State Office of Vocational Rehabilitation.
- **Veteran's Benefits:** Contact the Veteran's Coordinator for information on the various types of assistance available at (573) 681-6105.

Outside Scholarship Information

A website to inquire about scholarship information: www.scholarships.com

A website that will assist students in searching for scholarships: www.fastWEB.com

STEPS FOR COMPLETION OF DEGREE PROGRAMS

Step 1 – Admission

Upon admission, the student should obtain a copy of the Graduate Bulletin and become familiar with the information regarding general requirements for graduate degrees, requirements in the graduate major, and the University Calendar. Graduate Bulletins are available in the Office of Graduate Studies.

Step 2 – Advisement and the Graduate Approved Program (GAP) Form

The student should contact the assigned advisor. The graduate advisor will assist in planning the graduate program with the student and approve the course of study.

The student and assigned advisor should execute the Graduate Approved Program (GAP) form after unconditional admission to the program of study and upon completion of at least 12 hours and not more than 24 semester hours of credit. GAP forms are available in the Office of Graduate Studies, on the website and through advisors.

After approval by the advisor and the department head/division chair, the completed GAP form is submitted to the Dean of Graduate Studies for approval. The student should follow the approved GAP in arranging course schedules. A change in the GAP may be initiated by the student. A revised GAP must be approved by the advisor, department head and Dean of Graduate Studies. Following the course of study outlined in the GAP will advance the student to Graduate Candidacy.

Step 3 – Thesis Option

A master's thesis (not available to M.Ed. or Ed.S. majors) shall be carried out under the supervision of a thesis committee. The Thesis Advisory Committee is composed of at least three members, two of whom must be from the graduate faculty and one from an area outside the student's major discipline (except for M.B.A. majors). For those students seeking the M.B.A. degree, the three committee members will be appointed from the faculty in the Department of Business. When the thesis has been approved, the chairperson and the student will be notified that the thesis meets the requirements for the master's degree program. The preliminary work in selecting and developing a thesis topic and securing its acceptance is accomplished through consultation with the appropriate department graduate committee or the thesis advisor. Thesis forms are available in the Office of Graduate Studies, on the website or through advisors.

Step 4 – Comprehensive Examination and Portfolio/Project Evaluation

All students enrolled in graduate programs (except the M.S. thesis option) must take a comprehensive examination and/or complete a portfolio/project. The student must initiate the process, contact his/her advisor in order to select the examining committee, complete the Comprehensive Examination or Portfolio/Project Evaluation Form, and submit the signed, completed form to the Graduate Office by the deadline established in the University Calendar.

The various advisors in the departments will prepare the Comprehensive Examination for each student. The Office of Graduate Studies will coordinate the administration of the examination. The departments will submit results to the Dean of Graduate Studies by the deadline established each semester by the Graduate Office. The Graduate Office will send all students official notification of their examination results.

Comprehensive Examination and Portfolio/Project Guidelines

A comprehensive examination, portfolio or project will be required of all prospective graduate candidates (except the M.S. thesis option).

It will be the responsibility of the graduate student to initiate the examination process and to complete the Comprehensive Examination or Portfolio/Project Evaluation Form by the filing deadline established in the University Calendar. The examination is *usually administered during the final semester of course work but*, upon recommendation of the graduate advisor, it may be administered within six (6) hours of graduation or after course work is completed provided it is within the five year time limit for completing all degree requirements.

The specific length and type of examination will be determined by each academic area in consultation with the respective departments and the Graduate Dean.

The graduate advisor in consultation with the student will select the other two members of the three-member examining committee. No more than one member of the committee may be an adjunct faculty member. The third graduate faculty member may or may not be from the same department.

Each comprehensive examination or portfolio/project will be evaluated by each member of the examination committee. The committee will determine whether a student has passed or failed the examination. An examination has not been passed if any portion of the examination has been failed.

If a student fails the examination, as determined by his/her examination committee, the student may retake the examination no

sooner than the next scheduled examination. If the student fails the second scheduled examination, as determined by his/her committee, the student has no more opportunities to take the comprehensive examination.

Step 5 – Recommendation for the Degree

When the candidate has fully met all requirements for the degree sought, including the comprehensive examination or portfolio/project requirement, or thesis, if required, and has been approved by the evaluation committee and graduate advisor, he/she will be recommended for graduation. With assistance from the respective departments, candidates will be cleared for graduation by the Graduate Office. However, in order to qualify for graduation, a student must have a minimum overall average of “B” (3.0) in residence. No course in which the student has earned less than a grade of “C” may be counted toward the degree. Students may not count more than two “C” grades toward any graduate degree program. Individual degree programs may set higher standards regarding acceptance of “C” grades.

POLICIES GOVERNING GRADUATE PROGRAMS

WORKSHOPS

No credit earned in workshops will be allowed to satisfy requirements for a Lincoln University graduate degree unless approved in advance by the Graduate Council.

RESIDENCE

A minimum of two consecutive semesters or four summer sessions of enrollment in graduate course work is required for a graduate degree.

TIME LIMIT

All requirements for a graduate degree must be completed within 5 years, beginning with the date the student commences graduate courses after having been unconditionally admitted to a program of graduate studies. In the event that a student changes his/her degree program, the 5-year limitation will commence with the first course taken in the new degree area. Extension of the time limit may be granted by the Dean of Graduate Studies, not to exceed one calendar year. Extensions beyond one year must be approved by the Graduate Council.

TRANSFER OF GRADUATE CREDIT

A maximum of up to nine (9) semester hours of graduate credit from another accredited institution may be accepted toward a graduate degree at Lincoln University (with one exception, see paragraph two below), provided that each course offered for credit (1) was earned at an institution whose graduate work is approved by the University; (2) is at least a grade of "B" or above; (3) is adaptable to the graduate program which the applicant wishes to pursue at Lincoln University; and (4) falls within the five-year limitation for the completion of the degree program. The student must initiate and complete a "Request for Graduate Transfer Credit" form for each course he/she wishes to transfer. The form must be approved by the graduate advisor, department head and Graduate Dean and may be obtained from the Office of Graduate Studies, website or graduate advisor. Required courses that were taken at another institution need not be repeated if completed within the five-year limit. Transfer work is not used to compute grade point average.

A block of 12 semester hours of graduate credit may be accepted toward a graduate degree at Lincoln University under the above-stated conditions for a cognate field in which Lincoln does not offer graduate work (foreign languages, mathematics, science, music, etc.). However, in no case will more than 12 semester hours be accepted as transfer credit toward any degree program from any college or university or any combination of colleges and universities.

COURSE LOAD

Fall and Spring Semesters	Full-time	9 hours
	Three-quarter-time.....	6 to 8 hours
	Half-time	5 hours
Summer Session	Full-time	6 hours
	Three-quarter-time.....	4 hours
	Half-time	3 hours

INDEPENDENT STUDY

A graduate student may be allowed to register for a conference course (independent study) provided that such a course is not offered during the semester/term in question and with the consent of the instructor, the advisor, the department head and the Dean of Graduate Studies. Only 3 credit hours of conference course work may be applied to a degree program. A graduate student may not register in a conference course in which he/she previously received a grade or in a course currently being offered.

SPECIAL TOPICS COURSES

Special topic courses may not be used to substitute for courses required in the various master's and specialist programs. They may only be used to satisfy elective course requirements.

CORRESPONDENCE COURSES

Lincoln University will accept correspondence course credit if such courses are accepted for graduate credit by the granting institution on the institution's campus.

GRADING SYSTEM

GRADES

"A"	indicates work of exceptionally high quality;
"B"	indicates work of superior quality but somewhat lower than "A";
"C"	indicates work of medium or average quality;
"D"	indicates work of inferior quality;
"F"	indicates failing work;
"I"	indicates a student has maintained an average of "C" or better but has not completed a small but essential part of the regular course work;
"X"	indicates a student was absent from the final examination with the prior approval of the instructor or the graduate dean;
"H"	indicates a student has been a "hearer" (auditor) in a course.
"W"	indicates a student has dropped a course(s) after the last day to register and/or add course(s).

All grades are final except "I" and "X."

GRADE POINTS

"A"	is worth 4 grade points per semester hour.
"B"	is worth 3 grade points per semester hour.
"C"	is worth 2 grade points per semester hour.
"D"	is worth 1 grade point per semester hour.
"F"	is worth 0 grade points per semester hour.

GRADE POINT AVERAGE (GPA)

A grade point average is the average number of grade points earned per semester hour attempted.

A GPA is calculated by determining the total number of grade points earned and dividing those points by the total number of semester hours attempted. In a cumulative GPA calculation, if a course is repeated, then (1) the highest grade earned is the one included in the total grade points earned, and (2) the semester hours are counted only once in the total number of hours attempted.

INCOMPLETE GRADES ("I" AND "X")

In courses where an "I" or "X" is given, work must be completed and a final grade submitted to the Office of the Registrar (1) by the end of the next semester when grades are normally posted or summer session (whichever comes first) in which the student is enrolled, or (2) within a period not to exceed one year from the close of the semester or summer session in which the course was taken, when the student does not re-enroll. In the case of a thesis, the student has until the five-year deadline date to complete the thesis.

GRADUATE ACADEMIC PROBATION/SUSPENSION POLICY

A graduate student whose cumulative graduate GPA falls below 3.000 will be placed on academic probation. While on academic probation, a graduate student may not enroll in more than 6 credits per semester or summer session. No student will be allowed to take the comprehensive examination or complete the portfolio/project while on academic probation. A graduate student who is currently on academic probation will be suspended for one semester if he/she fails to restore his/her cumulative GPA to 3.000 or earn a term GPA of 3.500. A graduate student who earns a term GPA of 3.500 but fails to restore his/her cumulative GPA to 3.000 can enroll the following semester on continued academic probation. A graduate student will be dismissed from the graduate program if he/she incurs a second graduate academic suspension. Appeals for reinstatement can be made to the Graduate Council who will make a recommendation to the Vice President of Academic Affairs who will make the final decision. Appeals for reinstatement should have the support of the graduate advisor and appropriate department head.

ACADEMIC APPEAL PROCESS

A graduate student who has reason to believe that he/she did not receive the grade that was deserved in a course or perceived that he/she was not treated fairly in a course must submit a written request of appeal by the second week of the semester following the term in which the grade was received or the incident occurred, or within two weeks of the following Summer Session if the grade was earned or incident occurred in the second semester of the academic year. If the appeal is not acted upon by the appropriate personnel at the various levels, it is the responsibility of the student to forward the information to the next level. The appeal procedure for grades and other academic issues is as follows:

- The initial letter of appeal must be sent to the instructor of record within two weeks of the next semester in which the grade was received or the incident occurred or within two weeks of the following Summer Session if the grade was earned in the second semester of the academic year. The instructor has (5) working days after receipt of materials to respond to the student or the matter will be forwarded to the Department Head.
- If the resolution of the instructor is not accepted, the student may appeal to the Department Head. A formal letter must be sent with all supporting documents. The Department Head has (10) working days after receipt of materials to respond to the student or the matter will be forwarded to the Graduate Committee of the Department (where such exists) for resolution.
- If the resolution of the Department Head is not accepted, the student may appeal the decision to the Chairperson of the Graduate Committee of the Department. If there is not a Graduate Committee, the matter is referred to the Department Head. The Graduate Committee has (10) working days after receipt of the matter to respond to the student or the matter will be referred to the Graduate Council.
- If the resolution of the Graduate Committee is not accepted, the student may appeal the matter to the Graduate Council or Graduate Education Council through the Dean of Graduate Studies. The Graduate Council has (10) working days after receipt of the matter to respond to the student or the matter is referred to the Dean of Graduate Studies.
- If the resolution of the Graduate Council is not accepted, the student may appeal the matter to the Dean of Graduate Studies. The Dean has (10) working days to render a decision to the student or the matter will be forwarded to the Vice President for Academic Affairs.
- If the resolution of the Dean of Graduate Studies is not accepted, the student may appeal the decision to the Vice President for Academic Affairs. The Vice President for Academic Affairs has (15) working days to respond to the student.
- If the resolution of the Vice President for Academic Affairs is not accepted, the student may appeal to the President.

REPEATING COURSES

Students earning a final grade of “C”, “D”, or “F” are allowed to repeat the course only one time to raise the grade. Students earning a final grade of “D” or “F” in a required course must repeat the course. The grade from such a repetition, as well as the original grade, will appear on the student’s transcript, however only the highest grade will be calculated in the cumulative grade point average. No course in which the student has earned less than a grade of “C” will be counted toward the degree. Students may not count more than two “C” grades toward any graduate degree program. Individual degree programs may set higher standards regarding acceptance of “C” grades.

SECOND MASTER’S DEGREE

Students may be able to receive a second master’s degree from Lincoln University if the following conditions are met:

1. No more than six (6) credit hours upon recommendation by the student’s faculty advisor, and approval by the Graduate Council may be counted toward more than one graduate degree.
2. The student shall meet all prerequisites of the second degree program.
3. The student shall complete all work within the prescribed five-year time limitation. The Dean of Graduate Studies may grant an extension not to exceed one calendar year.
4. The student must meet all requirements of the second degree area.
5. The same transfer credit regulations shall apply as are applicable to the first graduate degree.
6. All course work taken must be approved by the student’s advisor and must meet the standards established by the Graduate Council.

DISMISSAL FROM THE GRADUATE PROGRAM

A student who has attempted nine credit hours and obtained the grades of “D” and/or “F” the first time the courses were taken is ineligible to continue in the graduate program for credit. A student who fails to demonstrate acceptable levels of expression in oral and written English may be recommended by his/her major advisor to the Graduate Council for dismissal from the graduate program. A candidate who fails to make satisfactory progress, upon completion of 15 credit hours, will be withdrawn from candidacy by the Graduate Council.

A student who has been dismissed for any of the above reasons may appeal to the Dean of Graduate Studies with supporting documentation for reinstatement. If the appeal is denied by the Dean of Graduate Studies, the student may appeal in writing to the Vice President for Academic Affairs with supporting documentation attached. If the request is denied by the Vice President for Academic Affairs, the student may appeal in writing to the President with supporting documentation attached. The decision of the President is final.

GRADUATE COURSES

Courses numbered 500 are open to approved graduating undergraduates and graduate students. At least 50% of all courses required for a graduate degree will be taught for graduate credit only. No undergraduate course can be repeated at the graduate level to satisfy graduate degree requirements. Graduate courses numbered 600 are open only to graduate students enrolled in the specialist program.

All programs offered by Lincoln University are listed by fields of learning under the department in which they are offered. Prior to the opening of each semester, a *Schedule of Courses* is published which lists the specific courses to be offered for that semester with the time of meeting, the building and the room number for each course.

In each course description, the following information appears sequentially:

1. the academic program abbreviation and course number;
2. the title of the course;
3. the number of hours of credit. If the credit is variable, the credit to be earned will be fixed in consultation with the major advisor;
4. the semester or session (fall-fa, spring-sp, summer-su) in which the course is generally offered, if applicable;
5. the calendar year (odd, even) in which the course is generally taught, if applicable;
6. "LF": a lab fee is charged for the course;
7. "MF": a music fee is charged for the course;
8. "EP": eye protection is required for the course.*

The University reserves the right to cancel without notice any course listed in the *Lincoln University Graduate Bulletin* or to withdraw any course listed in the *Schedule of Courses* which does not have an adequate enrollment at the close of the registration period.

The Graduate Program offers ten master's degrees and one specialist degree. Each student program is planned in consultation with an advisor. Emphasis is placed upon developing student scholarship through formal course work, seminars, research and independent investigation.

Graduate students are expected to become familiar with the requirements for the degree for which they are candidates and are responsible for the fulfillment of these requirements.

*This requirement is stipulated by Missouri State Law (1976) which requires all students, teachers and visitors to wear an industrial quality eye protective device when participating in or observing any courses of instruction which involve a potential eye hazard. All eye protection equipment must meet standards of the American National Standard Institute (A.N.S.I.) Standard A87.1-1968, and subsequent revisions thereof. The student may obtain these safety glasses through the University Bookstore.

GRADUATE PROGRAMS

The Graduate Studies Programs of Lincoln University, instituted in 1940, are designed to make available to qualified students the opportunity for advanced professional study beyond the bachelor's degree level in areas conducive to the needs of the community.

Graduate programs are under the direction of the Dean of Graduate Studies. The Graduate Council and the Graduate Education Council conducts continuous review of the graduate curricula and recommends to the Dean of Graduate Studies such revisions and additions as are necessary to promote effective programs of study.

The following Graduate Programs are offered:

MASTER OF ARTS (M.A.)* – MAJORS

- History
- Sociology
- Sociology/Criminal Justice

MASTER OF EDUCATION (M.Ed.)* – MAJORS

- School Administration and Supervision – Elementary, Secondary, K-12, and Special Education
- School Teaching – Elementary, Middle School and Secondary
- Guidance and Counseling – Elementary, Secondary and Community Agency

EDUCATIONAL SPECIALIST (Ed.S.) – MAJOR IN EDUCATIONAL LEADERSHIP with emphasis in

- Superintendency
- Secondary Leadership
- Elementary Leadership

MASTER OF BUSINESS ADMINISTRATION (M.B.A) – MAJOR IN BUSINESS ADMINISTRATION with emphasis in

- Accounting
- Management
- Management Information Systems
- Public Administration and Policy

MASTER OF SCIENCE (M.S.)* - MAJOR

- Environmental Science
- Integrated Agriculture Systems
- Natural Sciences

Research is promoted and supported in these areas of graduate studies.

A request for admission to a Graduate Studies Program is made to the Office of Graduate Studies. Graduate course offerings in both regular and summer sessions depend on demand.

*Minor areas are defined under each program in the *Graduate Bulletin*.

MASTER OF ARTS

The Master of Arts offers a major in History, Sociology and Sociology/Criminal Justice. Each area consists of 33 hours of work. For specific requirements, see the appropriate program of study.

Upon recommendation of the student's advisory committee, a student may select an area of emphasis within the major area of concentration and use the remaining 9 hours for an additional concentration in the major area, select courses from the major field and cognate fields relevant to the area of focus.

A minimum of 15 hours of undergraduate work in social science including at least 6 hours in upper division courses (300 and 400 level) are prerequisites for admission. At least 9 of these hours must be in the major or an equivalent area. It may be necessary to make up deficiencies in undergraduate prerequisites with additional graduate course work beyond the 33 required hours.

Included in the 33 hours are 6 hours of credit for the approved thesis option. Details of specific programs are as follows:

M.A. IN HISTORY

Program Objectives

Students successfully completing the M.A. in History degree program should be able to:

1. Demonstrate and create knowledge in chosen area of emphasis in European/World or American history.
2. Analyze and synthesize historical sources and claims in chosen area of emphasis in European/World or American history.
3. Succeed in post-graduate employment or education.

Assessment Program

The comprehensive examination required of all M.A. graduates will be used to assess knowledge of chosen area of emphasis and ability to analyze and synthesize historical sources of and claims regarding chosen area of emphasis.

Admission Requirements

- Meet admission requirements of Lincoln University's Graduate Studies Program.
- Accepted conditionally with a Miller Analogies Test (MAT) with a minimum score of 350; or a Graduate Record Examination (GRE) with a verbal score of 143 and a quantitative score of 133; plus a review of writing after nine (9) credit hours in which a written research project was required. May be accepted unconditionally after writing ability is demonstrated. If applicant is a an approved graduate of the

- Lincoln University Undergraduate program in history with either a Bachelor of Arts or Bachelor of Science degree in History, he/she is exempt from the review of writing requirement.
- Letters of Recommendation from teaching faculty with speaks to the applicants ability to successfully matriculate in the area of study.
 - A minimum of 24 hours of undergraduate work in history with at a least 12 of these hours in upper division courses at the junior and senior level.

Program Requirements

No more than two (2) “C” grades will be counted toward the M.A. in History degree. Students who earn a “C” in a course have one (1) opportunity to retake the course to raise the grade.

Required Courses

	Credit Hours
HIS 585, Historiography.....	3
Five, three-credit-hour, research seminars in History..	15
HIS 587, Readings for Comprehensive Examination.....	3
European/World or American History or Cognate electives.....	6
HIS 599, Thesis.....	6
OR	
Additional European/World or American History or Cognate electives.....	6
TOTAL	33

SAMPLE PROGRAM OF STUDY
Leading to a Master of Arts in History degree

FIRST YEAR

Fall Semester				Spring Semester			
HIS	585	Historiography	3	HIS	XXX	History Elective	3
HIS	XXX	History Elective	3	HIS	XXX	History Seminar	3
HIS	XXX	History Seminar	3	HIS	XXX	History Seminar	3

SECOND YEAR

Fall Semester				Spring Semester			
HIS	5XX	History Seminar	3	HIS	5XX	History Seminar	3
HIS, Cognate, or Elective			3	HIS	587	Rdg for Comps	3
HIS, Cognate, or Elective			3				
OR							
HIS	599	Thesis	6				

M.A. IN SOCIOLOGY

Program Objectives

Students successfully completing the M.A. in Sociology degree program will:

1. Demonstrate and create knowledge in the chosen area of emphasis in sociology.
2. Develop an ability to analyze and synthesize sociological data, claims and methods.
3. Succeed in post-graduate employment or education.

Assessment Program

The comprehensive examination required of all M.A. graduates will be used to assess knowledge of chosen area of emphasis and ability to analyze and synthesize sociological data, claims and methods.

Admission Requirements

- A minimum GPA of 3.0
- Meet admission requirements of Lincoln University's Graduate Studies Program.
- Accepted conditionally with a Miller Analogies Test (MAT) with a minimum score of 350; or a Graduate Record Examination (GRE) with a verbal score of 143 and a quantitative score of 133; plus a review of writing after one (1) semester. May be accepted unconditionally after writing ability is demonstrated. This applies to all students, including graduates of Lincoln University with undergraduate degrees in sociology or criminal justice.
- Other considerations include strength of letters of recommendation (preferably from faculty member's applicant has worked with, if at all possible) as well as the strength of the written statement of purpose.
- A minimum of 9 hours of undergraduate work in Sociology plus at least 6 hours of upper division in social science courses (300 and 400 level) are prerequisites for admission.

Program Requirements and Required Courses

No more than one (1) "C" grade may be counted toward the M.A. in Sociology degree. Students who earn a "C" in a course have one (and only one) opportunity to re-take that course and raise the grade.

Required Courses

Credit Hours

SS 552 Data Analysis.....	3
SS 550 Research Methods or equivalent.....	3
SA 502 Sociological Theory or equivalent.....	3

Thesis **OR**

Two, three-credit-hour, research paper seminars	
in Sociology-Anthropology.....	6
Sociology or Anthropology electives	12
Additional Sociology-Anthropology, cognates, or a minor.....	<u>6</u>
TOTAL	33

*Students who wish to write a thesis must identify a thesis advisor who agrees to work with them **AT LEAST A SEMESTER IN ADVANCE** of taking the thesis course, so the thesis course can be placed on the schedule. All thesis forms can be obtained from the Office of Graduate Studies or website. Style Guide: *A Manual for Writers of Term Papers, Theses and Dissertations* (Kate L. Turabian)

M.A. IN SOCIOLOGY/CRIMINAL JUSTICE

Program Objectives

Students successfully completing the M.A. in Sociology/Criminal Justice degree program will:

1. Demonstrate and create knowledge in the chosen area of emphasis within sociology/criminal justice.
2. Develop an ability to analyze and synthesize data, claims, and methods relevant to sociology/criminal justice.
3. Succeed in post-graduate employment or education.

Assessment Program

The comprehensive examination required of all M.A. graduates will be used to assess knowledge of chosen area of emphasis and ability to analyze and synthesize data, claims and methods relevant to sociology/criminal justice.

Admission Requirements

- Meet admission requirements of Lincoln University's Graduate Studies Program.
- Accepted conditionally with a Miller Analogies Test (MAT) with a minimum score of 350; or a Graduate Record Examination (GRE) with a verbal score of 143 and a quantitative score of 133; plus a review of writing after one (1) semester. May be accepted unconditionally after writing ability is demonstrated. This applies to all students, including graduates of Lincoln University with undergraduate degrees in sociology or criminal justice.
- Other considerations include strength of letters of recommendation (preferably from faculty member's applicant has worked with, if at all possible) as well as the strength of the written statement of purpose.
- A minimum of 9 hours of undergraduate work in Sociology or Criminal Justice plus at least 6 hours in upper division in social science courses (300 and 400 level) are prerequisites for admission.

Program Requirements and Required Courses

No more than one (1) “C” grade may be counted toward the M.A. in Sociology/Criminal Justice degree. Students who earn a “C” in a course have one (and only one) opportunity to re-take that course and raise the grade.

Required Courses

Credit Hours

SS 552 Data Analysis	3
SS 550 Research Methods or equivalent	3
SA 502 Sociological Theory or equivalent	3
Thesis OR	
Two three-credit hour, research paper seminars in	
Criminal Justice (the seminars are S/A 505, Seminar in Social Problems	
and S/A 507, Seminar in Criminal Justice)	
SOC 505 Criminology OR	6
SOC 506 Juvenile Delinquency*	3
HIS 508, Seminar in Missouri Corrections	3
Sociology (SOC), Sociology-Anthropology (SA) or Criminal Justice (CJ)	
Electives	<u>12</u>
TOTAL	<u>33</u>

Note: Any student who has taken either SOC 405 or SOC 406 or equivalent courses at the undergraduate level may not re-take SOC 505 or SOC 506 as part of their program. A minimum of 3 hours of electives must be taken from graduate only courses.

*Students who wish to write a thesis must identify a thesis advisor who agrees to work with them AT LEAST A SEMESTER IN ADVANCE of taking the thesis course, so the thesis course can be placed on the schedule. All thesis forms can be obtained from the Office of Graduate Studies or website.

MASTER OF BUSINESS ADMINISTRATION

The mission of the M.B.A. program is to increase knowledge, skills and understanding of current business practices and theories, which will support gainful employment, successful careers and productive participation in society. The purpose is to improve critical thinking processes, qualitative and quantitative analysis and computer skills, necessary for effective business decision-making. This program is designed for traditional students and working professionals in private and public organizations in an ever-changing global marketplace.

Program Objectives

Students successfully completing the M.B.A. degree program will:

1. Demonstrate knowledge in their chosen emphasis of accounting, management, management information system or public administration and policy.

2. Demonstrate quantitative and qualitative skills in analyzing and using accounting/management theory, methods and information.
3. Demonstrate success in post-graduation employment and education.

Assessment Program

The capstone projects required of all M.B.A. graduates will be used to assess knowledge in the area of accounting, management, management information system or public administration and policy. Alumni surveys will be utilized to obtain data regarding post-graduation employment and education.

Program Accreditation

The Master of Business Administration program is fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the Accreditation Council for Business Schools and Programs.

Admission

Admission is open to all undergraduate majors. Applicants to the M.B.A. program may enroll in up to nine hours of graduate courses during their last semester of undergraduate studies. A bachelor's degree is required for unconditional admission.

All applicants must complete 18 credit hours of undergraduate preparatory courses or their approved equivalents with a "C" or better in each course:

			Credit Hours
ACC	246	Principles of Accounting I	3
ACC	247	Principles of Accounting II	3
BAD	310	Principles of Management	3
BAD	275	Business Law I.....	3
ECO	202	Microeconomics.....	3
MKT	321	Principles of Marketing	<u>3</u>
			18

Applicants who have had significant professional work experience that equates to the required preparatory courses can request to be considered for a work experience admission options. These applicants will be evaluated on a case by case basis by the department.

In addition to preparatory courses or professional work experience, each applicant will be required to submit the following for review and evaluation:

- application
- personal statement of purpose
- official transcripts
- three letters of recommendation

The Graduate Management Admission Test (GMAT) will be required within the first semester or first nine hours of course work for unconditional

admittance to the M.B.A. program. Unconditional admission will be based on a score that meets or exceeds the following formula:

$$200 \times \text{undergraduate GPA} + \text{GMAT score} = 950$$

Students who demonstrate high performance in approved graduate courses prior to admittance to the MBA program may be admitted if their graduate GPA x 200 + GMAT score is 950 or higher.

Program Requirements

The M.B.A. program consists of 36 hours of graduate credit – 27 hours of core courses and 9 hours of approved emphasis area courses.

All students must complete a Strategy course during the last semester of graduate course work. They must also satisfactorily complete a Capstone project. No more than one “C” grade may be counted toward the M.B.A. degree. Students earning more than one “C” grade in the program must retake courses to obtain higher grades.

The M.B.A. program may be taken with an emphasis in Accounting, Management, Management Information Systems or Public Administration and Policy.

AREAS OF EMPHASIS

I. M.B.A. – EMPHASIS IN ACCOUNTING

The M.B.A. program with an emphasis in Accounting is designed to interrelate management with the complexities of accounting.

Courses offered in this program presume students have the basic level of understanding needed to pursue business and accounting studies at the graduate level. For those students with an undergraduate accounting degree, 36 hours will be required for satisfactory completion of the graduate degree. Students without an undergraduate accounting degree will be required to take additional accounting prerequisite courses, including Individual Income Tax (ACC 345) and 6-9 hours of Intermediate Accounting with a grade of “C” or better.

Successful completion of the program should facilitate students’ preparation for the CPA, CMA, CIA and other professional certification examinations. Students who desire the above certifications are advised to take additional courses, including: Governmental Accounting, Cost Accounting, Auditing, Advanced Financial Accounting, Corporate Income Tax and Business Law II. Additional information about professional examination requirements can be obtained from the appropriate governing board.

CORE COURSES

	Credit Hours
ACC 543 Managerial Accounting	3
BAD 501 Quantitative and Qualitative Research Methods	3
BAD 550 Corporate Finance	3
BAD 565 International Business	3
BAD 570 Operations and Supply Chain Management.....	3
BAD 573 Organizational Behavior and Administration	3
BAD 585 Business Strategy	3
ECO 525 Managerial Economics	3
MKT 526 Marketing Planning and Strategy	3
TOTAL HOURS.....	27

EMPHASIS AREA COURSES: (Accounting)

Nine semester hours of graduate credit must be taken from the following approved Accounting electives: (Prerequisites for all electives include ACC 345, ACC 346, and ACC 347 or equivalents)

ACC 540 International Accounting	3
ACC 545 Corporate Income Tax	3
ACC 546 Estates, Gifts & Trusts	3
ACC 547 Advanced Financial Accounting	3
ACC 548 Accounting Theory.....	3
ACC 549 Internal Auditing	3
ACC 590 M.B.A. Internship	3
ACC 595 Special Topics in Accounting.....	3
ACC 596 Special Topics in Accounting.....	3

Note: Any course taken for undergraduate credit may not be repeated at the graduate level. If that course is a core course, an additional accounting course must be selected.

II. M.B.A. – EMPHASIS IN MANAGEMENT

CORE COURSES

	Credit Hours
ACC 543 Managerial Accounting	3
BAD 501 Quantitative and Qualitative Research Methods	3
BAD 550 Corporate Finance	3
BAD 565 International Business	3
BAD 570 Operations and Supply Chain Management.....	3
BAD 573 Organizational Behavior and Administration	3
BAD 585 Business Strategy	3
ECO 525 Managerial Economics	3
MKT 526 Marketing Planning and Strategy	3
TOTAL HOURS.....	27

EMPHASIS AREA COURSES: (Management)

Nine semester hours of graduate credit in approved courses must be taken from the areas of Accounting, Business Administration or Public Administration.

III. M.B.A – EMPHASIS IN MANAGEMENT INFORMATION SYSTEMS

CORE COURSES

	Credit Hours
ACC 543 Managerial Accounting	3
BAD 501 Quantitative and Qualitative Research Methods	3
BAD 550 Corporate Finance	3
BAD 565 International Business	3
BAD 570 Operations and Supply Chain Management.....	3
BAD 573 Organizational Behavior and Administration	3
BAD 585 Business Strategy	3
ECO 525 Managerial Economics	3
MKT 526 Marketing Planning and Strategy	3
TOTAL HOURS.....	27

EMPHASIS AREA COURSES: (Management Information Systems)

Nine semester hours of graduate credit in Management Information Systems courses or other approved courses

CS 510 Special Topics in Computer Science	3
CS 541 Artificial Intelligence	3
CS 542 Networking and Data Communications	3
CS 543 CIS Communication Techniques	3
CS 546 Management of Information Systems	3
CS 586 Internet and Network Security.....	3
CS 598 Computer Information Systems Internship	3
(No more than one special topics course may be used to meet emphasis area requirements.)	

IV. M.B.A – EMPHASIS IN PUBLIC ADMINISTRATION AND POLICY

CORE COURSES

	Credit Hours
ACC 543 Managerial Accounting	3
BAD 501 Quantitative and Qualitative Research Methods	3
BAD 550 Corporate Finance	3
BAD 565 International Business	3
BAD 570 Operations and Supply Chain Management.....	3
BAD 573 Organizational Behavior and Administration	3
BAD 585 Business Strategy	3
ECO 525 Managerial Economics	3
MKT 526 Marketing Planning and Strategy	3
TOTAL HOURS.....	27

EMPHASIS AREA COURSES: (Public Administration and Policy)

Nine semester hours of graduate credit in Public Administration and Policy courses or other approved courses

BAD 505 Administrative Theory	3
PAD 510 Organizational Psychology	3
PAD 512 Public Sector Budgeting	3
PAD 530 Constitutional Law	3
PAD 545 Public Policy Process and Analysis	3
PAD 571 Public Admin in the Political Process (required)	3
PAD 575 Urban and Rural Affairs/Development	3
PAD 590 MBA Public Administration Internship	3
PAD 595 Special Topics in Public Administration	3
(No more than one special topics course may be used to meet emphasis area requirements.)	

MASTER OF EDUCATION

Mission

The Mission of the Department of Education is to train current and future educators, education leaders, early childhood care givers and counselors through degree programs in teaching, early childhood, administration, leadership, counseling, and wellness that employ technology skills, inclusive pedagogy and research-based results-oriented practices in education.

Accreditation

The Department of Education is accredited by Council for the Accreditation of Educator Preparation (CAEP). Programs are approved by the Missouri Department of Elementary and Secondary Education (DESE).

“The Missouri Department of Elementary and Secondary Education – Office of Educator Quality is working with representative stakeholder groups to redesign the standards for educator preparation including certification requirements. These changes and implementation schedule will be communicated to students through individual advising sessions, meetings, and/or other university communications. If there are any questions and/or concerns, please contact the Director of Educator Preparation in the Office Educator Quality.”

Conceptual Framework

Three themes of the Conceptual Framework are: enduring understanding, engaging pedagogy and evolving worldview.

Enduring Understanding

Learning and teaching center on important concepts that learners will remember for a lifetime rather than information memorized and forgotten.

Engaging Pedagogy

Learning is active and interactive, emphasizing exploration, discovery, and life application rather than mastery of content from lectures and textbooks.

Evolving Worldview

Learners encounter diverse people, perspectives and ideas, developing social responsibility and global consciousness.



Admission Requirements

Applicants for admission to M.Ed. programs must:

- Meet admission requirements of Lincoln University's Graduate Studies Program.
- Submit a score on the Miller Analogies Test (MAT) or Graduate Record (GRE). Students may be accepted conditionally with a minimum MAT score of 350; or with a minimum verbal score of 143 and minimum quantitative score of 133 on the GRE.
- In addition, all M.Ed. candidates must submit an official Missouri Highway Patrol background check.
- Applicants who are conditionally admitted must consult with their program advisor prior to enrolling in courses.

Note: When a student is admitted on conditional status, only nine hours will apply to the M.Ed. program.

M.Ed. in Administration/Supervision: An applicant for the Master of Education in Administration and Supervision must hold a certificate to teach in the State of Missouri. Applicants must have completed two years of successful teaching experience.

M.Ed. in Guidance and Counseling: Applicants for the M.Ed. in School Guidance and Counseling may be admitted with or without a teaching certificate. Candidates who do not hold teaching certificates must complete a sequence of courses in which they demonstrate knowledge and skills to plan, implement and evaluate classroom guidance lessons. Applicants for the Guidance and Counseling program who have not completed undergraduate degrees in psychology, education or social work must have a minimum grade

point average of 2.75 based on 15 semester hours of course work in these areas.

M.Ed. in School Teaching: Applicants for the M.Ed. in School Teaching Elementary, Secondary must also submit verification that they have completed the Missouri Educator Profile (MEP) and meet with their advisor to review the results.

M.Ed. School Teaching Middle School with Certification: Applicants for the M.Ed. in School Teaching Middle School-with Certification must complete a disposition assessment after the first nine hours of approved graduate Education course work with a minimum grade average of “B” (3.0).

M.Ed. in SCHOOL ADMINISTRATION AND SUPERVISION

The program for School Administration and Supervision prepares individuals to serve as educational leaders. Specifically, the program leads to the Master of Education degree with an emphasis in Elementary School Administration, Secondary School Administration, K-12 Administration or Special Education Administration. In order to qualify for certification as an elementary or secondary principal or special education director, graduates must pass the School Leaders Licensure Assessment (SLLA) based on the Interstate School Leaders Licensure Consortium (ISLLC) standards.

The courses required for the M.Ed. in School Administration and Supervision degree are offered in a variety of formats; traditional, hybrid and online. Students are free to take the required course work in any combination of formats. By University policy up to 9 hours may be transferred from other approved colleges/universities to meet program requirements. Upon receiving written notice of unconditional admission from the Dean of Graduate Studies, and prior to registration, students should confer with their academic advisor to prepare their graduate plan of study (GAP). Portfolio requirements exist for the M.Ed. in School Administration and Supervision program which includes an electronic portfolio that meets Missouri Standards for Professional Educators (MoSPE).

NOTE: Students seeking certification as an elementary, secondary, K-12 principal or special education administrator must complete the State of Missouri Application for Certification and submit it with all required documents to Lincoln University's Certification Officer.

Program Objectives

Students completing the M.Ed. in School Administration and Supervision will:

1. Possess knowledge and competencies that are outlined in the Interstate School Leaders Licensure Consortium.
2. Demonstrate above average administrative skills.
3. Be able to successfully demonstrate competency in using technology for both decision making and for generating professional reports for accountability and public relations purposes.
4. Show evidence of success in their work as administrators.

Assessment Program

The following five Gateway Assessment Benchmarks will be used to assess student progress throughout the Administration and Supervision program:

- 1. Conditional acceptance in the graduate program (see entrance requirements).
- 2. Removal of conditions – full acceptance into the graduate program
 - a. GPA 3.0 or better for first 9 graduate credit hours.
 - b. Dispositions rated by Graduate Advisor. (Minimum rating for any item on the scale no less than 2 and overall mean no less than 3. Student may request a rating from a second professor in the event of an unacceptable rating by the advisor. In the event of discrepant ratings, a team, to include the advisor, the second professor, the department head and the student will meet and agree upon a course of action.)
- 3. Prior to clinical experience complete at least 24 credit hours.
 - a. Minimum GPA 3.0 with no more than two “C’s” in any courses.
 - b. Grade of “B” or better in courses required for certification or licensure.
- 4. Prior to graduation
 - a. See above GPA and course requirements.
 - b. Graduate portfolio scored by 3-person portfolio committee consisting of advisor and two graduate faculty.
- 5. Prior to certification
 - a. Pass field experience (includes site supervisor evaluations).
 - b. Pass appropriate licensure assessment.

Practicing administrators collaborate with candidates and faculty in assessing performance during the internship experience. Each candidate must also submit a professional portfolio that documents knowledge, dispositions and performances related to each Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Licensure Consortium (ELLC) standards. A team of faculty with expertise in educational administration assesses the portfolio. Scores on the SLLA are monitored.

Survey data from students, alumni and supervisors are collected and analyzed to assess administrative performance.

Required Courses

A. CORE CURRICULUM		
(For Elem., Sec., K-12, and Sp. Ed. School Admin.)		Credit Hours
EDU 501	School/Community Relations	3
EDU 502	Public School Finance	3

EDU 536	School Law	3
EDU 533	Educational Statistics & Research Methodology	3
EDU 512	Educational Assessment & Measurement	<u>3</u>
	TOTAL	15

B. PROGRAM OPTIONS

OPTION I: Elementary School Admin. (Select 21 hrs.) Credit Hours

EDU 500	Philosophy of Education	
	OR	
EDU 505	Advanced Educational Psychology	3
EDU 508	Curriculum in Elementary Education	3
EDU 511	School Supervision	3
EDU 513	Elementary School Administration for Principals	3
EDU 590E	Internship in Elementary Administration*	3
EDU 595	Foundations of School Administration	3
EDU XXX	One 3-hour elective	<u>3</u>
	TOTAL	21

*The Internship requires 300 clock hours of supervised administrative work in an approved school setting. To plan an effective professional learning experience, students should confer with their academic advisor to select intern mentors and sites.

OPTION II: Secondary School Admin. (Select 21 hrs.) Credit Hours

EDU 500	Philosophy of Education	
	OR	
EDU 505	Advanced Educational Psychology	3
EDU 506	Curriculum in Secondary Education	3
EDU 511	School Supervision	3
EDU 514	Secondary School Administration for Principals	3
EDU 590S	Internship in Secondary Administration*	3
EDU 595	Foundations of School Administration	3
EDU XXX	One 3-hour elective	<u>3</u>
	TOTAL	21

*The Internship requires 300 clock hours of supervised administrative work in an approved school setting. To plan an effective professional learning experience, students should confer with their academic advisor to select intern mentors and sites.

OPTION III: K-12 Administration (Select 21 Hours) Credit Hours

EDU 500	Philosophy of Education	
	OR	
EDU 505	Advanced Educational Psychology	3
EDU 511	School Supervision	3
EDU 558	School Administration for Principals	4
EDU 559	Problems of K-12 School Curriculum	4
EDU 589	Internship in K-12 Administration*	4
EDU 595	Foundations of School Administration	<u>3</u>
	TOTAL	21

*The Internship requires 300 clock hours of supervised administrative work in an approved school setting. To plan an effective professional learning experience, students should confer with their academic advisor to select intern mentors and sites.

OPTION IV: Sp. Education Admin. (Select 21 Hours) Credit Hours

EDU 505	Advanced Educational Psychology.....	3
SE 511	Differentiated Instruction/Curriculum	3
EDU 511	School Supervision	3
EDU 513	Elementary School Administration for Principals	
	OR	
EDU 514	Secondary School Administration for Principals	3
SE 591	Internship in Special Administration*	3
EDU 595	Foundations of School Administration	3
SE 596	Foundations of Special Education Administration	3
	TOTAL.....	21

*The Internship requires 300 clock hours of supervised administrative work in an approved school setting. To plan an effective professional learning experience, students should confer with their academic advisor to select intern mentors and sites.

M.Ed. in SCHOOL TEACHING – Elementary, Secondary

The M.Ed. degree program in School Teaching is a traditional master's degree program with an area of concentration for the in-service practitioner in Elementary Education or Secondary Education. Candidates must complete a minimum of 36 credit hours to meet degree requirements. Prior to registration, students should confer with their academic advisor to prepare their graduate plan of study (GAP) upon receiving written notice of unconditional admission from the Dean of Graduate Studies. Students pursuing initial teacher certification concurrently with the master's degree need to meet secondary certification and university requirements for the secondary major which may include additional courses depending on a transcript evaluation. Requirements are available on the Department of Education website. Portfolio requirements for both the elementary and secondary degree program include an electronic portfolio that meets National Board of Professional Teaching Standards (NBPTS).

Program Objectives

Students completing the M.Ed. in School Teaching will:

1. Demonstrate knowledge, skills and dispositions in accord with the National Board of Professional Teaching Standards (NBPTS), and master's degree program competencies inherent in course work and program assessment.
2. Demonstrate above average teaching skills.
3. Demonstrate competent use of educational technology for pedagogical, academic and professional purposes.
4. Show evidence of success in their work as professional teachers in each area of assessment.

Assessment Program

Candidates must meet criteria on an Assessment Plan that incorporates benchmarks at certain points in the program. Students should confer with their advisor about these criteria and receive a copy of the assessment plan. A faculty committee evaluates each candidate's electronic portfolio to assess knowledge, skills and dispositions in accord with the propositions of the National Board of Professional Teaching Standards (NBPTS). Candidates also complete an exit survey and follow-up surveys to assess professional teaching performance and to inform program changes.

CORE CURRICULUM – ELEMENTARY, SECONDARY SCHOOL TEACHING

1. Professional Studies Component:

Credit Hours
- EDU 500 Philosophy of Education 3

EDU 505 Advanced Educational Psychology 3

EDU 506 Curriculum in Secondary Education

OR

EDU 508 Curriculum in Elementary Education 3

EDU 507 Improvement of Teaching in the Sec. School Curriculum

OR

EDU 503 Improvement of Teaching in the Elem. School Curr..... 3

EDU 512 Educational Assessment & Measurement..... 3

EDU 533 Educational Statistics & Research Methodology 3

EDU 575 Technology for Professional Educators..... 3

PROFESSIONAL STUDIES COMPONENT 21
2. Support Area: Each student must develop a plan of study, with the advisor's approval, which meets one of the following options:

9 or more hours in an advisor approved area of concentration (i.e., History and Geography, Mathematics, English, Special Education, Instructional Technology, Education Foundations, eMINTS).
3. Electives: 6 semester hours of advisor-approved elective courses to complete the 36 hour program.

M.Ed. in SCHOOL TEACHING – Middle School with Certification

The M.Ed. in School Teaching Middle School-with Certification is a master's degree program designed for candidates who have completed an undergraduate program in one of the secondary certification areas offered at Lincoln University (business, English, mathematics, science, or social sciences). Completion of the master's program along with passage of the appropriate Missouri Content Area Assessment exam will qualify the candidate for certification at the middle school level in the State of Missouri. Candidates must complete a minimum of 36 credit hours to meet degree requirements. Upon receiving written notice of unconditional admission from the Dean of Graduate Studies, and prior to registration, students should confer with their academic advisor to prepare their graduate plan of study

(GAP). Portfolio requirements exist for the M.Ed. in School Teaching Middle School program which includes an electronic portfolio that meets Missouri Standards for Professional Educators (MoSPE).

Program Objectives

Students completing the School Teaching Middle School-with Certification will:

- 1. Demonstrate knowledge, skills and dispositions in accord with the Missouri Standards for Professional Educators (MoSPE) and master's degree program competencies inherent in course work and program assessment.
- 2. Demonstrate above average teaching skills.
- 3. Demonstrate competent use of educational technology for pedagogical, academic and professional purpose.
- 4. Show evidence of success in their work as professional teachers in each area of assessment.

Assessment Program

Candidates must meet criteria on an Assessment Plan that incorporates benchmarks at certain points in the program. Students should confer with their advisor about these criteria and receive a copy of the assessment plan. A faculty committee evaluates each candidate's electronic portfolio to assess knowledge, skills and dispositions in accord with the propositions of the Missouri Standards for Professional Educators (MoSPE). Candidates also complete an exit survey and follow-up surveys to assess professional teaching performance and to inform program changes.

CORE CURRICULUM – SCHOOL TEACHING – Middle School with Certification

1. Professional Studies Component:	Credit Hours
EDU 538 Classroom Management	3
SE 560 Psychology of the Exceptional Child.....	3
EDU 505 Advanced Educational Psychology	3
EDU 510 Teaching Methods & Practices	
OR	
EDU 520 Techniques of Teaching Reading in Content Field	3
EDU 516 Reading & Writing in Middle School.....	3
EDU 560 Middle School Foundations	4
(Philosophy, Organization, Curriculum, Law)	
EDU 561 Middle School Curriculum.....	3
EDU 512 Education Assessment & Measurement	3
EDU 518 Methods Materials and Observations (subject area B, E, M, S or T)	3
EDU 590T Internship	8
PROFESSIONAL STUDIES COMPONENT	36

2. OTHER REQUIREMENTS

- A. Residency requirements: 2 consecutive semesters or 4 summer sessions.
- B. Pass the Missouri Content Area Assessment.
- C. General Education: Students must have completed an undergraduate program in one of the certification areas offered at Lincoln University (business, English, mathematics, science or social sciences).
- D. Subject Specific Courses: The undergraduate classes in the subject area major that have been completed by the student must be equivalent to the classes required by the Department of Elementary and Secondary Education for certification

Science for the Middle School

_____	BIO 103	Principles of Biology *	3
_____	BIO 104	Principles of Biology Lab *	1
_____	CHM 103	General & Applied Chemistry *	3
_____	CHM 104	General & Applied Chemistry Lab *	1
_____	PHY 103	Earth Science *	3
_____	PHY 104	Earth Science Lab *	1
_____	PHY 105	Astronomy	3
_____	PHY 106	Astronomy Lab	1
_____	PHY 101	College Physics I	4
_____	PHY 102	College Physics II	4
_____	BIO 400	Ecology	3
	Additional Upper Division Science electives		<u>4</u>
		Total	23

Social Studies for the Middle School

_____	HIS 101	World Civilization I *	3
_____	HIS 102	World Civilization II *	3
_____	HIS 205	American History I *	3
_____	HIS 206	American History II *	3
_____	GEO ____	Any Geography class	3
_____	ECO 201	Macroeconomics	3
	OR		
_____	HIS 405	Economic History of the U.S.	3
	Additional Upper Division History electives		<u>9</u>
	(2 courses in American History and 1 course in European History or 2 courses in European History and 1 course American History)		
		Total	21

Language Arts Middle School

_____	ENG 300	Intro to Drama and Non-Fiction	3
_____	ENG 301	Intro to Poetry and Fiction	3
_____	ENG 320	Masterpieces of World Literature	3
	OR		

_____	ENG 416	African American Literature	3
_____	ENG 307	Survey of American Literature	3
_____	ENG 490	Problems in Teaching of Writing	3
_____	ENG 310	Survey of English Literature I	3
_____	ENG 311	Survey of English Literature II	<u>3</u>
		Total	21

Mathematics for the Middle School

_____	MAT 117	Elementary Statistics	3
_____	MAT 119	Geometry & Statistics for Elem Ed	3
_____	MAT 121	Pre-Calculus	5
_____	MAT 123	Calculus I	5
_____	MAT 302	Elements of Geometry	3
Or			
_____	MAT 407	Modern Geometry	3
_____	MAT 315	Techniques of Mathematical Proofs	3
_____	MAT 406	History of Math	<u>3</u>
		Total	25

Middle School Business Education

_____	BED 208/CS 105 for Integrated Keyboarding App or Bus		
	App Micro		3
_____	BAD 101	Intro to Bus	3
_____	BAD 250	Personal Finance	3
_____	ECO 201	Principles of Economics*	3
_____	BAD 275	Business Law I	3
_____	BAD 310	Principles of Management	3
_____	MKT 321	Principles of Marketing	3
_____	BED 312	Business Communications	<u>3</u>
		Total	24

M.Ed. in GUIDANCE AND COUNSELING

The M.Ed. in Guidance and Counseling prepares candidates to serve as K-12 school guidance counselors or to work in student personnel services in higher education, mental health agencies or other settings in the helping professions.

The Missouri Department of Elementary and Secondary Education (DESE) requires students who plan to serve as K-12 school counselors to hold a certificate to teach and complete an approved program in School Counseling. Candidates who choose to become K-12 school counselors but do not hold a teaching certificate must complete a sequence of courses in which they demonstrate knowledge and skills to plan, implement and evaluate classroom guidance lessons. Candidates should confer with program advisors to select appropriate courses. In addition, the State of Missouri requires all candidates for certification as a Professional School Counselor to earn a passing score on the Missouri Content Area Assessment for Counselors.

Students enrolling in the Community Agency Counseling program should have a strong background in psychology or social work.

Students completing the M.Ed., Guidance and Counseling program are required to pass a comprehensive examination. Students should confer regularly with their advisors about requirements.

NOTE: School Counseling students must complete the Application for the State of Missouri Counseling Certificate and submit it with all required documents to Lincoln University's Certification Officer.

Program Objectives

Students completing the M.Ed. in Guidance and Counseling will:

1. Possess knowledge and competencies that are outlined by the Missouri Department of Elementary and Secondary Education for Professional School Counselors or by the Missouri Committee for Licensed Professional Counselors.
2. Demonstrate above average counseling skills.
3. Show evidence of success in their work as professional counselors.

Assessment Program

The following five Gateway Assessment Benchmarks will be used to assess student progress throughout the Guidance and Counseling program.

1. Conditional acceptance in the graduate program (see entrance requirements).
2. Removal of conditions – full acceptance into the graduate program
 - a. GPA 3.0 or better for first 9 graduate credit hours (MUST include either EDU 504 or EDU 515 and either EDU 509 or EDU 530).
 - b. School Counseling students must submit verification that they have completed the Missouri Educator Profile (MEP) and meet with their advisor to review the results.
3. Prior to clinical experience (EDU 526)
 - a. Minimum GPA 3.0 with no more than two “C’s” in any courses.
 - b. School Counseling students must receive a grade of “B” or better in EDU 531 (Principles & Practices of Guidance).
 - c. Community Agency Counseling students must receive a grade of “B” or better in EDU 525 (Helping Skills).
4. Prior to graduation
 - a. See above GPA and course requirements.
 - b. Successful completion of Counselor Preparation Comprehensive Examination (CPCE).

A. CORE CURRICULUM – GUIDANCE AND COUNSELING	Credit Hours
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EDU 504	The Counseling Profession	3
EDU 509	Advanced Human Development.....	3
EDU 515	Theories and Techniques of Counseling.....	3
EDU 517	Group Procedures	3
EDU 519	Career Development	3
EDU 530	Counseling in a Pluralistic Society	<u>3</u>
CORE COURSES		18

B. Specialty Area Courses

1. Elementary School Guidance and Counseling

In addition to the 18 core hours (A), students working toward certification as elementary school counselors must complete the following course requirements:

EDU 512	Educational Assessment & Measurement	3
EDU 524	Appraisal of the Elementary School Child.....	3
EDU 531	Principles and Practices of Guidance.....	3
EDU 532	Foundations of Counseling Children	3
EDU 533	Educational Statistics & Research Methodology.....	3
EDU 526E	Practicum in Counseling (Elementary)	3
EDU 528	Guidance Program Internship	3
EDU 5XX	One 3 hour elective (approved by advisor)	3
SPECIALTY AREA		<u>24</u>
Total semester hours for M.Ed.		42

Elementary School Counseling Course Sequencing

EDU 504 and EDU 509 should be completed by the end of 12 semester hours. In addition EDU 515, EDU 530, EDU 531 and EDU 533 should be completed by the end of 24 semester hours. EDU 512, EDU 517, EDU 519, EDU 524, EDU 532 and an approved elective should be completed by the end of 36 semester hours. Finally, EDU 526E and EDU 528 should be completed in the final 6 semester hours.

2. Secondary School Guidance and Counseling

In addition to the core 21 hours (A), students working toward certification as secondary school counselors must complete the following course requirements:

EDU 512	Educational Assessment & Measurement	3
EDU 523	Psychological Testing for Counselors	3
EDU 531	Principles and Practices of Guidance.....	3
EDU 533	Educational Statistics & Research Methodology.....	3
EDU 526S	Practicum in Counseling (Secondary)	3
EDU 528	Guidance Program Internship	3
EDU 5XX	Two 3-hour electives (approved by advisor)	6
SPECIALTY AREA		<u>24</u>
Total semester hours for the M.Ed.		42

Secondary School Counseling Course Sequencing

EDU 504 and EDU 509 should be completed by the end of 12 semester hours. In addition, EDU 515, EDU 530, EDU 531, and EDU 533 should be completed by the end of 24 semester hours. EDU 512, EDU 517, EDU 519, EDU 523, EDU 525 and approved electives should be completed by the end of 36 semester hours. Finally, EDU 526S and EDU 528 should be completed in the final 6 semester hours.

3. Community/Agency Counseling

In addition to the 18 core hours (A), students who plan to work in a non-school setting must complete the following course requirements:

PSY 504	Abnormal Psychology.....	3
EDU 523	Psychological Testing for Counselors	3
EDU 525	Helping Skills	3
EDU 526A	Practicum in Counseling (Community/Agency)	3
EDU 574	Addiction Counseling.....	3
EDU 533	Educational Statistics & Research Methodology.....	3
EDU 586	Diagnosis & Treatment Planning	3
EDU 587	Agency Counseling Internship.....	3
	Two 3-hour electives (approved by advisor)	6
SPECIALTY AREA		<u>30</u>
Total semester hours for the M.Ed.		48

Community/Agency Counseling Course Sequencing

EDU 504 and EDU 509 should be completed by the end of 12 semester hours. In addition, EDU 515, EDU 530, and EDU 533 should be completed by the end of 24 semester hours. EDU 517, EDU 519, EDU 523, EDU 525, PSY 504 and EDU 529 and 2 approved electives should be completed by the end of 39 semester hours. The final 9 semester hours should be EDU 586, EDU 526A and EDU 587.

SPECIALIST DEGREE: EDUCATIONAL LEADERSHIP

The Specialist Degree: Educational Leadership program prepares administrators to lead effectively in twenty-first century schools and school districts. Ed.S. candidates prepare to deal with budgets, buildings and policy. In addition, students investigate current themes and issues including vision, innovation, collaboration, community, professional development, assessment, technology, the achievement gap, diversity and others. In flexible courses, candidates choose to investigate timely and meaningful topics related to their own current practice. Ed.S. candidates generally hold a master's degree and Missouri Initial Elementary, Secondary or K-12 Principal certification and aspire to advance to educational administrative positions that require a Missouri Superintendent certification. Individuals with a master's degree in a related area may also be accepted following an interview with program faculty. A total of 30 credits are required to graduate: 18 credits of core

courses and 12 credits from an area of specialization. Candidates for Superintendent certification are required to take an additional 3 hour course (EDU 609 City School Administration) for a total of 33 credit hours.

The courses required for the Specialist Degree: Educational Leadership are offered in a variety of formats; traditional, hybrid and online. Students are free to take the required course work in any combination of formats. By University policy up to 9 hours may be transferred from other approved colleges/universities to meet program requirements. Upon receiving written notice of unconditional admission from the Dean of Graduate Studies, and prior to registration, students should confer with their academic advisor to prepare their graduate plan of study (GAP). Portfolio requirements exist for the Specialist Degree in Educational Leadership with includes an electronic portfolio that meets Missouri Standard for Professional Educators (MoSPE).

Admission Requirements

1. Application for admission.
2. A non-refundable application fee.
3. Official transcript showing a master's degree in education administration or related discipline.
4. Results of the Graduate Record Examination (GRE) Aptitude Test (Verbal) which meet or exceed the following formula standard:

$$50 \times \text{GPA} + \text{GRE Verbal} = 250$$

5. Three letters of recommendations from faculty or supervisors.
6. Personal letter of application describing the student's background, work experience, interests and professional goals.

Program Objectives

Students successfully completing the Ed.S. in Educational Leadership will:

1. Possess the knowledge and competencies that are outlined in the Interstate School Leaders Licensure Consortium for the Advanced Principal or Superintendent.
2. Demonstrate effective skills in the areas of communication, reflection and organization for all dimensions of the program.
3. Be able to successfully demonstrate competency in the use of technology for decision making and professional reporting of data.
4. Show evidence of their success in their work as district administrators.

Assessment Program

The following five Gateway Assessment Benchmarks will be used to assess student progress throughout the Specialist Degree: Educational Leadership program.

1. Conditional acceptance in the graduate program (see entrance requirements).
2. Removal of conditions – full acceptance into the graduate program
 - a. GPA 3.0 or better for first 9 graduate credit hours.
 - b. Dispositions rated by Graduate Advisor. (Minimum rating for any item on the scale no less than 2 and overall mean no less than 3. Student may request a rating from a second professor in the event of an unacceptable rating by the advisor. In the event of discrepant ratings, a team, to include the advisor, the second professor, the department head and the student will meet and agree upon a course of action.)
3. Prior to clinical experience complete at least 24 credit hours.
 - a. Minimum GPA 3.0 with no more than two “C’s” in any courses.
 - b. Grade of “B” or better in courses required for certification or licensure.
4. Prior to graduation
 - a. See above GPA and course requirements.
 - b. Graduate portfolio scored by 3-person portfolio committee consisting of advisor and two graduate faculty.
5. Prior to certification
 - a. Pass field experience (includes site supervisor evaluations).
 - b. Pass appropriate licensure assessment.

A team of faculty assesses required portfolios and action research projects to determine that candidates have achieved all standards of the Interstate School Leaders Licensure Consortium (ISLLC) and the Educational Leadership Licensure Consortium (ELLC). The results of the ratings done by each student’s cooperating administrator and university supervisor will be analyzed to assess leadership skills. Survey data from students, alumni and their supervisors are collected and analyzed to determine effectiveness as administrators.

Required Courses

A. CORE CURRICULUM (18 hours)		Credit Hours
EDU 600	Application of Education Action Research	3
EDU 601	Advanced Organization and Administration of Public	
	Schools	3
EDU 602	Legal Issues in Education Leadership.....	3
EDU 603	Fiscal Management for Education Leaders.....	3
EDU 604	Staff Development and Evaluation	3
EDU 623T	or	
EDU 623S	or	
EDU 623E	Advanced Internship.....	3
	TOTAL	18

B. PROGRAM OPTIONS

OPTION I: Superintendency (15 hours)

EDU 605	Plant Design and Operation	3
EDU 606	Personnel Management for Superintendents.....	3
EDU 607	Collaboration with Constituencies	3
EDU 608	Curriculum Construction Seminar	3
EDU 609	City School Administration	<u>3</u>
	TOTAL	15

OPTION II: Elementary/Secondary Leadership (Initial Certification 12 hours)

EDU 605	Plant Design and Operation	3
EDU 606	Personnel Management for Superintendents.....	3
EDU 607	Collaboration with Constituencies	3
EDU 608	Curriculum Construction Seminar	<u>3</u>
	TOTAL	12

NOTE: The following classes are necessary to complete the initial certification for Principals: EDU 506/508 Secondary/Elementary Curriculum (3 semester hours), EDU 511 School Supervision (3 semester hours), EDU 513/514 Elementary/Secondary Administration (3 semester hours) and EDU 595 Foundations of School Administration (3 semester hours).

MASTER OF SCIENCE

M.S. in ENVIRONMENTAL SCIENCE

Lincoln University offers a Master of Science in Environmental Science degree program. The program explores the relationships between people and the totality of their environment—natural and man-made. Students from diverse backgrounds with majors in environmental science, environmental engineering, chemistry, biology, agriculture and other related fields are welcome to apply for this degree program.

The environmental science degree program is designed to produce graduates with the skills needed to succeed and take on leadership roles in an ever-changing job market. This program will produce graduates with consultancy, research and service skills adaptable to addressing a variety of environmental issues. The graduates will be able to effectively work and communicate with professionals in a wide variety of disciplines. Graduates will be equipped with strong problem-solving and analytical skills in a sound interdisciplinary context, which allows them to seek employment in federal and state agencies as well as the private sector. Potential employers of graduates of the program include the U.S. Environmental Protection Agency, the Department of Agriculture, the Department of Energy, Natural Resources Conservation Service, U.S. Fish and Wildlife Service, the U.S. Army Corps of Engineers, State Environmental Protection Agencies, Soil and Water Conservation Districts and consultancy firms.

The objectives of this program are:

1. To recruit students with diverse backgrounds within the State of Missouri, nationally and internationally who are qualified to study Environmental Science at the master's level.
2. To provide students with quantitative and analytical skills that can be applied to a wide spectrum of environmental issues.
3. To equip students with problem solving skills and the ability to anticipate problems.
4. To prepare students enrolled in the program in their pursuit of employment in environmental science fields.

Admissions Requirements:

Applicants seeking admission to the M.S. in Environmental Science program must meet the following requirements:

1. Compliance with all of the eligibility requirements of the Graduate School as set forth in the Graduate Bulletin.
2. Acceptance to graduate study by the Department of Agriculture & Environmental Sciences and the Graduate School.
3. Candidates for the M.S. degree must have a baccalaureate degree from an accredited college in Natural sciences or related field with an undergraduate minimum grade point average of 2.75 on 4.00 scale.
4. Minimum verbal plus quantitative GRE score of 286. The GRE scores must be on file in the Graduate Office before a student's application for admission will be evaluated. Students not meeting this score may be conditionally admitted. The conditionally admitted student must maintain a 3.00 GPA average for the first nine hours of graduate credit. The student must retake the GRE exam and score the required minimum before completion of 9 graduate hours. Upon completion of 9 hours and obtaining a GRE score the required minimum GRE score, the student's file will be re-evaluated for unconditional admission. The GRE will be waived for applicants with a graduate degree (master's or higher) from an accredited institution.
5. Three letters of reference on the student's ability to do graduate work submitted with the student's application for admission to the Graduate Studies Office.
6. A personal goal statement submitted with the application.

Applicants must provide the Graduate Studies Office with official transcripts of all previous college and/or university studies and official copies of GRE and if applicable, TOEFL scores. If the transcripts are not in English, certified copies of English translations must be included.

General Guidelines

Environmental Science course requirements are listed below. The department has developed graduate core and elective courses for students

enrolled in the program. The program offers advanced courses in specialized areas such as environmental chemistry, environmental remediation, data analysis, geographic information systems, hydrology, instrumental analysis, limnology, remote sensing, watershed management and wetland ecology. Graduate students may also take courses offered in other departments if the courses are relevant to environmental science and the student's professional goals. Students must maintain a cumulative GPA of 3.00 (out of 4.00) in all course work for graduation. Under the guidance of an advisor, graduate students have the option to choose from either a thesis or non-thesis option to complete their studies. A minimum of one credit hour of graduate seminar must be included in each student's graduate program. Students must present their research proposal at the beginning of their studies and the results of their work at the end of their studies to the graduate advisory committee.

Requirements for M.S. Degree, Thesis Option

Students pursuing the M.S. in Environmental Science with the thesis option must successfully complete at least 30 graduate credits (24 semester hours of course work and 6 hours of thesis research), not less than 21 of which must be earned at Lincoln University. A master's thesis shall be carried out under the supervision of a thesis advisor(s). Students must present and defend their graduate research project.

The following minimum numbers of credits in the indicated areas are required to complete the thesis option:

- 18 credits of Environmental Science courses,
- 6 credits of courses related to the student's area of focus, and
- 6 credits of ENV 599, Thesis Research

Requirements for M.S. Degree, Non-Thesis Option

Students seeking the M.S. in Environmental Science with the non-thesis option must complete at least 33 graduate credits of course work. They must complete a 3 credit hour non-thesis research or literature review-based work or Current Topics in Environmental Science plus take a comprehensive examination. A student wishing to pursue the non-thesis M.S. option must obtain approval of the Current Topics title from her/his advisor before the commencement of work. Students must present and defend their literature review work.

The following minimum numbers of credits in the indicated areas are required to complete the non-thesis MS:

- 18 credits of Environmental Science courses,
- 12 credits of courses related to the student's area of focus, and
- 3 credits of ENV 595, Current Topics in Environmental Science

Core Required Courses (10 Hours)

ENV 503	Experimental Design and Data Analysis	3
ENV 510	Environmental Chemistry.....	3
ENV 515	Environmental Monitoring and Remediation.....	3
ENV 590	Seminar in Environmental Science.....	1

Electives -Graduate Environmental Science Courses (0-18 Hours)**

ENV 516	Geographic Information Systems Applications.....	3
ENV 520	Instrumental Analysis.....	3
ENV 525	Applied Watershed Management	3
ENV 530	Limnology.....	3
ENV 535	Wetland Ecology and Management.....	3
ENV 540	Remote Sensing of the Environment.....	3
ENV 550	Hydrology.....	3
ENV 595	Current Topics in Environmental Science	3
ENV 599	Thesis Research.....	6

Graduate Support Courses (0-20 Hours)

BIO 501	Immunology	3
BIO 523	Ecology	4
CHM 501	Physical Chemistry I	3
CHM 502	Physical Chemistry II	3
CHM 503L	Physical Chemistry I Laboratory	1
CHM 504L	Physical Chemistry II Laboratory	1
CHM 505	Inorganic Chemistry.....	4

Note: Additionally, students may take courses from University of Nebraska-Lincoln or Southeast Missouri State University Online Environmental Science Graduate Courses (1-9 Credits). The program has a Memorandum of Understanding (MOU) with the above institutions and the credits will be transferable to Lincoln University. Students must consult with their advisors before registering for these online courses.

****** A minimum of 6-12 hours of electives must be in the area of Environmental Science. At least 6 hours of electives (thesis option) or 9 hours of electives (non-thesis option) must be taken from graduate only courses.

M.S. in INTEGRATED AGRICULTURAL SYSTEMS

Lincoln University offers a Master of Science in Integrated Agricultural Systems. This program explores agriculture from a different perspective, one that integrates animal, plant, and aquaculture production with management of natural resources such as nutrients, soil, and water. Students who major in agriculture and agribusiness are encouraged to enroll in this degree program.

The Integrated Agricultural Systems degree program is designed to produce graduates with the skills needed to succeed and be leaders in a century that will bring significant changes to agriculture. This program will produce graduates with production, consultancy, research, and service skills adaptable to addressing a variety of issues in modern agriculture: fuel efficiency, nutrient retention and cycling, organic and low input production, water, energy, and soil conservation, local and direct marketing, etc. The graduates will be able to effectively work and communicate with professionals in a wide variety of disciplines. Our graduates will be equipped with strong problem-solving and analytical skills in a sound interdisciplinary context, which will allow them to seek employment in federal and state agencies as well as the private sector.

Potential employers of graduates of the program include the U.S. Department of Agriculture, Natural Resources Conservation Service, Missouri Department of Conservation, Soil and Water Conservation Districts, and consultancy and production companies.

The objectives of this program are:

1. To produce graduates with the skills and abilities needed to be leaders in agriculture.
2. To provide students with quantitative and analytical skills that can be applied to a wide spectrum of agriculture issues.
3. To provide students with the education and training needed to be the next generation of researchers.
4. To prepare students for employment and/or a Ph.D., or other advanced degrees.

Admissions Requirements:

Applicants seeking admission to the M.S. in Integrated Agriculture Systems must meet the following requirements:

1. Compliance with all of the eligibility requirements of the Graduate School as set forth in the Graduate Bulletin.
2. Acceptance to graduate study by the Department of Agriculture & Environmental Sciences and the Graduate School.
3. Candidates for the M.S. degree must have a baccalaureate degree from an accredited college with an undergraduate minimum grade point average of 2.75 on 4.00 scale.
4. Minimum verbal plus quantitative GRE score of 286. Students not meeting this score must maintain a 3.00 average for the first nine (9) hours of graduate credit before admission to candidacy.
5. GRE scores must be on file in the Graduate Office before a student's application for admission will be evaluated. The GRE will be waived for applicants with a graduate degree (Master's or higher) from an accredited institution. Students must receive a minimum score of 500 (paper test) or 173 (computer test) on the TOEFL. Exempted from this requirement are those students for whom English is their official language.
6. Three letters of reference on the student's ability to do graduate work, submitted with the student's application for admission to the Graduate Studies Office.

Applicants must provide the Graduate Studies Office with official transcripts of all previous college and/or university studies and official copies of GRE and TOEFL (if applicable) scores. If the transcripts are not in English, certified copies of English translations must be included.

General Guidelines

Integrated Agriculture Systems course requirements are listed below. The department has developed graduate core and elective courses for students

enrolled in the program. Graduate students may also take courses offered in other departments if the courses are relevant to agriculture and the student's professional goals. Students must maintain a cumulative GPA of 3.00 (out of 4.00) in all course work presented for the degree. Under the guidance of an advisor, graduate students must complete and defend a thesis to complete their studies. One credit hour of graduate seminar must be included in each student's graduate program. Students must present their research proposal to the public in a seminar at the beginning of their studies and the results of their work at the end of their studies to the public.

Requirements for M.S. Degree, Thesis Option

Students pursuing a MS in Integrated Agricultural Systems must successfully complete at least thirty (30) graduate credits (twenty-four (24) semester hours of course work and six (6) hours of thesis research), not less than twenty-one (21) of which must be earned at Lincoln University. A Master's thesis shall be written and defended under the supervision of a thesis committee.

The following minimum numbers of credits in the indicated areas are required to complete the thesis option:

- 18 credits of Integrated Agriculture Systems courses,
- 6 credits of courses related to the student's area of focus, and
- 6 credits of AGR 599, Thesis Research

Requirements for M.S. Degree, Non-Thesis Option

Students seeking a M.S. in Integrated Agriculture Systems with the non-thesis option must complete at least 33 graduate credits of course work. They must complete a non-thesis research or literature survey based paper on a topic dealing with agriculture. A student wishing to pursue a non-thesis MS option must obtain approval of the topic title from her/his advisor before the commencement of work.

The following minimum numbers of credits in the indicated areas are required to complete the non-thesis MS:

- 27 credits of Integrated Agriculture Systems courses, and
- 6 credits of courses related to the student's area of focus

Core Required Courses (16 Hours Thesis Option; 10 Hours Non-Thesis Option)

ARG 503	Experimental Design & Data Analysis	3
ARG 511	Advances in Sustainable Agriculture.....	3
AGR 520	Advanced Analytical Methods	3
AGR 590	Seminar	1
AGR 599	Thesis Research (thesis option only)	6

Elective Courses (8 Hours Thesis Option; 17 Hours Non-Thesis Option)

ARG 505	Nutritional Biochemistry	3
ARG 506	Mgt of Private Lands for Livestock/Wildlife	3
AGR 509	Plant Nutrition and Management.....	3
AGR 510	Economics of Sustainable Agriculture.....	3
AGR 512	Pasture-Based Livestock Production	3
AGR 515	Soil Management for Sustainability.....	3
AGR 516	Biomass for Bioenergy	3
AGR 528	Integrated Pest Management.....	3
AGR 555	Food Safety: Theory and Practice.....	3
AGR 595	Current Topics in Agriculture.....	3
BIO 523	Ecology.....	4

Graduate Support Courses (Up to 6 Hours)**

****Note:** Up to 6 credits of graduate courses approved by advisor on or off campus, related to the student's area of focus. Students must consult with their advisors before registering for these courses.

M.S. in NATURAL SCIENCES

Lincoln University offers a Master of Science in Natural Sciences degree program. The M.S. Degree in Natural Sciences is an integrated graduate program that draws upon the academic areas of biology, chemistry and physics within the Department of Life and Physical Sciences as well as other academic areas at Lincoln University. All graduate students will participate in the required core courses as well as have the opportunity to take elective courses in academic areas that support their professional growth and development. Students with a thesis option will conduct research in relevant topics.

The objectives of this program are:

1. To provide students with advanced academic and professional expertise in STEM areas.
2. To provide students with advanced research training in STEM areas.
3. To provide opportunities for matriculating undergraduates and degreed, working professionals.
4. To provide enhanced financial support for students and research programs.
5. To provide enhanced capacity for research programs and funding.
6. To provide support as a partner in the growth and development of the mission of Lincoln University.

Admissions requirements:

Applications seeking admission to the M.S. in Natural Sciences program must meet the following requirements:

1. In addition to the general criteria established by the Graduate Studies Program as described in the Graduate Catalog, applicants must also

meet the following minimum criteria to be eligible for acceptance into the M.S. in Natural Sciences.

2. Acceptance to graduate study by the Department of Life and Physical Sciences and the Graduate Studies Office.
3. Candidates for the M.S. degree must have a completed baccalaureate degree from an accredited college in science or any accredited baccalaureate degree that includes a minimum of 12 credit hours in science at the junior level or higher.
4. Candidate must have a minimum undergraduate cumulative GPA of 2.75 or minimum GPA of 3.00 in their major courses.
5. Candidates must have a minimum verbal plus quantitative GRE score of 286.
6. Conditional admittance will only be considered if the GRE and GPA minimum requirements have been met.

General guidelines:

This program is designed to provide students with a set of integrated core courses in natural sciences drawing from the academic areas of biology, chemistry and physics. Students will choose elective hours in academic areas that support their professional interests. A minimum of 30 credit hours is required for thesis and non-thesis degree options.

Students admitted as regular degree-seeking students will be assigned advisors based on recommendations from the Life and Physical Sciences graduate committee. Students admitted as non-degree seeking students will be advised and registered in the Graduate Office. As soon as possible, students should contact their advisor to complete the Graduate Approved Program (GAP) form. The GAP form is required to be submitted upon completion of at least 12 hours and not more than 24 semester hours of credit.

Students may select a primary emphasis in biology, chemistry or physics or they may choose an interdisciplinary or cross-curricular track. The GAP form must be approved by the advisor and the department head of Life and Physical Sciences prior to submission to the Dean of Graduate of Studies for approval. The student should follow the approved GAP in arranging course schedules. A change in the GAP may be initiated by the student. A revised GAP must be approved by the advisor, department head and Dean of Graduate Studies. In order to qualify for graduation, a student must have a minimum overall average of 3.00 ("B") on a 4.00 scale. No course in which the student has earned less than a grade of "C" may be counted toward the degree.

All requirements for the graduate degree must be completed within 5 years, beginning with the date the student commences graduate courses after having been unconditionally admitted to the program.

Core requirements for all students:

All students must complete all of the following core requirements for a total of 12 credit hours:

SCI 501 Graduate Seminar in N.S. (1 hour each; repeat 3 times).....	3
SCI 502 Introduction to Professional Laboratory Practice	3
SCI 503 Experimental Design and Analysis in N.S.	3
SCI 504 Instrumentation in Research	3

Requirements for Thesis option:

Thesis option students must complete 6-9 credit hours in SCI 515 GRADUATE RESEARCH. Thesis option student need to complete a minimum of 9-12 additional credit hours of electives. Electives must be approved and may include courses from the following list of elective courses, other graduate courses at LU, a maximum of 9 credit hours of graduate transfer credits from an accredited university and/or a maximum of 3 credit hours of graduate conference courses.

The thesis option requires the completion of a research thesis supervised by the student's advisor and an approved thesis committee. The Thesis Advisory Committee is composed of at least three members, two of whom must be from the graduate faculty and one from an area outside the student's major discipline. The thesis shall be approved by the advisory committee and by the Dean of Graduate Studies before the degree is granted. A maximum of nine credit hours of thesis credit can be applied toward the 30 hour minimum degree total.

Requirements for Non-Thesis option:

Non-Thesis option students need to complete a minimum of 18 additional credit hours of electives. Within this additional 18 hours at least three credit hours must be in course(s) only offered for graduate credit. Electives must be approved and may include courses from the following list of elective courses, other graduate courses at LU, a maximum of 9 credit hours of graduate transfer credits from an accredited university and/or a maximum of 3 credit hours of graduate conference courses.

The non-thesis option also requires students to take a comprehensive examination. The student must initiate the process, contact his/her advisor to select the examining committee, complete the Comprehensive Examination Evaluation Form, and submit the signed, completed form to the Graduate Office by the deadline established in the University Calendar. The graduate advisor in consultation with the student will select the other two members of the three-member examining committee.

Elective courses in the Department of Life and Physical Sciences:

BIO 500 Special Topics in Biology	1-4
BIO 501 Immunology	3
BIO 503 Parasitology	4
BIO 506 Evolution.....	3
BIO 516 Developmental Biology	4
BIO 523 Ecology.....	4
BIO 524 Advanced Ecology	3
BIO 526 Taxonomic Botany	4
BIO 526 Plant Physiology	4
CHM 501 Physical Chemistry I	3
CHM 502 Physical Chemistry II	3
CHM 503L Physical Chemistry Laboratory I	1
CHM 504L Physical Chemistry Laboratory II	1
CHM 505 Inorganic Chemistry.....	4
CHM 505L Inorganic Chemistry Laboratory	0
CHM 506 Advanced Biochemistry	3
CHM 507 Advanced Organic Chemistry.....	3
CHM 508 Bioinorganic Chemistry	3
CHM 509 Nanochemistry	3
CHM 541-542 Special Topics	1-4
PHY 501-502 Special Topics	1-4
PHY 505 Biophysics.....	3
PHY 506 Advanced Mathematical Methods	3
PHY 507 Computational Physics	3
PHY 508 Analog Electronics	3
PHY 509 Digital Electronics	3

COURSE DESCRIPTIONS

ACCOUNTING

ACC 540 INTERNATIONAL ACCOUNTING. (3). This course presents a strong relationship between international accounting issues and global strategy. Prerequisites: ACC 345, ACC 346, ACC 347.

ACC 543 MANAGERIAL ACCOUNTING. (3). This course emphasizes the conceptual basis as it relates to creation of value for the firm. Prerequisite: ACC 247 or ACC 250.

ACC 545 CORPORATE INCOME TAX. (3). This course provides students with sufficient working knowledge of tax topics as they relate to corporations, partnerships and S corporations. Prerequisite: ACC 345, ACC 346, ACC 347.

ACC 546 ESTATES, GIFTS, & TRUSTS. (3). This course provides students with an understanding of legal, accounting and tax aspects of estates, gifts and trusts. Prerequisite: ACC 345, ACC 346, ACC 347.

ACC 547 ADVANCED FINANCIAL ACCOUNTING. (3). This course examines consolidated financial accounting and reporting related to corporate mergers and acquisitions. Prerequisites: ACC 345, ACC 346, ACC 347.

ACC 548 ACCOUNTING THEORY. (3). This course presents the historical development of accounting standards as they relate to current standards. Prerequisites: ACC 345, ACC 346, ACC 347.

ACC 549 INTERNAL AUDITING. (3). This course emphasizes compliance and operational audits, systems of internal control, risk assessment, and analytical and quantitative methods. Prerequisites: ACC 345, ACC 346, ACC 347.

ACC 590 M.B.A. ACCOUNTING INTERNSHIP. (3). Supervised accounting related practical instruction in private or public organizations in addition to scholarly assignments. Prerequisites: Instructors permission.

ACC 595/596 SPECIAL TOPICS IN ACCOUNTING. (3). The study of an accounting topic not otherwise included in the curriculum under expression of mutual interest by students and faculty. Prerequisite: Permission of the instructor.

AGRICULTURE

AGR 503 EXPERIMENTAL DESIGN AND DATA ANALYSIS. (3). This is a graduate level course that introduces the theory and application of current analytical techniques used in agricultural and environmental science research.

AGR 505 NUTRITIONAL BIOCHEMISTRY. (3) Nutritional biochemistry covers advanced aspects of the metabolism and functions of the major

nutrients and their interaction with emphasis on the fundamental roles of nutrients in biological systems.

AGR 506 MANAGEMENT OF PRIVATE LANDS FOR LIVESTOCK & WILDLIFE. (3). Students will be introduced to the legal and biological issues surrounding the management of private lands through literature reviews and in-class discussion.

AGR 509 PLANT NUTRITION AND MANAGEMENT. (3). Course focuses on the role of macro- and micro-nutrient elements in crop productivity, sources, acquisition, function and metabolism in plants, impact on the environment and nutrient management in modern agriculture.

AGR 510 ECONOMICS OF SUSTAINABLE AGRICULTURE. (3). Economic and social aspects of sustainability. Microeconomics models of fisheries, forestry, energy, climate change and adoption of agricultural technologies and practices by farmers.

AGR 511 ADVANCES IN SUSTAINABLE AGRICULTURE. (3). This course provides an overview of current trends in sustainable agricultural systems and their potential contributions to food security and environmental quality.

AGR 512 PASTURE BASED LIVESTOCK PRODUCTION. (3). This is a graduate level course that includes a multi-disciplinary approach to understanding the inter-relationships among soils, plants, animals, environment and management. Course covers grazing system ecology, function and technology.

AGR 515 SOIL MANAGEMENT FOR SUSTAINABILITY. (3). Study of challenges facing society including food security, loss of soil and water resources and associated ecosystem services, energy and climate.

AGR 516 BIOMASS FOR BIOENERGY. (3). Students will conduct experiments on biomass characterization, feedstock pre-treatment, biogas and biodiesel production. Students will also conduct laboratory experiments on biomass pyrolysis and characterize its products.

AGR 520 ADVANCED ANALYTICAL METHODS/INSTRUMENTAL ANALYSIS. (3). This course will discuss the theory of ultraviolet/visible spectroscopy, infrared and atomic spectroscopy, fluorescence, gas chromatography and liquid chromatography and their applications in research spanning many science disciplines.

AGR 528 INTEGRATED PEST MANAGEMENT. (3). Theory and practice of pest management. Emphasis will be on pest identification, life cycles, economic impact, sampling strategies, management tactics including biological, behavioral, cultural, plant resistance, biorational and pesticidal approaches.

AGR 555 FOOD SAFETY: THEORY AND PRACTICE. (3). Topics include important food-borne pathogenic microorganisms and toxic agents, principles

of prevention, risk assessment and hazard analysis of foods, good agricultural practices, and relevant regulations and legislation.

AGR 590 GRADUATE SEMINAR IN AGRICULTURE. (1). Masters in Agriculture students will be required to enroll in the Graduate Seminar in Agriculture during their last semester at Lincoln University. During the regular departmental seminar, students will present to the public, results of their graduate research while at Lincoln University.

AGR 595 CURRENT TOPICS IN AGRICULTURE. (3). Concepts and developments in the scientific, technical and economic areas of agriculture are discussed.

AGR 599 THESIS RESEARCH. (1-6). Study of the challenges facing society, including food security, loss of soil and water resources and associated ecosystem services, energy security and climate.

BIOLOGY

BIO 500 SPECIAL TOPICS IN BIOLOGY. (1-4, LF may be required). Topic to be listed in course schedule; may or may not include laboratory; may re-enroll as topic changes. Prerequisites: 4 credit hours of undergraduate biology or consent of instructor.

BIO 501 IMMUNOLOGY. (3). Basic concepts inherent to the field of immunology; antigens, antibodies, cells of the immune system, complement, immune reactions, host defense mechanisms, allergies, clinical implications. Prerequisites: 4 credit hours of undergraduate biology and 4 credit hours of undergraduate chemistry. Three one-hour lectures.

BIO 503 PARASITOLOGY. (4, LF). A survey of parasitism in various animal phyla with emphasis on host-parasite relationship and vector associations. Two one-hour lectures and two two-hour laboratories. Prerequisites: 8 credit hours of undergraduate biology.

BIO 504 RESEARCH IN BIOLOGY. (1-3, LF, may re-enroll, maximum 6 credits towards major). Individual research involving use of biological literature, experimental design, collection, analysis and reporting of data. Prerequisite: biology majors, written consent of instructor, see department head for further information.

BIO 506 EVOLUTION. (3). Analysis of theories of the origin of living organisms and mechanisms of evolutionary change. Prerequisite: minimum of 12 hours credit in biology. Three one-hour lectures.

BIO 509 CRITICAL EXAMINATION OF SCIENTIFIC WRITING. (1). Critical reading and discussion of scientific literature. Prerequisite: at least 8 hours of 300-400 biology credits.

BIO 510 SEMINAR IN BIOLOGY. (1). Oral and written reports of selected topics in biology. Prerequisite: minimum of 12 hours credit in biology. Consent of instructor.

BIO 516/516L DEVELOPMENTAL BIOLOGY. (4). Fundamental principles of vertebrate embryonic development. Graduate credit will require additional study using recent discoveries in developmental biology found in peer-reviewed scientific publications. Two one-hour lectures and two, two-hour laboratories.

BIO 523 ECOLOGY. (4). This course will present dynamics of coexistence among species and their interactions with the physical environment. Prerequisites: 12 credit hours of undergraduate biology. Four one-hour lectures.

BIO 524 ADVANCED ECOLOGY. (3). Discussion of advanced concepts in ecology and field biology. Prerequisites: 12 credit hours of undergraduate biology.

BIO 526/526L TAXONOMIC BOTANY. (4). The study of vascular plant diversity and evolutionary history with an emphasis on phylogenetic systematics. A high-quality plant collection with focus on a single family in addition to an array of families will support identification and recognition of regional species. Voucher specimens will be prepared and deposited in the LU Herbarium. Two one-hour lectures and two two-hour laboratories

BIO 529/529L PLANT PHYSIOLOGY. (4). The study of how plants function. Detailed chemical and physical processes at the level of the organism, organ, cell, organelle and biomolecule. Laboratories emphasize scientific writing. Three one-hour lectures and one three-hour laboratory.

BUSINESS ADMINISTRATION

BAD 501 QUANTITATIVE AND QUANTITATIVE RESEARCH METHODS. (3). The course develops mathematical and computer techniques commonly used in analyzing management problems. Several topics are covered, including decision making theory, linear and nonlinear programming, network models, and simulation applications; these and other techniques in the business setting will be stressed.

BAD 505 ADMINISTRATIVE THEORY. (3). A study of the development and evolution of management thought. Special attention will be given to the individuals who have contributed models to the solution of management problems.

BAD 510 ADVANCED PERSONNEL MANAGEMENT. (3). An extensive examination of some principles and techniques applicable to problems of staffing, training, labor relations and wages. Emphasis upon current research and literature.

BAD 516 THESIS. (6). (consult graduate advisor). Prerequisite: completion of 24 credit hours of graduate work.

BAD 535 RISK MANAGEMENT. (3). A study of the problems faced by the risk manager in a business enterprise. Emphasis is given to specific functions of risk management.

BAD 541 INVESTMENTS. (3). Various types of investment media will be surveyed. Major emphasis will be on basic principles of investment, the construction of an investment portfolio, security analysis, sources and uses of information and the mechanism for investment.

BAD 545 CORPORATE STRATEGY. (3). A study of modern day corporate strategy employing concepts from management theory, organizational behavior, government regulation, international business and culture. Special attention will be given to structure, systems and power within corporations.

BAD 550 CORPORATE FINANCE. (3). A study of financial theory and decision models as applied to financial analysis, planning and control. Also, valuation and financial structures are studied for managerial decision-making purposes.

BAD 555 FINANCIAL STATEMENT ANALYSIS. (3). A comprehensive and up-to-date treatment of the analysis of financial statements as an aid to decision making.

BAD 560 BUSINESS FORECASTING. (3). Explores modern techniques of forecasting; emphasis placed on application of these techniques to business situations. Topics include the time-series casual methods and the evaluation of forecasts.

BAD 565 INTERNATIONAL BUSINESS. (3). An introduction to international business; examines business activities through the study of social, cultural, economic and political systems of home and host countries.

BAD 570 OPERATIONS AND SUPPLY CHAIN MANAGEMENT. (3). An intensive study of selected topics in production management. An evaluation of trends in the development of management theory and philosophy.

BAD 571/PAD 571 PUBLIC ADMINISTRATION IN THE POLITICAL PROCESS. (3). A study of public administration and bureaucracy. The systems approach to managing the public sector and the conflict of the hierarchy of systems. The politics of the hierarchy of systems. The political influence on the decision-making process.

BAD 573 ORGANIZATIONAL BEHAVIOR AND ADMINISTRATION. (3). Provides an understanding of the important ideas and concepts which have been developed for the effective management of an organization. Major topics include organizational theory, process of change, individual organizational relationships, and problems of communication and motivation. Emphasis on human aspects of management.

BAD 580 BANK MANAGEMENT. (3). Provides an in-depth treatment of management issues in commercial banking. Topics include pricing and credit decisions, risk management, capital structure, international lending, and strategic planning.

BAD 585 BUSINESS STRATEGY. (3). A study of selected critical managerial problems of coordinating the basic fundamental areas of a business enterprise. Cases and simulation are utilized. This is a capstone course and will be taken in the final semester only.

BAD 587 SMALL BUSINESS MANAGEMENT. (3). A study of the techniques and strategies for managerial decisions in small business; consideration of the role of small business in the free enterprise system. Course includes the development of a business plan.

BAD 590 M.B.A INTERNSHIP. (3). Supervised practical instruction in private or public organizations in addition to scholarly assignment. Prerequisites: Instructors permission.

BAD 595-599 SPECIAL TOPICS IN BUSINESS. (3). The study of a business topic not otherwise included in the curriculum upon expression of mutual interest by students and faculty. Prerequisites: Permission of instructor.

BUSINESS EDUCATION

BED 420G IMPLEMENTING (VOCATIONAL) BUSINESS EDUCATION PROGRAMS. (3). A study of teaching techniques and device, organization and development of curriculum, funding, special populations, integrating academics, business/education partnership, multicultural activities, emphasizing innovations, and development in business education.

CHEMISTRY

CHM 501 PHYSICAL CHEMISTRY I. (3). Laws and theories of chemistry, topics of interest in physics and chemistry. Includes thermodynamics, kinetic, quantum theory, spectroscopy, chemical bonding and molecular structure. Three one-hour lectures. Prerequisites: MAT 203; PHY 102 or 202; CHM 202.

CHM 502 PHYSICAL CHEMISTRY II. (3). A continuation of CHM 501 by which it must be preceded. Three one-hour lectures.

CHM 503L PHYSICAL CHEMISTRY LABORATORY I. (1, LF, EP). To accompany or follow CHM 501. Introduction to techniques of basic physiochemical measurements and illustration of physiochemical principles. One three-hour laboratory. Prerequisites: Same as for CHM 501.

CHM 504L PHYSICAL CHEMISTRY LABORATORY. (1, LF, EP). A continuation of CHM 503L. Prerequisite: CHM 502.

CHM 505 INORGANIC CHEMISTRY. (4). A survey of modern inorganic chemistry. The material to be covered will include inorganic structures and reactions, as well as applicable theories, coordination chemistry, bio-inorganic chemistry, and solid state. Three one-hour lectures and three hour laboratory. Prerequisite; CHM 501 or consent of instructor.

CHM 505L INORGANIC CHEMISTRY LABORATORY. Laboratory to accompany CHM 505. One three-hour laboratory.

CHM 506 ADVANCED BIOCHEMISTRY. (3). Structure, function, metabolism, and regulation of biological macromolecules (carbohydrates, lipids, proteins, and nucleic acids). CHM 306 Biological Chemistry.

CHM 507 ADVANCED ORGANIC CHEMISTRY. (3). Fundamental concepts in organic chemistry applied to the study of advanced reactions and the structures and mechanisms involved. Prerequisites: CHM 302 Organic Chemistry II and CHM 304L Organic Chemistry II Lab.

CHM 508 BIOINORGANIC CHEMISTRY. (3). Role of metal ions in biological processes and principles of coordination chemistry, spectroscopy methods to study metals in proteins and enzymes, structure of the metal centers in biological molecules. Prerequisites: CHM 102 General Chemistry.

CHM 509 NANOCHEMISTRY. (3). Principles of nanotechnology, synthesis and structural characterization of nanomaterials, application of nanotechnology in science and current technology. Prerequisites: CHM 102 General Chemistry.

CHM 541-542 SPECIAL TOPICS IN CHEMISTRY. (1-4). Topic to be listed in course schedule; may or may not include laboratory; may re-enroll as topic changes. Prerequisite: Consent of instructor.

COMPUTER SCIENCE

CS 510 SPECIAL TOPICS IN COMPUTER SCIENCE. (1-3). The study of any computer science topics not otherwise included in the curriculum offered upon expression of mutual interest by students and faculty.

CS 541 ARTIFICIAL INTELLIGENCE. (3, fa). Presents the manager's responsibilities for problem solving and decision making using artificial intelligence, decision support systems and expert systems. The systems covered go beyond traditional program files and information. Three hours lecture with outside laboratory assignments. Prerequisites: CS 321.

CS 542 NETWORKING AND DATA COMMUNICATIONS. (3, fa). Covers microcomputer-based work stations, digital voice communication, local area networking, computer load sharing, decentralized transaction processing, distributed databases, and other evolving technologies. Three hours lecture with outside laboratory assignments. Prerequisites: CS 321.

CS 543 CIS COMMUNICATION TECHNIQUES. (3, fa). Helps students to develop basic written communication techniques and presentation skills as they relate to Computer Information Systems. Theory and practice in writing and presenting technical paper, reports, and correspondence will be emphasized along with documentations procedures and handbook development. This course is designated writing intensive. Three hours lecture. Prerequisites: CS 351.

CS 546 MANAGEMENT OF INFORMATIONS SYSTEMS. (3, fa). Using the case study method, examines ways that information systems enable businesses to address customer demands, competition, and a rapidly changing technology. Prerequisites: CS 105.

CS 586 INTERNET AND NETWORK SECURITY. (3, fa). This course introduces students to the broad subject of Network Security through the study of Computer and Network Security Principles, Network and Server Security, Securing Network Transmission, Security Management, Fault Tolerance and Disaster Recovery, Intrusion Detection and Response, and Remote Access and Wireless Security. Prerequisites: CS 442

CS 590 SPECIAL TOPICS. (3, fa). Specific topics to be listed in schedule. Prerequisites: Instructors permission.

CS 598 COMPUTER INFORMATION SYSTEMS INTERNSHIP. (2, fa). Provides students with an opportunity to apply their computer knowledge and skills in a work setting and begin to formulate a career plan through supervised instruction in business or government environment. Each student will be required to complete a minimum of 320 hours at the designated internship facility. Must be a major in MIS, have and obtain consent of the department head. Prerequisites: CS 498.

CONTINUING EDUCATION

CED 580-599 SPECIAL TOPICS. (1-5). The study of a selected and approved topic which is not otherwise included in the curricular offerings of any existing academic unit. (May enroll again as topic changes.)

CRIMINAL JUSTICE

CJ 507 SEMINAR IN CRIMINAL JUSTICE. (3). A sociological perspective of the criminal justice system with an emphasis on contemporary issues challenging law enforcement, courts, corrections, probation & parole, juvenile processes, and victim programs. The concentration of specific topics may change due to the shifting challenges confronting the criminal justice professions.

CJ 508 SEMINAR IN CRIMINAL JUSTICE POLICY. (3). A theoretical review of the development and use of well-formulated criminal justice policies, which are used as effective management tools in the administration of efficient and effective criminal justice agencies. Distinction is made between policies, procedures and rules. Sessions will include discussion on administrative

guidance, policy formulation and specifications, limitations, balance, and technological impact.

CJ 545 SEMINAR IN MISSOURI CRIMINAL CODE. (3). This course is designed for any graduate student involved in the application or use of Missouri Revised Statutes (Criminal Code); including students in criminal justice, social work, sociology, psychology, history, business and other majors on with the criminal code for Missouri might impact.

CJ 546 SEMINAR IN LEADERSHIP FOR LAW ENFORCEMENT. (3). This course discusses how to identify and apply leadership principles in order to best deal with leadership in law enforcement. This course is ideal for potential and current leaders across the spectrum of jobs or careers.

ECONOMICS

ECO 514 MACROECONOMIC ANALYSIS FOR MANAGEMENT. (3). A study of theories and policies related to the level of income, employment, prices and the rate of growth including consumption, investment, and money; also fiscal and monetary policies to stabilize economic activity. Designed to assist decision makers in evaluating the impact of economic conditions of decision making and the decision process faced by managers.

ECO 525 MANAGERIAL ECONOMICS. (3). A study of microeconomics analysis and its application to business decision making, optimal output and pricing under various market structures, consumer demand, production costs and strategic pricing. Optimal allocation of resources.

ECO 528 HISTORY OF ECONOMIC THOUGHT. (3). A study of the development and evolution of economic thought. Special attention will be given to the contributions of classical, neo-classical and modern theories that have contributed to the development of economic thought.

ECO 540 INTERNATIONAL FINANCE. (3). Introduction to foreign exchange, capital markets and international financial institutions. Analysis of sources and uses of funds abroad, foreign investment strategy, and international financial arrangements.

ECO 545 THEORIES OF ECONOMIC DEVELOPMENT AND GROWTH. (3). A study of theories of how economies expand (growth) and how they transcend from agricultural to industrial-based economies (development), including classical, neo-classical, and modern theories designed to assist managers in making decisions affecting the economic situations of third world countries, particularly trading partners of the USA.

ECO 595 SPECIAL TOPICS IN ECONOMICS. (3). The study of an economic topic not otherwise included in the curriculum upon expression of mutual interest by students and faculty. Prerequisite: Permission of instructor.

EDUCATION

EDU 483G HYPERSTUDIO. (3). Students learn how to use multimedia technology creatively. Text, graphics, sound, animation and video approaches are used to enhance student learning experiences and achievements.

EDU 500 PHILOSOPHY OF EDUCATION. (3). Philosophy of Education is a foundation course for graduate programs in education. Three major approaches to philosophy are studied: metaphysics, epistemology, and axiology. Education philosophies and theories from Western European and Eastern sources continue to influence educators and students.

EDU 501 SCHOOL/COMMUNITY RELATIONS. (3). A study of the principles, methods, and techniques of school/community relationships, including evaluation of educational criticisms, community surveys, establishment and maintenance of communication channels.

EDU 502 PUBLIC SCHOOL FINANCE. (3). Includes a study of current problems in school finance with emphasis on school support, costs of education, sources of school revenue, state and federal support and state and local control in school finance.

EDU 503 IMPROVEMENT OF TEACHING IN THE ELEMENTARY SCHOOL. (3). A study of recent research issues and developments in the teaching of elementary school subjects with emphasis on improving teaching from within through communication, collegiality and risk-taking.

EDU 504 THE COUNSELING PROFESSION. (3). An orientation to the personal development of professional counselors. Includes study of professional roles, counselor qualities, ethics, professional organizations, and legal issues.

EDU 505 ADVANCED EDUCATIONAL PSYCHOLOGY. (3). A multicultural in-depth study of the psychology of learning in the school and the measurement of abilities and progress in learning.

EDU 506 CURRICULUM IN SECONDARY EDUCATION. (3). This foundation course is the study of curriculum in secondary schools. It analyzes the historical, sociological, and pedagogical variables affecting curriculum design.

EDU 507 IMPROVEMENT OF TEACHING IN THE SECONDARY SCHOOL CURRICULUM. (3). A study of recent research issues and developments in the teaching of secondary school subjects with emphasis on improving teaching from within through communication, collegiality and risk-taking.

EDU 508 CURRICULUM IN ELEMENTARY EDUCATION. (3). This foundation course is the study of curriculum in elementary schools. It analyzes the historical, sociological, psychological, and pedagogical variables affecting curriculum design.

EDU 509 ADVANCED HUMAN DEVELOPMENT. (3). A study of current theory and life-span development.

EDU 510 TEACHING METHODS & PRACTICES. (3). A study of teaching methods and practices used to plan, implement and evaluate instruction. Topics include teaching, learning, curriculum and the school environment.

EDU 511 SCHOOL SUPERVISION. (3). A study of the nature and function of supervision in elementary and secondary schools.

EDU 512 EDUCATIONAL ASSESSMENT AND MEASUREMENT. (3). Techniques of designing sound assessment and analyzing and using assessment data for valid decision making process in educational setting. Prerequisites: EDU 533

EDU 513 ELEMENTARY SCHOOL ADMINISTRATION FOR PRINCIPALS. (3). A study of the nature and function of school administration at the elementary school level.

EDU 514 SECONDARY SCHOOL ADMINISTRATION FOR PRINCIPALS. (3). A study of the nature and function of school administration at the secondary school level.

EDU 515 THEORIES AND TECHNIQUES OF COUNSELING. (3). This course examines the major counseling theories and provides opportunity to build basic counseling skills through limited practice in the classroom.

EDU 516 READING AND WRITING IN THE MIDDLE SCHOOL. (4). This course provides models and techniques for helping adolescent students communicate effectively through reading and writing across the curriculum. It is recommended that students take this course after or concurrent with EDU 520.

EDU 517 GROUP PROCEDURES. (3). Study of the place and function of group methods in a guidance program. Includes group dynamics, theories, types of groups and facilitator skills. Opportunities for supervised practice are provided. Prerequisite: EDU 515.

EDU 518B METHODS MATERIALS AND OBSERVATION IN TEACHING BUSINESS EDUCATION. (3). A course surveying the history , content, organization, administration and methods of teaching business education on the secondary level.

EDU 518E METHODS MATERIALS AND OBSERVATIONS IN TEACHING ENGLISH. (3). A course involving research in the various methods of teaching English in the middle and high school and the materials used.

EDU 518M METHODS MATERIALS AND OBSERVATION IN TEACHING MATHEMATICS. (3). This course deals with the problems and methods of teaching middle and high school mathematics.

EDU 518S METHODS MATERIALS AND OBSERVATIONS IN TEACHING SCIENCE. (3). The principles and techniques of teaching science in the middle and high school are studied through hands-on and minds-on strategies.

EDU 518T METHODS MATERIALS AND OBSERVATIONS IN TEACHING SOCIAL STUDIES. (3). This course deals with problems of teaching social science in middle and high school.

EDU 519 CAREER DEVELOPMENT. (3). The philosophy, theories and practice of assisting people throughout the life-span with career development tasks.

EDU 520 TECHNIQUES OF TEACHING READING IN THE CONTENT FIELD. (3). This course is designed to assist middle school and secondary teachers in understanding and incorporating reading theory and practice to teach and evaluate student learning across the curriculum.

EDU 521 INQUIRY-BASED MIDDLE AND SECONDARY SCIENCE METHODS. (3). Focuses on science methods in middle and high schools. Will be experiential, inquiry-based and reflective. Hands-on activities and reflection will be emphasized.

EDU 522 INQUIRY-BASED CONTENT-BASED ELEMENTARY SCIENCE METHODS. (3). Focuses on inquiry-oriented science methods for elementary teachers. Examines various methods, techniques and strategies of teaching science as reflected in Show-Me Standards. Stresses both process and content (ideas).

EDU 523 PSYCHOLOGICAL TESTING FOR COUNSELORS. (3). Presents a framework for the ethical and professional use of assessment in counseling. Includes methods of gathering, interpreting, and using information to enhance counseling service.

EDU 524 APPRAISAL OF THE ELEMENTARY SCHOOL CHILD. (3). A study of the theory, procedures and techniques for appraising the elementary school-aged child. Includes assessment, administration, report writing, consulting and recommending individual remedial education programs. Lab experience included.

EDU 525 HELPING SKILLS. (3). Supervised counseling experience providing interaction with individuals and groups seeking services from counselors and other personnel services specialists.

EDU 526E, 526S, 526A, 526T PRACTICUM IN COUNSELING. (3). Supervised experiences at an elementary school (526E); secondary school (526S); community agency (526A) setting or in testing (526T) designed to further develop counseling and/or related personnel service competencies; Prerequisite: 36 hours in the program.

EDU 528 GUIDANCE PROGRAM INTERNSHIP. (3). Students will gain supervised experience with Guidance Curriculum, Individual Planning, and System Support. Students will gain experience in the process of planning, implementing, and evaluating Comprehensive Guidance Programs. Prerequisite: 36 hours in program and instructor consent.

EDU 529 MARRIAGE AND FAMILY COUNSELING. (3). An introduction to the theory and process of marriage and family counseling. Skill building will be afforded through role play and real counseling situations. Prerequisites: EDU 515, 517 and 525, or equivalent counseling background.

EDU 530 COUNSELING IN A PLURALISTIC SOCIETY. (3). Developing awareness, sensitivity and skills needed to provide effective counseling to clients from varying cultural, social and economic backgrounds. Prerequisites: EDU 504.

EDU 531 PRINCIPLES AND PRACTICES OF GUIDANCE. (2-3). A study of comprehensive guidance programs for the educational institutions. Goals, roles and action programs for effective guidance are examined.

EDU 532 FOUNDATIONS OF COUNSELING CHILDREN. (3). Designed for elementary school counseling majors; appropriate for classroom teachers. The course will provide advanced knowledge and understanding of the typical and atypical development of elementary/middle school-aged children and ways the information can be applied through school counseling programs. In addition to skills for counseling children, the skills of consulting and collaboration with parents and teachers will be developed. Prerequisite: EDU 515 or permission of instructor.

EDU 533 EDUCATIONAL STATISTICS AND RESEARCH METHODOLOGY. (3). Basic techniques used in the collection, organization, and analysis of research data in the behavioral sciences.

EDU 536 SCHOOL LAW. (3). A study of legal principles and problems peculiar to education as they relate to schools, students, and teachers.

EDU 538 CLASSROOM MANAGEMENT. (3). Provides preservice and in service teachers with an overview of classroom management and behavior management theories and appropriate classroom practices. This course is also required for non-certified school counseling students.

EDU 539 TEACHING HIGHER-ORDER THINKING SKILLS IN SCIENCE. (3). Focuses on the skills to assess student science achievements, development of psychometric learning; reliability and validity will be stressed.

EDU 540 HISTORY, NATURE AND SOCIAL PERSPECTIVES OF SCIENCE (3). Examines richness and importance of human scientific endeavor of the nature from historical and philosophical perspectives in order to understand the tentative nature of science. Focuses on process approach to knowledge construction.

EDU 541 RESEARCH SEMINAR IN SCIENCE EDUCATION. (3). Focuses on several issues of science education research. Questions such as “What is scientific knowledge and is it created?” and “How does a learner come to understand science?” will be stressed.

EDU 551 THE ORGANIZATION OF READING PROGRAMS. (3). To provide theory and practical experiences in instituting a coordinated reading program in the elementary and secondary school. Prerequisite: Instructor's permission.

EDU 552 PRACTICUM IN DIAGNOSIS OF READING DIFFICULTIES. (3). Attention will be given to the various techniques, formal and informal, used in the diagnosis of reading difficulties. Prerequisites: EDU 418 and EDU 424 or instructor's permission.

EDU 553 PRACTICUM IN REMEDIATION OF READING DIFFICULTIES. (3). This course will deal primarily with individual remedial procedures applied through group processing within the class. Each member will engage in an individual project of remedial teaching. Prerequisites: Graduate standing and successful completion of EDU 552.

EDU 555 PROBLEMS OF RESEARCH. (1-3). Study of a problem selected by the student and approved by the advisor (for advanced students only).

EDU 556 PHOTOGRAPHY FOR TEACHERS. (3). Course is designed to help teachers have a greater awareness of the value of creating and using photographs to strengthen curricular activities. Students will learn the basics of good photo composition, lighting techniques to create accurate images.

EDU 557 SPECIAL TOPICS IN GRADUATE EDUCATION. (1-5). The study of any educational topic not otherwise included in the curriculum offered upon expression of mutual interest by students and faculty. Prerequisites: Instructor permission.

EDU 558 SCHOOL ADMINISTRATION FOR PRINCIPALS. (4). A study of the nature and function of school administration at the elementary and secondary levels.

EDU 559 PROBLEMS OF THE K-12 SCHOOL CURRICULUM. (4). Curriculum reform is a continuous process which engages educators at all levels. This foundation course analyses the historical, sociological, psychological, and pedagogical variables affecting K-12 curriculum design.

EDU 560 MIDDLE SCHOOL FOUNDATIONS (PHILOSOPHY, ORGANIZATION, CURRICULUM, LAW). (4). This course provides theoretical background and practical instruction in understanding the nature of the early adolescent learner, and the philosophy, organization and overall curriculum of a middle school program.

EDU 561 MIDDLE SCHOOL CURRICULUM AND INSTRUCTION. (3). This course is designed as a practicum to EDU 560 and moves students from

theory into practice working with adolescent learners, developing interdisciplinary lessons and observing classrooms.

EDU 570 GRADUATE PORTFOLIO AND/OR RESEARCH PROJECT. (3). Students who have completed the required courses for their graduate degree but have not yet completed their portfolio/research will work on their portfolio/research and meet with advisor regularly throughout the semester for feedback; Completion of Required Courses for Graduate Degree; Consent of advisor.

EDU 571 ePORTFOLIO. (3). The ePortfolio course offers practical training in compiling the final electronic portfolio assessment for the M.Ed. School Teaching degree program.

EDU 572 HISTORY OF EDUCATION. (3). This foundation course examines the chronology of events and the causes and effects of changes in American schools.

EDU 573 SOCIOLOGICAL ASPECTS OF AMERICAN SCHOOLS. (3). Sociological Aspects of American Schools is a course that studies social variables of American schools and the theories of sociology and education that inform best practices in dealing with school issues.

EDU 574 ADDICTION COUNSELING. (3). This course is designed to prepare students to diagnose various substance-related disorders, to identify client stages of changes, and to select and apply evidence-based treatment modalities for individual clients. Prerequisites: EDU 504, EDU 515, and EDU 525.

EDU 575 TECHNOLOGY FOR PROFESSIONAL EDUCATORS. (3). This class is designed to make students proficient in various forms of media technology to include: desktop publishing, web page design, electronic presentation, and web research.

EDU 576 ADVANCED INSTRUCTIONAL TECHNOLOGY. (3). Students develop a constructivist lesson plan and produce a newsletter, website and poster and PowerPoint based on this plan. Prerequisites: EDU 575

EDU 578 CHILD ADVOCACY II: PROFESSIONAL AND SYSTEM RESPONSES TO CHILD MALTREATMENT. (3). This course is focused on the responses of professionals to allegations of child maltreatment. The purpose of this course is to expand the student's knowledge and skill in identifying, investigating and prosecuting child maltreatment. Students majoring in criminal justice, education, social work, sociology, psychology, nursing and other areas where knowledge of child maltreatment investigation and advocacy are necessary will receive competency based skills training such as an awareness of forensic interviewing, documentations, etc. Students taking this course for graduate credit will be expected to complete an additional assignment.

EDU 579 DIGITAL IMAGING. (3). Course includes traditional forms of photography (including darkroom procedures) and digital imaging, scanning and importing images, and manipulating images in Adobe Photoshop. Students will produce a portfolio using both techniques.

EDU 580 PRACTICAL PUBLICATIONS. (3). This class will focus on two technology projects: 1) creating a poster for educational purposes; and 2) literacy and photography.

EDU 581 EDUCATIONAL USES OF THE INTERNET. (3) Exploration of the ways the Internet can be utilized in classroom settings. Focus will be on ways the Internet can provide tools for communication, inquiry, and construction.

EDU 582 APPLICATIONS IN DISTANCE LEARNING. (3) This class will explore the many ways of creating and delivering courses at a distance. The class will focus on web based learning.

EDU 586 DIAGNOSIS AND TREATMENT PLANNING FOR COUNSELORS. (3). Introduction to strategies for diagnosis and treatment of mental disorders using the DSM-IV-TR. Emphasis placed on counselor's role in diagnosing and planning counseling interventions. Prerequisites: EDU 504, EDU 515, EDU 523; concurrent enrollment with PSY 504.

EDU 587 COMMUNITY/AGENCY COUNSELING INTERNSHIP. (3) Supervised experience as a counselor in a community/agency setting. Emphasis placed on integration of knowledge, skills, and understanding of counseling process. Prepare comprehensive portfolio as partial fulfillment of requirements toward M.Ed. Prerequisites: EDU 526A; Instructor permission.

EDU 588 GRANT WRITING TECHNIQUES. (3) The purpose of this hybrid course is to help students acquire essential skills on the background and skills in writing grant proposal for discretion/competitive competitions.

EDU 589 INTERNSHIP IN K-12 ADMINISTRATION. (4). The purpose of this course is to provide the student with valuable experience relative to the performance of K-12 administration and supervisory tasks. Prerequisites: Two years of verifiable teaching experience at either the elementary, secondary, or special education level. Note: Permission of the instructor is required. The student is to spend at least 50 hours per week for one semester working on-site. "On-site" is defined as a school building. Alternatives to building sites will not be approved.

EDU 590E INTERNSHIP IN ELEMENTARY ADMINISTRATION. (2-3). The purpose of this course is to provide the student with valuable experience relative to the performance of key administrative and supervisory tasks at the elementary school level. Prerequisite: Two years of verifiable teaching experience at either the elementary, secondary or special education level. Note: Permission of the instructor is required. The student is required to spend at least 20 hours per week for one semester working on-site. "On-site" is defined as a school building. Alternatives to building sites will not be approved.

EDU 590S INTERNSHIP IN SECONDARY ADMINISTRATION. (2-3). The purpose of this course is to provide the student with valuable experience relative to the performance of key administrative and supervisory tasks at the secondary level. Prerequisite: Two years of verifiable teaching experience at either the elementary, secondary or special education level. Note: Permission of the instructor is required. The student is required to spend at least 20 hours per week for one semester working on-site. "On-site" is defined as a school building. Alternatives to building sites will not be approved.

EDU 590T INTERNSHIP IN TEACHING. (8). The purpose of this course is to provide the student with valuable experience as a teacher.

EDU 592 DIRECTED READINGS. (1). Readings in area of mutual choice by instructor and student. Six-hour limit. Prerequisites: Instructor permission.

EDU 593 DIRECTED READINGS. (2). Readings in area of mutual choice by instructor and student. Six-hour limit. Prerequisites: Instructor permission.

EDU 594 DIRECTED READINGS. (3). Readings in area of mutual choice by instructor and student. Six-hour limit. Prerequisites: Instructor permission.

EDU 595 FOUNDATIONS OF SCHOOL ADMINISTRATION. (3). The purpose of this course is to expose the student to basic theoretical and conceptual foundations underlying elementary and secondary school administration.

EDU 596 TECHNOLOGY IN THE TECHNOLOGY-RICH CLASSROOM. (3). This course introduces the eMINTS program. Students become proficient in the areas of constructivism, cooperative learning and inquiry-based learning.

EDU 597 OBERVATIONS IN THE TECHNOLOGY-RICH CLASSROOM. (3). Students will focus on observing eMINTS classrooms and teaching a constructivist mini-lesson in an eMINTS classroom.

EDU 598 WEB QUESTS AND ONLINE PROJECTS. (3). This course will focus on developing web quests, online projects for an eMINTS classroom.

EDU 599 VISUAL LITERACY. (3). This course will focus on classroom management and interdisciplinary modules. Students will complete their portfolios and websites and prepare projects for student teaching.

EDU 600 APPLICATION OF ACTION EDUCATIONAL RESEARCH. (3). This course introduces the principles of action, research, providing the student the opportunity to develop a practical approach to data gathering and data analysis skills that will be useful impacting student learning in a variety of educational settings. The major assignment for the course is the completion of an action research project and reporting the results in a traditional research paper. The class is organized as a hybrid class.

EDU 601 ADVANCED ORGANIZATION AND ADMINISTRATION OF PUBLIC SCHOOLS. (3). This course will study the organization and administration of modern American public education. Topics that will receive in-depth consideration are: politics and decision making; educational planning strategic personnel planning; and adoptions of technology to administration.

EDU 602 LEGAL ISSUES IN EDUCATION LEADERSHIP. (3). The study of statutes and judicial decisions of federal and state government affecting schools; powers and liabilities of school personnel; legal control; contract management; collective bargaining; and employee – employer relations.

EDU 603 FISCAL MANAGEMENT FOR EDUCATION LEADERS. (3). This course includes analysis and discussion of current local, state, and national sources of revenue for support of public education and a study of school financial practices, including budgetary processes in detail and principles of sound management of income and expenditures, bonding procedures, accounting, and auditing. The Missouri Uniform Accounting System for Public Schools will be utilized.

EDU 604 STAFF DEVELOPMENT AND EVALUATION. (3). This course emphasizes the nature of organization, human relationships and techniques involved in supervision including personnel functions and evaluation. Particular emphasis is placed on the application of recent research and dynamics of group behavior in accomplishing the goals and objectives of the organization, district, individual school, and specific departments and grade levels.

EDU 605 PLANT DESIGN AND OPERATION. (3). This course emphasizes the study of school district master plans in projecting the needs of future buildings and facilities, planning and construction, and optimizing the current use of maintenance and repairs to buildings and grounds. Attention will be given to building evaluations, remodeling, energy conservation, and equipping facilities.

EDU 606 PERSONNEL MANAGEMENT. (3). This course is designed to provide the student with an understanding of effective policies and practices in planning, recruitment, selection, induction, and retention of school personnel. An integral part of the course will be the study and implementation of professional development programs for the faculty.

EDU 607 COLLABORATION WITH CONSTITUENCIES. (3). An explanation of the relationship and interaction of educational organizations to internal and external constituents with emphasis on theory and processes associated with the school-community relation's process, political structures and conflict resolution.

EDU 608 CURRICULUM CONSTRUCTION. (3). This course will explore the current research and best practices with emphasis on the dynamics of curriculum change, available district resources, barriers to curriculum change,

and public relations. The students will continue their action research project during this seminar.

EDU 609 CITY SCHOOL ADMINISTRATION. (3). This course emphasizes the organization and administrative practices involved in operating a modern school district. The course introduces theories pertaining to leadership in a multicultural democracy, organization, communications, change and sustenance of existing systems as they pertain to managerial, human and technical skills and how they are applied to increase the effectiveness and efficiency of existing systems. Discoveries to leadership practices will also be applied, as well as used to question the ends or purposes of our leadership practices.

EDU 623E ADVANCED INTERNSHIP FOR ELEMENTARY LEADERS. (2-3). Supervised internship provides on-site, supervised instructional experience within a public school district setting under the leadership of an appropriate, competent professional. This course provides supervised practice and simulated learning experiences that enable the administrator to consolidate his/her knowledge, observe others at work, apply skills and techniques, and integrate research skills and professional administrative practices in preparing and submitting an action research paper.

EDU 623S ADVANCED INTERNSHIP FOR SECONDARY LEADERS. (2-3). Supervised internship provides on-site, supervised instructional experience within a public school district setting under the leadership of an appropriate, competent professional. This course provides supervised practice and simulated learning experiences that enable the administrator to consolidate his/her knowledge, observe others at work, apply skills and techniques, and integrate research skills and professional administrative practices in preparing and submitting an action research paper.

EDU 623T ADVANCED INTERNSHIP FOR SUPERINTENDENTS. (2-6). Supervised internship provides on-site, supervised instructional experience within a public school district setting under the leadership of an appropriate, competent professional. This course provides supervised practice and simulated learning experiences that enable the administrator to consolidate his/her knowledge, observe others at work, apply skills and techniques, and integrate research skills and professional administrative practices in preparing and submitting an action research paper.

EDU 657 SPECIAL TOPICS (2-3). The study of any educational topic not otherwise included in the curriculum offered upon expression of mutual interest by students and faculty.

EDU 670 SPECIALIST'S PORTFOLIO (1). Students who have completed the required courses for their Educational Specialist degree but have not yet completed their portfolio will work on their portfolio and meet with advisor throughout the summer for feedback.

ENGLISH

ENG 500 THE STUDY OF LITERATURE. (3). A survey, with practical exercises, methods of research, study and analysis of literary texts and problems.

ENG 502 SHAKESPEARE. (3). A study of several plays.

ENG 504 SEMINAR STUDIES IN ENGLISH AND AMERICAN LITERATURE. (3). Selected topics dealing with significant writers and concepts.

ENG 507 THE ROMANTIC MOVEMENT IN ENGLISH POETRY. (3). Intensive study of the poetry and critical writings of key Romantics.

ENG 505 VICTORIAN LITERATURE. (3). Intensive reading of selected prose, drama and poetry of the period.

ENG 509 THE NOVEL. (3). Examines the history, structure and criticism of the novel as a literary genre through a thematic, historic, or region/ethnic survey of selected works. May also focus on the intensive study of a particular author of a particular literary/historical period.

ENG 511 MODERN POETRY. (3). Close reading of significant works of British and American poetry, chiefly from the twentieth century.

ENG 513 MODERN DRAMA. (3) Close reading of significant works of British, American and continental drama, from the mid-nineteenth century to the present. Prerequisites: ENG 101-102 or ENG 151H-152H with a minimum grade of "C".

ENG 516 AFRICAN AMERICAN LITERATURE. (3). Readings in the literary interpretation of the African American experience by African American authors, viewed within a comprehensive, historical context.

ENG 517 CLASSICAL GREEK/ROMAN LITERATURE. (3) Examines the literature of Ancient Greece and Rome, introducing students to the works of several Greek and Roman playwrights, poets and essayists. Prerequisites: ENG 101-102 or ENG 151H-152H.

ENG 519 LITERARY CRITICISM. (3). Critical theories and approaches that have influenced the study of Western literature.

ENG 520 INDEPENDENT RESEARCH. (3). An opportunity to work on a selected topic under the guidance of a member of the English faculty.

ENG 521 LITERARY RESEARCH. (1). Introduces students to methods of literary research. Students focus on audience, sources, theoretical framing, and revision in academic writing.

ENG 570 SPECIAL TOPICS IN LANGUAGE AND LITERATURE. (1-3). Topic to be listed in course schedule. Concentrated study of a specific author, work, or topic. May enroll again as topic changes.

ENG 571 SPECIAL TOPICS IN CREATIVE WRITING. (1-3). Concentrated study of particular sub-genre of writing. Students give and receive constructive criticism on creative work. May enroll again as topic changes.

ENG 572 DIRECTED STUDY IN CREATIVE WRITING. (1-3). Advanced students develop writing in an intensive, one-on-one learning environment. Six hour limit.

ENG 573 SPECIAL TOPICS IN AFRICAN AMERICAN LITERATURE. (1-3). Topic to be listed in course schedule. Intensive study of a period, a genre, or the works of a single author within the African American experience. May enroll again as topic changes.

ENG 575 ADVANCED FICTION WORKSHOP. (1-3). Advanced fiction writing. Previous writing and workshop experience assumed. Six hour limit.

ENG 576 ADVANCED POETRY WORKSHOP. (1-3). Advanced poetry writing. Previous writing and workshop experience assumed. Six hour limit.

ENG 590 PROBLEMS AND PRACTICE IN THE TEACHING OF WRITING. (3). Introduces a variety of research approaches and applications in the teaching of writing. Students move from theory to practice, working one-on-one and with groups of ENG 101 and ENG 102 students in the Writing Center. Meets Missouri secondary certification requirements. This course is designated writing intensive.

ENTREPRENEURSHIP

ENT 501 ENTREPRENEURSHIP AND ENTERPRISE CREATION. (3). A study of entrepreneurship theory and the conceptualization, development and implementation of new business ideas.

ENT 520 INNOVATIONS, TECHNOLOGY AND CHANGE. (3). A study of the identification, analysis, evaluation and use of technology and innovation to create and add value to a business and gain competitive advantage.

ENT 535 PRIVATE CAPITAL IN EMERGING MARKETS. (3). Extensive examination of capital funding through equity and debt combinations in less developed countries.

ENT 575 ENTREPRENEURIAL FINANCE. (3). An elaborate explanation of the intricacies of start-up finances for a new business including venture capital, organizational issues in equity and debt combinations.

ENT 587/BAD 587 SMALL BUSINESS MANAGEMENT. (3). A study of the techniques and strategies for managerial decisions in small business; consideration of the role of small business in the free enterprise system.

ENT 590 MBA ENTREPRENEURSHIP INTERNSHIP. (3). Supervised practical entrepreneurship instruction in private organizations in addition to scholarly assignments.

ENT 595 SPECIAL TOPICS IN ENTREPRENEURSHIP. (3). Studies in entrepreneurship that are not covered in the curriculum.

ENVIRONMENTAL SCIENCE

ENV 503 EXPERIMENTAL DESIGN AND DATA ANALYSIS. (3). The course introduces the theory and application of current analytical techniques used in agriculture and environmental science research.

ENV 510 ENVIRONMENTAL CHEMISTRY. (3, fa). Chemical aspects of pollutants in air, water, and soils and fundamentals of chemical processes for environmental remediation.

ENV 515 ENVIRONMENTAL MONITORING AND REMEDIATION. (3, sp). Study of the inorganic and organic contaminants, their sources, movement in the environment, monitoring and remediation. Two hours lecture and one two hour laboratory.

ENV 516 GEOGRAPHIC INFORMATION SYSTEMS APPLICATIONS. (3). GIS applications course will examine advanced technical and analytical methods related to spatial databases and geographic objects. Coordinate systems vector/raster structures, modeling and other items related to GIS projects will be covered. Two hours lecture and one two-hours laboratory.

ENV 520 INSTRUMENTAL ANALYSIS. (3, fa). This course will discuss the theory of ultraviolet/visible spectroscopy, infrared and, atomic spectroscopy, fluorescence, gas chromatography and liquid chromatography and their applications in research panning many science disciplines. Two hours lecture and one two-hour laboratory.

ENV 525 APPLIED WATERSHED MANAGEMENT. (3, fa). Natural processes critical to management of forested, agricultural and urban watersheds. Focus is on water quantity and timing, erosion, water quality, riparian habitat, and species diversity. Three one-hour lectures.

ENV 530 LIMNOLOGY. (3, sp. even). Study of chemical, physical and biological processes of water with emphasis on open freshwater systems. Two hours lecture and one two-hour laboratory.

ENV 535 WETLANDS ECOLOGY AND MANAGEMENT. (3, fa. odd). A comprehensive presentation of biological, physical, chemical, and ecological aspects of major wetland types in North America, and wetland delineation. Two hours lecture and one two-hour laboratory.

ENV 540 REMOTE SENSING OF THE ENVIRONMENT. (3, fa). Covers the propagation of electromagnetic radiation and its interaction with surface features, digital image processing, and the applications of remote sensing in

vegetation, soil, water, and urban landscape studies. Two hours lecture and one two-hour laboratory.

ENV 550 HYDROLOGY. (3, sp). Introduction to hydrologic cycle and watershed hydrology, fundamental principles governing movement of surface water and groundwater, water quality issues, and anthropogenic and climatic impact on hydrology. Three hours lecture.

ENV 590 SEMINAR IN ENVIRONMENTAL SCIENCE. (1, sp). This course is designed to introduce presentation skills including abstract writing, power-point presentation, and oral presentation/reports in topics of interest.

ENV 595 CURRENT TOPICS IN ENVIRONMENTAL SCIENCE. (3, fa). Concepts and developments in the scientific and technical and economic areas of environmental science is discussed.

ENV 599 THESIS RESEARCH. (1-6, fa, sp). Original research work in environmental science that culminates in a thesis.

HEALTH AND PHYSICAL EDUCATION

PED 570 PSYCHOLOGY OF SPORT. (3). Current psychological and sociological theories dealing with training, competition, and participant and spectator behavior. Theories are examined for both individual and group phenomena.

PED 580 SPECIAL TOPICS IN HEALTH. (2). An in-depth look into specific health areas with both teaching and personal lifestyle applications. Topics not otherwise included in the curriculum upon expression of mutual interest by students and faculty.

PED 590 MEASUREMENT AND EVALUATION IN PHYSICAL EDUCATION. (2). Purpose of measurement in physical education programs; methods of evaluation and reporting, pupil growth, introduction to commonly used standardized tests; basic statistical techniques used in interpreting data; administration of testing program in a school setting.

HISTORY AND GEOGRAPHY

GEO 595-598 SPECIAL SUBJECTS. (1-3). Topics to be listed in course schedule. May enroll again as topics change. Prerequisite: See course schedule.

HIS 501 MISSOURI HISTORY. (3). Survey of the history of Missouri from early Indian culture to present.

HIS 503 BLACKS IN AMERICA. (3). Black people in the United States from the beginnings in Africa through the 21st century.

HIS 505 ECONOMIC HISTORY OF THE UNITED STATES. (3). Survey of American economic life from 1492 to the present.

HIS 521 COLONIAL AMERICA. (3). Social, political, economic, and intellectual development of America from the European background to the implementation of the Constitution.

HIS 522 U.S. NATIONAL PERIOD. (3). Political, economic, constitutional, and cultural development; emphasis on the Constitution and national political parties from 1787-1849.

HIS 524 20th CENTURY UNITED STATES HISTORY. (3). Political, economic, and cultural development of the United States from 1901 to present; emphasis on the emergence of modern America.

HIS 531 HISTORY OF CHINA AND JAPAN. (3). The political, social, and cultural developments of China and Japan from 1600 to late 20th Century.

HIS 532 ISLAM AND THE CHRISTIAN WORLD. (3). Political, social and cultural developments of the Islamic and Christian worlds; the intersection of these worlds in the crusading movement and the impact of this interaction on the world that followed.

HIS 533 HISTORY OF THE MIDDLE EAST. (3). Political, social and cultural development of the Middle East from its origins until the mid-20th century.

HIS 540 ANCIENT GREECE AND ROME. (3). Survey of Greek and Roman history, c. 1500 B.C.-c. 500 A.D.; students can gain an understanding of the political, social, and cultural achievements of ancient Greek and Roman societies.

HIS 543 EARLY MODERN EUROPE. (3). Evolution from medieval society and the effect of changes on the shaping of modern Europe.

HIS 544 19th CENTURY EUROPE. (3). Political, economic, social and cultural development of Europe to the outbreak of World War I to include nationalism, imperialism, liberalism, and socialism.

HIS 545 20TH CENTURY EUROPE. (3). Political, economic, and social developments in Europe from World War I to the present.

HIS 556 HISTORY OF BRITAIN. (3). History of Britain from prehistoric times to 1714 A.D.; students can gain an understanding of the political, social and cultural achievements of early inhabitants of Britain.

HIS 557 HISTORY OF MODERN FRANCE. (3). France from the Revolution to the present.

HIS 558 HISTORY OF MODERN RUSSIA. (3). Imperial and Soviet Russia and her place in world affairs since the 18th century.

HIS 559 HISTORY OF AFRICA. (3). African civilization from the traditional through modern times.

- HIS 561 ETHNIC HISTORY.** (3). Survey of the national experiences of various immigrant and racial ethnic groups in the U.S. from colonial ear to the present.
- HIS 562 HISTORY OF THE SOUTH.** (3). Political, economic, and social development of the Southern United States.
- HIS 564 WAR IN AMERICAN SOCIETY.** (3). Relationship of American military policy to the political, economic, and social development of the nation.
- HIS 565 CIVIL WAR AND RECONSTRUCITON.** (3). Causes, progress and effects of the Civil War and Reconstruction.
- HIS 566 MEDIEVAL EUROPE.** (3). Thematic coverage of the history and culture of Europe, 300-1475. Emphasis is on the significance of the political, economic and social changes which took place.
- HIS 567 REFORMATION EUROPE.** (2). Covering the period 1500-1648, this course examines changing political, economic, social, religious and intellectual life in Europe from the eve of the Reformation to the end of the Thirty Years' War in 1648.
- HIS 568 MODERN GERMANY.** (3). The formation of Modern Germany from 1815 to present. Emphasis on unification in 1871, German Empire, Weimar Republic, the World Wars, East and West Germany, and Reunification.
- HIS 576 ORAL HISTORY.** (3). Analysis and implementation of methods and procedures involved in oral history.
- HIS 577 WOMEN IN AMERICA.** (3). Changing status of women in the U.S. from 1607 to the present.
- HIS 578 SEMINAR IN BLACK HISTORY.** (3). Selected problems in the history and culture of black Americans.
- HIS 579 SEMINAR IN EARLY AMERICAN HISTORY.** (3). Selected problems in American history prior to 1877.
- HIS 580 SEMINAR IN RECENT AMERICAN HISTORY.** (3). Selected problems in American history subsequent to 1877.
- HIS 582 SEMINAR IN MISSOURI CORRECTIONS.** (3). Directed research in the historical antecedents of contemporary corrections problems.
- HIS 583 SEMINAR IN BUSINESS HISTORY.** (3). History, strategy, and structure of American businesses.
- HIS 585 HISTORIOGRAPHY.** (3). Techniques, theories and principles of historical research, presentation, and scholarship.

HIS 586 SEMINAR IN EARLY EUROPEAN HISTORY. (3). Selected problems in the history of Europe prior to the twentieth century.

HIS 587 READING FOR COMPREHENSIVE EXAMINATION. (3). This course is intensive reading in preparation for Master of Arts degree in History Comprehensive Examination. Prerequisites: Completed a minimum of twenty-seven (27) credit hours of course work and Instructor permission.

HIS 588 SEMINAR IN 20th CENTURY EUROPE. (3). Selected problems in European history during the twentieth century.

HIS 589 SEMINAR IN RUSSIAN/SOVIET HISTORY. (3). Specialized study in Russian or Soviet political and special events with emphasis on revolutionary activities.

HIS 590 SEMINAR IN MODERN GERMANY. (3). A seminar on Modern Germany from unification in 1871 to the post-war era and reunification, 1989-1990.

HIS 591 GOVERNMENT INTERNSHIP. (3). Work experience in field of government. Prerequisite: Permission of instructor.

HIS 593-594 DIRECTED READINGS. (1-3). Readings in area of mutual choice by instructor and student. Six-hour limit.

HIS 595-598 SPECIAL SUBJECTS. (1-3). Topics to be listed in course schedule. May enroll again as topic changes. Prerequisite: See course schedule.

HIS 599 THESIS. (6). (Consult graduate advisor.) Prerequisite: Completion of 24 credit hours of graduate work and instructor consent.

JOURNALISM

JOU 475G MASS COMMUNICATIONS PROBLEMS. (1-3). Study of practical and theoretical problems in the field according to needs of individual students. Written report.

LIBRARY SCIENCE

LS 598 SPECIAL TOPICS. (1-3). LIS Special Topics is designed to provide either seminar experience for students or individual research topics. This course may include research intense projects, practical experiences, or a special topic course (i.e. Grant Writing).

MARKETING

MKT 526 MARKETING PLANNING AND STRATEGY. (3). Development of product, distribution, promotional and pricing strategies; decision making pertaining to the marketing mix; concepts in administering the marketing function.

MKT 595 SPECIAL TOPICS. (3). A study of a Marketing topic not included in the curriculum informed by the mutual interest of student and faculty.

MATHEMATICS

MAT 500 SPECIAL TOPICS IN ADVANCED MATHEMATICS. (3, fa, sp, su). An in-depth study of a topic of advanced mathematics as agreed upon by the students and the instructor. For students seeking the Master's degree in secondary teaching with emphasis in mathematics.

MAT 503 LINEAR ALGEBRA. (3). Matrices and determinants, solution of linear systems, vector space theory, eigenvalues and eigenvectors, linear transformations, and selected application. Prerequisite: MAT 304 or concurrent enrollment in MAT 304 with consent of instructor.

MAT 505 APPLIED STATISTICS. (3). Types of data models, estimation and hypothesis testing on parameters, chi-square tests, analysis of variance, regression and correlation, multiple regression, and non-parametric statistical methods. Prerequisite: MAT 117, and MAT 120 or 123.

MAT 506 HISTORY OF MATHEMATICS. (3). A problem-solving approach to the historical development of mathematics and the study of the men and women who contributed to this development. This is a writing intensive course. Prerequisite: MAT 120 or 123.

MAT 507 MODERN GEOMETRY. (3). Axiomatic study of Euclidean and non-Euclidean geometry. Topics of Euclidean geometry include incidence, convexity, the Parallel Postulate, Pascal's Theorem, and the geometry of transformations. Non-Euclidean geometry includes some finite and hyperbolic geometries. Prerequisite: MAT 120 or 123.

MAT 509 ABSTRACT ALGEBRA. (3). Algebraic structures: groups, rings, fields. Prerequisite: MAT 315.

MAT 513 INTRODUCTION TO REAL ANALYSIS. (3). Foundations of real numbers, analysis of real-valued functions of one variable, including limit, derivative, continuity. Students are strongly encouraged to take an upper level theoretical mathematics course before taking MAT 413. Prerequisite: MAT 304 and MAT 315.

MAT 514 ADVANCED CALCULUS. (3). Differential and integral calculus of functions of several variables, including vector functions, differentials, approximations, implicit and inverse function theorems. Prerequisite: MAT 304.

MAT 515 MATHEMATICAL STATISTICS. (3). Theory of probability, random variable, probability distributions and probability densities, mathematical expectation. Sampling distributions, introduction to estimation, confidence intervals and tests of hypotheses. Prerequisite: MAT 304.

MAT 521-522 SPECIAL TOPICS IN MATHEMATICS. (1-5). Topic to be listed in course schedule; may re-enroll as topic changes. Prerequisites: 18 hours of required major hours and consent of instructor.

MAT 561 INTRODUCTION TO MATHEMATICAL PROGRAMMING. (3). Programming techniques for mathematics/science majors. Prerequisites: MAT 203 and concurrent enrollment in MAT 304.

MAT 567 NUMERICAL ANALYSIS. (3, LF). Numerical methods for solving an equation or system of equations; numerical differentiation and integration; interpolating polynomials; numerical solution of differential equations, computer programs for selected methods. Prerequisites: MAT 304 and MAT 461.

PHYSICS

PHY 501-502 SPECIAL TOPICS IN PHYSICS. (1-4). Topic to be listed in course schedule; may or may not include laboratory; may re-enroll as topic changes. Prerequisites: PHY 101-102 or 201-202 and consent of instructor.

PHY 505 BIOPHYSICS. (3). Biophysics will allow students to understand statistical descriptions of biological systems and apply thermodynamic considerations to processes in cells. Students will also be able to estimate entropic forces acting in cellular environments.

PHY 506 ADVANCED MATHEMATICAL METHODS. (3). Advanced Mathematical Methods is designed to provide students with the mathematical background for subsequent studies of biophysics, advanced mechanics, electrodynamics, and quantum theory.

PHY 507 COMPUTATIONAL PHYSICS. (3). Computational Physics will allow the students to apply algorithmic modeling to chaotic, stochastic, and multi-variate systems in the basic sciences. Students will learn the required programming alongside.

PHY 508 ANALOG ELECTRONICS. (3). This course provides the student with the basic knowledge necessary to understand the operation and application of semiconductor devices in discrete electronic circuits.

PHY 509 DIGITAL ELECTRONICS. (3). Digital Electronics will provide students with an introduction to digital system design using integrated circuits and field-programmable gate arrays.

POLITICAL SCIENCE

PSC 502 SEMINAR IN AMERICAN POLITICAL BEHAVIOR AND INSTITUTIONS. (3). Scientific and social theoretic analysis of political behavior and institutions.

PSC 503 SEMINAR IN COMPARATIVE GOVERNMENT. (3). Comparative constitutional politics and institutions; emphasis on selected European and Asian countries.

PSC 504 SEMINAR IN CONTEMPORARY INTERNATIONAL AFFAIRS. (3). International political and economic problems, international law and the United States.

PSC 508 SEMINAR IN MISSOURI STATE AND LOCAL GOVERNMENT. (3). Structure, functioning and problems in Missouri state and local government.

PSC 510 THE PRESIDENT AND CONGRESS. (3). National executive and legislative institutions, roles, structures, problems and their interrelationships.

PSC 520 PARTIES, PRESSURE GROUPS, AND PUBLIC OPINION. (3). Roles and processes of participative organizations; voting and other participative behavior.

PSC 530/PAD 530 CONSTITUTIONAL LAW. (3). American constitutional principles, problems, and trends regarding governmental powers and civil liberties.

PSC 540 COMPARATIVE POLITICS. (3). Theoretical, analytical, and institutional concepts applied to the study of selected non-American nations.

PSC 550 POLITICAL THOUGHT. (3). Selected representative theories in the development of political philosophy.

PSC 560 INTERNATIONAL RELATIONS. (3). World politics, institutions, and concepts including power, resources, conflict resolution and international law.

PSC 580 CIVIL RIGHTS, CIVIL LIBERTIES. (3). This course analyzes the evolution of U.S. civil rights and civil liberties through court decisions and public policy.

PSC 590 THESIS. (6). (Consult graduate advisor). Prerequisites: Completion of 24 credit hours of graduate work and instructor consent.

PSC 593-594 DIRECTED READINGS. (1-3). Readings in area of mutual choice by instructor and students. Six hour limit.

PSC 595-598 SPECIAL SUBJECTS. (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite: See course schedule.

PSC 599 GOVERNMENT INTERNSHIP. (3). Work experience in field of government. Prerequisite: 24 hours of graduate credits and instructor consent.

PSYCHOLOGY

PSY 500 PHYSIOLOGICAL PSYCHOLOGY. (3). Designed to introduce the student to the genetic, hormonal and neural correlates which are the basis of learning motivation, emotion, and other behaviors. Relevant research and

theories are reviewed. Prerequisite: 9 hours of psychology, including PSY 101.

PSY 504 ABNORMAL PSYCHOLOGY. (3). A study of the social, organic, and psychological factors involved in abnormal behavior. Prerequisite: Nine hours of psychology including PSY 101 and 102.

PSY 506 SPECIAL TOPICS IN PSYCHOLOGY. (1-3). The study of any psychological topic not otherwise included in the curriculum upon expression of mutual interest by students and faculty. Prerequisites: PSY 101 and instructor's permission.

PSY 510/PAD 510 ORGANIZATIONAL PSYCHOLOGY. (3). Deals with psychological research and methods in personnel work, organizations, surveys and testing. Prerequisite: PSY 101.

PSY 529 PSYCHOLOGICAL TESTING. (3). This course will serve as an introduction to the history, nature, and use of psychological tests. Emphasis will be placed on group tests of intelligence, interest, achievement, aptitude and personality. Prerequisite: Nine hours of psychology, including PSY 207.

PUBLIC ADMINISTRATION AND POLICY

PAD 510/PSY 510 ORGANIZATIONAL PSYCHOLOGY. (3). Deals with psychological research and methods in personnel work, organizations, surveys and testing.

PAD 512 PUBLIC SECTOR BUDGETING. (3). This course covers fundamental concepts, theories and practices of budgeting in government.

PAD 530/PSC 530 CONSTITUTIONAL LAW. (3). American constitutional principles, problems, and trends regarding governmental powers and civil liberties.

PAD 545 PUBLIC POLICY PROCESS AND ANALYSIS. (3). Examination of public decision making and its process.

PAD 571 PUBLIC ADMINISTRATION IN THE POLITICAL PROCESS. (3). A study of public administration and bureaucracy. The systems approach to managing in the public sector and the conflict of the hierarchy of systems. The politics of the hierarchy of systems. The political influence on the decision-making process.

PAD 575 URBAN AND RURAL AFFAIRS/DEVELOPMENT. (3). Examination of the factors that determine the process and structure of economic development and demographics in urban and rural areas.

PAD 590 MBA PUBLIC ADMINISTRATION INTERNSHIP. (3). Supervised public administration related practical instruction in addition to scholarly assignments. Prerequisites: Instructor's permission.

PAD 595 SPECIAL TOPICS IN PUBLIC ADMINISTRATION. (3). The study of a public administration topic not included in the curriculum informed by the mutual interest of student and faculty.

SCIENCE

SCI 501 GRADUATE SEMINAR IN NATURAL SCIENCES. (1; must enroll for a total of 3 credit hours). This course requires student presentations, completion of writing assignments and discussion of current topics in relevant natural science. Course content may vary by semester.

SCI 502 INTRODUCTION TO PROFESSIONAL LABORATORY PRACTICE. (3). Introduces new graduate students to common laboratory practices and procedures in Natural Sciences such as building professionalism, critical thinking, ethical reasoning, and organizational skills to help students become more informed and efficient in laboratory principles.

SCI 503 EXPERIMENTAL DESIGN AND ANALYSIS IN NATURAL SCIENCES. (3). Fundamental concepts of experimental design, statistical analysis and application using examples which are representative of research in the natural sciences. Prerequisites: MAT 117 Elementary Statistics.

SCI 504 INSTRUMENTATION IN RESEARCH. (3). A summary of modern instruments currently used in scientific research. The emphasis is on broad coverage of the field in Natural Sciences rather than an in-depth study of elected topics or applications. Topics may vary by semester.

SCI 515 GRADUATE RESEACH. (1-9). Graduate research in natural sciences. Prerequisites: Instructor consent.

SOCIAL SCIENCE

SS 550 RESEARCH METHODS. (3). This course is designed to provide a comprehensive introduction to the research process for graduate students in the social sciences. Both qualitative and quantitative approaches will be examined in the creation and dissemination of scientific knowledge. Students will be required to prepare and carry out an individual research project. Professional and ethical issues in social research will be discussed.

SS 552 DATA ANALYSIS METHODS. (3). This course is designed to enhance students' statistical knowledge of the organization and analysis of data. Probability, measures of central tendency, z-tests, t-tests, tests of hypothesis, analysis of variance, correlation techniques and regression analysis will all be covered.

SS 597 SPECIAL TOPICS IN SOCIAL SCIENCE. (1-3). Topic to be listed in the course schedule. May enroll again as topic changes. Prerequisite: See course schedule.

SOCIOLOGY AND ANTHROPOLOGY

SOC 501 SOCIAL STRATIFICATION. (3). This course examines the nature of social stratification and its relation to other aspects of society; the distribution of influence and wealth; the occupational structure; family relations; religious and educational institutions; minority problems; and cultural patterns. The sources of social mobility and changes in the stratification systems will be identified. Comparison between "open class," caste and other stratification arrangements will be examined. The course also addresses the impact of different forms of ranking and the consequent inequalities that it generates.

SOC 502 MODERN SOCIAL ORGANIZATIONS. (3). This course introduces students to the critical examination of modern organizations, the nature of bureaucracy and its effect on personality, social relations, group dynamics and social change. Bureaucratic arrangements and processes in a variety of organizational contexts such as corporations, universities, unions, professional associations, government bureaus and religious institutions will be examined. The role of power in bureaucratic settings and exchanges will be identified and analyzed.

SOC 503 SOCIOLOGY OF THE COMMUNITY. (3). This course emphasizes the importance of community. Students will explore how geographical areas impact the values, beliefs and perceptions of individuals in rural, suburban, and urban areas. It will require that students refine their critical thinking and writing skills to assess knowledge, analytical skills and the ability to synthesize theoretical sociological frameworks in understanding community.

SOC 504 POPULATION AND DEMOGRAPHY. (3). This course is an introduction to population processes and change, which includes population size, distribution and structural processes. The course covers substantive issues and changes in demography, such as mortality, migration, fertility, population composition and environment in the United States

SOC 505 CRIMINOLOGY. (3). This course examines the nature and extent of crime. Past and current theories of the etiology of criminal behavior will be discussed with an emphasis on crime in American society and its relation to American values and institutional arrangements.

SOC 506 JUVENILE DELINQUENCY. (3). This course is designed to introduce students to issues related to juvenile delinquency. As such, the course will discuss a wide range of topics, including conformity deviance and victimization of children and youth, defining who is delinquent, what is delinquency, the process of becoming delinquent, and of preventing delinquency. Students will acquire an in-depth understanding of the nature and extent of delinquency, the demographic characteristics of delinquents, the major theoretical explanations of delinquency, and how youths are processed by the juvenile justice system.

SOC 508 SOCIOLOGY OF AGING. (3). The sociology of aging use sociological paradigms to focus on various issues associated with aging. The social policies and resources implemented on/for the treatment of elderly in

American society. This course will various issues of aging and examine healthcare, including life course, economic and social equity and inequality.

SOC 512 SOCIOLOGY OF EDUCATION. (3). This course is designed to provide a comprehensive review of sociological issues related to education. Students will learn how the sociological perspective helps us identify and analyze the factors associated with equality and achievement in educational outcomes. Historical accounts of the genesis of the sociology of education and the influence of the utilitarian approach in the American educational systems will be explored.

SOC 595-598 SPECIAL SUBJECTS. (1-3). Topic to be listed in course schedule. May enroll again as topic changes. Prerequisite: See course schedule.

SOC 599 GOVERNMENT INTERNSHIP. (3). Work experience in field of government. Prerequisite: Permission of instructor.

ANT 507 SOCIO-CULTURAL CHANGE. (3). This course examines the trajectories of sociocultural change as modernization leads to post modernization; it juxtaposes the preindustrial, traditional cultural values, modernization era values, and postmodern generational shifts in the 21st century.

ANT 509 CULTURE AND PERSONALITY. (3). This course moves from Ethnology to the advent of Culture & Personality studies that laid the foundation for the field of Psychological Anthropology, initiated at the New York Psychoanalytic Institute by Dr. Abram Kardiner after his collaboration with Dr. Sigmund Freud in Germany.

ANT 510 COMPARATIVE CULTURES. (3, sp, even). This course provides an analysis and critique of non-Western cultural domains and Western cultural domain in order to gain more appreciation for worldwide human variation, and adaption.

ANT 511 CULTURE AREAS OF THE WORLD. (3). Analysis of a selected culture area, including (but not limited to) Mesoamerica, Anatolia, Mali, Songhay, and Ghana, Kanem Bornu, New Guinea, the Indian Subcontinent, China, or other sites where ancient cultures survive.

ANT 551 GENERAL ARCHAEOLOGY. (3). A study of past cultures, examining major archaeological excavation in Nubia, Egypt, Petra, Ankor Wat, Crete, Mesopotamia, Etruria, Mesoamerica, and a critical analysis of the artifacts discovered in situ.

ANT 595-598 SPECIAL SUBJECTS. (1-3). Topic to be listed in course schedule; an emphasis on recent findings in Physical Anthropology, Archaeology, Cultural Anthropology, and Linguistics. May enroll again as topic changes. Prerequisite: See course schedule.

SA 502 SOCIOLOGICAL THEORY. (3). This course will cover the historical overview of the contributions of classical theorists including, but not limited to, Thomas Hobbes, Auguste Comte, Alexis de Tocqueville, Karl Marx, Emile Durkheim, Max Weber, W.E.B. De Bois, Harriet Martineau, and Jane Adams, providing the foundation for contemporary theory. Further, a survey of the basic ideas of contemporary sociological theory: structuralism, functionalism, conflict, symbolic interaction, exchange including, but not limited to the works of Parsons, Merton, Mead, Cooley, Goffman, Coser, Dahrendorf, Marcuse and Habermas and their application to current research will be examined.

SA 503 SEMINAR IN THEORETICAL ISSUES. (3). This seminar will provide the opportunity to explore substantive areas of sociology that are not covered by our current course offerings. Issues of gender, ethnicity, the role of the state and global inequalities will be examined.

SA 504 SEMINAR IN COMPLEX ORGANIZATIONS. (3). This course introduces students to the critical examination of modern organization, the nature of bureaucracy and its effect on personality, social relations, group dynamics and social change. Bureaucratic arrangements and processes in a variety of organizational contexts such as corporations, Universities, unions, professional associations, government bureaus and religious institutions will be examined. The role of power in bureaucratic settings and exchanges will be identified and analyzed.

SA 505 SEMINAR IN SOCIAL PROBLEMS. (3). This course will apply sociological theories and concepts to recognizing and understanding social problems. In this course students will discuss a number of social problems, including work and economic problems, racial inequality and discrimination, crime and violence, family and education problems, health and aging-related problems and others. Given the current ear of "globalization" and the fact that many social problems transcend national borders, special attention will be given to an international, comparative perspective on social problems and solutions, though the U.S. will be the most prominent case.

SA 506 SEMINAR IN SPECIAL SUBJECTS. (2-3). Special fields of study to be determined by the instructor.

SA 507/CJ 507 SEMINAR IN CRIMINAL JUSTICE. (3). A sociological analysis of the criminal justice with an emphasis on contemporary issues challenging law enforcement, courts, corrections, probation & parole, juvenile processes, and victim programs. The concentration of specific topics may change due to the shifting challenges confronting the criminal justice professions.

SA 508/CJ 508 SEMINAR IN CRIMINAL JUSTICE POLICY. (3). A theoretical review of the development and use of well-formulated criminal justice policies, which are used as effective management tools in the administration of efficient and effective criminal justice agencies. Distinction is made between policies, procedures and rules. Sessions will include discussion on administrative guidance, policy formulation and specifications, limitations, balance, and technological impact.

SA 594 DIRECTED READING. (1-6). Readings in area of mutual choice by instructor and student. Six-hour limit.

SA 599 THESIS. (6). (Consult graduate advisor.) Prerequisite: Completion of 24 credit hours of graduate work and instructor consent.

SPECIAL EDUCATION

SE 504 ASSESSMENT OF ACHIEVEMENT AND ABILITIES. (3). Introduction to statistical terminology and diagnostic requirements prescribed by law for identifying students with disabilities. Student will become proficient in use and interpretation of diagnostic tests and report writing.

SE 506 TOPICS IN SPECIAL EDUCATION. (1-3). Workshops will be designed for specific school districts to upgrade skills in dealing with the exceptional child in school and society at large. Students may enroll for the course more than once as each offering will have different content.

SE 508 READING ASSESSMENT AND INTERVENTION FOR EXCEPTIONAL STUDENTS. (3). A study of the methods, techniques and materials to be used in teaching reading to learners with significant reading difficulties, including awareness of multicultural issues.

SE 509 TEACHING MATHEMATICS TO EXCEPTIONAL CHILDREN. (3). A consideration of the cognitive, physical, sensory and social-emotional factors influencing learning mathematics, and instructional strategies for implementation. Students must have experience teaching in elementary or special education classrooms and have a Special Education coordinator's permission to enroll. Prerequisite: Teaching experience.

SE 511 DIFFERENTIATED INSTRUCTION/CURRICULUM. (3). Current strategies and curriculum development for students with mild to moderate disabilities. Student should be concurrently enrolled in SE 550 or have instructor's permission to waive practicum.

SE 512 CAREER EDUCATION/TRANSITION. (3). Instruction in student, family, teacher, administrator and agency roles and responsibilities; legislative requirements; transition components; assessment, development and implementation of functional curricula K-12; support options. Additional project required for graduate students.

SE 513 INTRODUCTION TO CROSS CATEGORICAL SPECIAL EDUCATION. (3). Study of the characteristics of individuals with learning disabilities, intellectual disabilities, emotional/behavioral disabilities, health impairments and orthopedic impairments. Includes tutorial work in schools.

SE 514 CONSULTATION & COUNSELING TECHNIQUES FOR TEACHERS. (3). Selected professional-parent interaction models; principles of interviewing and conferencing; techniques for collaboration.

SE 520 METHODS IN SPECIAL EDUCATION. (3). Teaching methods, administrative procedures, and techniques for students with disabilities within the regular classroom setting. Students must be concurrently involved with an appropriate field experience. See graduate advisor.

SE 527 INDIVIDUAL INTELLIGENCE TESTING. (3). History, theory and current use of individual intelligence testing. Supervised practice in administering, scoring and interpreting results of tests such as the Stanford-Binet, Wechsler Scales, etc. Prerequisites: EDU 533, or EDU 524 or PSY 529, or consent of instructor.

SE 530 RESEARCH PROBLEMS IN THE SPECIAL EDUCATION CLASSROOM. (3). This course is open to Missouri state certified special education teachers who are teaching in a special education situation. Students will identify problems in their own classrooms; state hypothetical solutions; design and report on actual solutions of the problems.

SE 539 SEMINAR IN SPECIAL EDUCATION TOPICS. (1-3). Discussion of current practices that relate to the education of exceptional children. (May be repeated as the topics change.)

SE 550 ADVANCED SPECIAL EDUCATION CLINICAL. (1-3). Field experiences in approved special education classrooms and/or clinical settings. Designed to meet individual needs for special education certification. May repeat for 10 credits; only 3 apply toward M.Ed.

SE 560 PSYCHOLOGY OF THE EXCEPTIONAL CHILD. (3). An overview of traditional categories of exceptionality and educational programs with emphasis on meeting the needs of exceptional children in the regular classroom.

SE 591 INTERNSHIP/FIELD EXPERIENCES IN SPECIAL EDUCATION. (2-3). The purpose of this course is to provide direct experiences in the administration and supervision of Special Education programs. Prerequisite: Two years of verifiable teaching experience at either the elementary, secondary or special education level. Prerequisites: SE 510, SE 596 and all core requirements.

SE 596 FOUNDATIONS OF ADMINISTRATION OF SPECIAL EDUCATION. (3). Nature and function of the Special Education administrator with emphasis on state and federal compliance plans, including placement and programming for exceptional pupils. Permission of instructor.

GRADUATE FACULTY

- ADRIAN ANDREI (2005). Associate Professor of Wildlife Biology. B.S., Banat's University of Agriculture and Veterinary Medicine and Banatul University-Romania; M.S., Banat's University of Agriculture Sciences and Veterinary Medicine-Romania; Ph.D., Texas Tech University.
- ZAHRA AFRASIABI-NAVAN (2005). Associate Professor of Chemistry. B.S., K.N. Toosi University (Tehran); M.S., Pune University (Pune); Ph.D., University of Missouri Science and Technology.
- OGUGUA ANUNOBY (2001). Professor of Business and Finance. B.S., University of Nigeria (Enugu); M.S., University of Strathclyde (Scotland); M.B.A., University of Strathclyde (Scotland); Ph.D., Brunel University (England)
- MARA ARUGUETE (2005). Professor of Psychology. B.A., University of Arizona; M.A. and Ph.D., University of California – Davis.
- ABDOULAYE BAH (2002). Professor of Criminal Justice and Sociology. B.A. and M.A., Polytechnic Institute, Conakry, Guinea; M.S. And Ph.D., University of Missouri-Columbia.
- SIVANANDAN BALAKUMAR (1988). Professor of Mathematics and Head of the Department of Computer Science, Technology & Mathematics. B.S., University of Sri Lanka; M.S. and Ph.D., Texas Tech University.
- SUNDER BALASUBRAMANIAN (2006). Associate Professor of Physics. B.S., Madurai Kamaraj University, Madurai, India; E.E., Indian Institute of Science, Bangalore, India; Ph.D., Purdue University.
- BRUCE BALLARD (2005). Professor of Philosophy. B.A., M.A., and Ph.D., University of Texas.
- MICHAEL BARDOT (2005). Associate Professor of History. B.A., University of Missouri-St. Louis; M.A. and Ph.D., Saint Louis University.
- MAXIM R. BAYAN (2010). Assistant Professor of Research. B.S., Lincoln University; B.S., Tabriz University, Azerbaijan, Iran; M.S., Iowa State University; Ph.D. University of Kentucky.
- JENNIFER BENNE (1998). Professor of Biology. B.S., Hope College; M.S. Wayne State University; Ph.D., Michigan State University.
- LINDA S. BICKEL (1979). Professor of Nursing, Dean of the College of Professional Studies and Office of Graduate Studies. B.S.N., Baylor University; M.S.N. and Ph.D., University of Missouri-Columbia.
- DAVID B. BOURAS (2008). Associate Professor of Economics. B.S., Agronomic Institute (France); M.S. International Center for Advanced Mediterranean Agronomic Studies (France); Ph.D., University of Nebraska.

- GLENN BROWN (2007) Associate Professor of Education. B.S.E., University of Missouri – Columbia; M.A., Northeast Missouri State University; Ed.Sp., Central Missouri State University; Ed.D., University of Missouri – Columbia.
- ERIC BURGESS (2009). Associate Professor of Business Administration and Head of the Department of Business. B.S. and M.B.A., Lincoln University; Ph.D., University of North Dakota.
- AIMEE BUSALACKI (2007). Associate Professor of Biology. B.S., Oregon State University-Corvallis; Ph.D., West Virginia University-Morgantown.
- CYNTHIA CHAPEL (2000). Professor of Education and Head of the Department of Education. B.S. Oklahoma State University; M.Ed., University of Central Oklahoma; Ed.D., Oklahoma State University.
- MANZOOR E. CHOWDHURY (2008). Associate Professor of Business Administration. B.S., University of Dhaka (Bangladesh); M.B.A., University of Southern Mississippi; Ph.D., Texas A&M University – College Station.
- KIMBERLY R. CONNOR (2007). Associate Professor of Education. B.A., University of Missouri – Columbia; M.A. and Psy.D., Forest Institute of Professional Psychology – Springfield.
- MARSHALL CROSSNOE (1998). Professor of History. B.A., Hardin-Simmons University; B.S. and M.A., Dallas Theological Seminary; M.A., University of Texas-Arlington; Ph.D., University of Wisconsin-Madison.
- KURT A. DEBORD (1995). Professor of Psychology. B.S., Ball State University; M.A. and Ph.D., University of Missouri-Columbia.
- MAJED DWEIK (2007). Associate Professor of Research. B.S. and Ph.D., University of Missouri – Columbia.
- FELIX M. EDOHO (2006). Professor of Business Administration. B.S., M.B.A., Lincoln University; Ph.D. University of Delaware.
- JONATHAN EGILLA (2004). Assistant Professor of Research. B.S., Washington State University; M.S. and Ph.D., Texas A & M University.
- FRIEDA EIVAZI (1984). Professor of Agriculture. B.S., Tabriz University – Iran; M.S. and Ph.D., Iowa State University.
- TROY FRANK (2011). Assistant Professor of Business Administration. B.A., Michigan State University; M.S.S., United States Sports Academy; D.MGT., Webster University.
- HALUK GEDIKOGLU (2010). Assistant Professor of Research. B.S., Ankara University (Turkey); M.S., Humboldt University (Germany); M.S., Iowa State University; Ph.D., University of Missouri-Columbia.

- RODICA GHINESCU (2004). Professor of Psychology. B.A., M.A., University "Babes-Bolyai" Romania; M.A. and Ph.D., University of Missouri-Columbia
- AMY GOSSETT (2005). Professor of Political Science. B.A., University of Houston; M.A. and Ph.D., University of Indiana.
- DEBRA GREENE (1996). Professor of History and Head of the Department of History, Political Science & Philosophy. B.A., Alcorn State University; M.A. and Ph.D., University of Missouri-Columbia.
- JAVONNA GREENE (2006). Assistant Professor of Sociology. B.S., John Jay College; M.S. and Ph.D., University of Missouri-Columbia.
- THOMAS J. GRENINGER (1983). Associate Professor of Computer Science. B.S., Cornell University; M.S., University of Illinois; Ph.D., University of Nebraska.
- THOMAS J. GUBBELS (2008). Associate Professor of History, B.A., Creighton University; M.A. and Ph.D., University of Missouri-Columbia.
- MARILYN HEADRICK (1998). Professor of Accounting. B.S., Southwest Missouri State University; M.P.A., West Texas A & M University; J.D., Texas Tech School of Law; L.L.M. (Taxation), University of Denver; C.P.A., C.F.P.
- NOEL HEERMANCE (1970). Professor of English. A.B., Amherst College; M.A.T., Harvard University; Ph.D., Howard University.
- LOIS HELDENBRAND (2009), Assistant Professor of Marketing. B.S.Ed., M.S.Ed. Northwest Missouri State University, Ph.D. Capella University.
- DAVID HEISE (2011) Assistant Professor of Computer Science. B.S., B.S.CO.E., M.S., Ph.D., University of Missouri-Columbia.
- GARY HOMANN (2008). Associate Professor of Psychology. B.A., Purdue University, Ph.D., University of Wyoming.
- ROBERTO IKE (2004). Professor of Business Administration. B. Phil, Pontifical University; M.A. and M. Div., Pontifical College Josephium; and Ph.D., St. Louis University.
- ABUA IKEM (2003). Associate Professor of Research. B.S., M.S., and Ph.D. University of Ibadan – Nigeria.
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- ANN McSWAIN (2007). Associate Professor of Nursing and Head of the Department of Nursing & Allied Health. A.A.S and B.S.N., Lincoln University; M.S.N., University of Missouri-Columbia; D.H.A., University of Phoenix.
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- JAIME PIÑERO (2010). Assistant Professor and State Extension Specialist. B.S., Veracruz State University (Mexico); Ph.D., University of Massachusetts.
- THOMAS OMARA-ALWALA (1995). Professor of Research. B.S., Makerere University, Kampala; M.S., and Ph.D., University of Rhode Island-Kington.
- WILLIAM HOWARD RANT (1974). Associate Professor of Mathematics. B.S., M.A., and Ph.D., University of Alabama.
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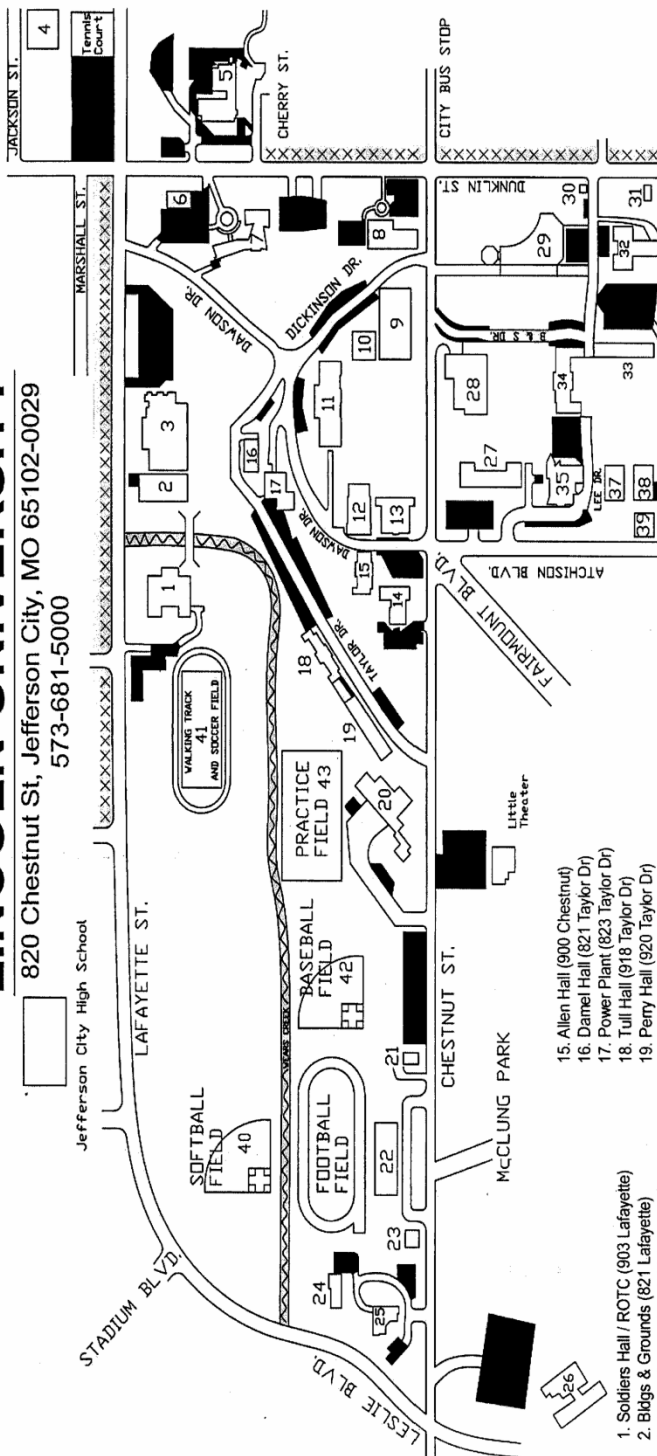
- MICHAEL SCOTT (1999). Professor of Biology. B.S., College of the Ozarks; M.S., University of Arkansas-Fayetteville; Ph.D., University of Tennessee-Knoxville.
- BRUCE SHANKS (2009). Assistant Professor of Animal Science. B.S., Missouri State University; Ms., Montana State; Ph.D. South Dakota State University.
- AJAY SHARMA (2014). Assistant Professor of Research. B.S., University of Horticulture and Forestry, India; M.S., Gujarat Agricultural University, India; Ph.D., University of Florida.
- MARTINS SHINKUT (2005). Professor of Computer Science. B.S., Lincoln University; M.S., Missouri State University; Ph.D., University of Missouri – Columbia.
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- KIRSTEN STEPHAN (2007). Associate Professor of Biology. M.S., Friedrich-Schiller University (Germany); Ph.D., University of Idaho-Moscow.
- RUTHI STURDEVANT (1980). Professor of Mathematics and Dean of the College of Behavioral and Technological Sciences. B.S., Lincoln University; M.A. and Ph.D., University of Missouri-Columbia.
- SAMSON TESFAYE (2002). Professor of Research. B.S., Addis Ababa University – Ethiopia; M.S., University of Dundee – Scotland; Ph.D., University of Colorado.
- JAMES WETZEL (2005). Associate Professor of Research. B.S., and M.S., Purdue University; Ph.D., Southern Illinois University.
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- JOHN YANG (2002). Professor of Research, Head of Department Head of Agriculture & Environmental Sciences and Associate Director of Cooperative Research Program. B.S., Southwest University – China; M.S. and Ph.D., University of Missouri – Columbia.
- MERSHA A. ZELELEM (2015). Assistant Professor and State Extension Specialist of Plant Pathology. B.S., Hawassa University-Ethiopia; M.S. and Ph.D., University of Hannover-Germany.
- GUOLU ZHENG (2009). Associate Professor of Research. B.S. and M.S., Xiamen University – P.R. China. Ph.D., University of Arkansas.

LINCOLN UNIVERSITY

820 Chestnut St, Jefferson City, MO 65102-0029

573-681-5000

Jefferson City High School



1. Soldiers Hall / ROTC (903 Lafayette)
2. Bldgs & Grounds (821 Lafayette)
3. Jason Gymnasium (809 Lafayette)
4. 601 Jackson Street
5. Elliff Hall (709 E. Dunklin)
6. Mitchell Hall (706 E. Dunklin)
7. Richardson Fine Arts Center (710 E. Dunklin)
8. Martin Luther King Hall (812 E. Lafayette)
9. Founders Hall (816 Chestnut)
10. Memorial Hall (818 Chestnut)
11. Young Hall (820 Chestnut)
12. Schweich Hall (822 Chestnut)
13. Stamper Hall (824 Chestnut)
14. Foster Hall (804 Chestnut)

15. Allen Hall (900 Chestnut)
16. Daniel Hall (821 Taylor Dr)
17. Power Plant (823 Taylor Dr)
18. Tull Hall (918 Taylor Dr)
19. Perry Hall (920 Taylor Dr)
20. Shipping & Receiving (1002 Chestnut)
21. Chestnut St. Residence (1106 Chestnut)
22. Dwight T. Reed Stadium (1110 Chestnut)
23. Public Safety (1118 Chestnut)
24. Greenhouse (1204 Chestnut)
25. Moore Small Animal Research (1220 Chestnut)
26. Dickinson Plant & Soil Research (1219 Chestnut)
27. Anthony Hall (825 Chestnut)
28. Scruggs University Center (819 Chestnut)
29. Page Library (720 Lee Dr)
30. Home Management (826 E. Dunklin)
31. KJLU Radio Station (1004 E. Dunklin)

32. Dawson Hall (711 Lee Dr)
33. Martin Hall (817 Lee Dr)
34. Bennett Hall (818 Lee Dr)
35. Thompkins Health Center (822 Lee Dr)
36. Wesley Foundation (805 E. Atchison Ct)
37. Hoard Hall (804A E. Atchison Ct)
38. Yates Hall (804B E. Atchison Ct)

39. Atchison Ct Residence (802 E. Atchison Ct)
40. Softball Field
41. Soccer Field
42. Baseball Field
43. Practice Field
- X- Jefferson City Parking Permit Required
- - Parking Lot

NOTES