

**UNDERGRADUATE
CATALOG
2011-2012**



TABLE OF CONTENTS

Introduction to the University.....	3
Academic Calendar.....	5
Personnel.....	7
Statements of Mission and Purpose.....	13
Institutional Core Values	14
History of the University	18
Admission to the University	20
Admission to Coursework	27
Financial Information.....	29
Financial Aid Programs	32
The Financial Aid Application Process	36
Enrollment Management and Student Services	39
Student Records	44
Academic Policy	46
Academic Expectations	48
Programs of Study	52
General Studies Curriculum	53
Associate of Arts in Cross-Cultural Studies.....	56
B.A. in Biblical/Theological Studies	58
B.A. in Business Leadership	60
B.A. in Spanish	62
Course Descriptions.....	65

INTRODUCTION TO THE UNIVERSITY

Affiliation and Accreditation

Baptist University of the Américas (the University) is affiliated with the Baptist General Convention of Texas. The University is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (5850 S. Semoran Blvd., Suite 130, Orlando, FL 32822; Tel (407) 207-0808; www.abhe.org) to award degrees at the associate and baccalaureate level.

Catalog

The Catalog describes the University's academic programs, activities, and policy, and is provided for informational purposes. It does not constitute a contract between the University and any student. The University reserves the right to amend or terminate any of its policies, programs, requirements, course offerings, class schedules, instructor assignments, fees, and any other aspect of its programs at any time without prior notice. The University may determine when and how all changes become effective.

The University's programs are believed to be effective and valuable; however, their ultimate value, in terms of achievement, employment, professional licensing, or other measure, is dependent on market conditions and other factors beyond the control of the University. The University makes no representation or contract that following a particular course or curriculum will result in specific achievement, employment or qualification for employment, admission to degree programs, or licensing for particular professions or occupations.

Non-discrimination Notice

The University does not illegally discriminate in its programs or activities on the basis of race, color, national origin, sex, religion, disability, age, or status as a veteran or disabled veteran. Dr. Javier Elizondo, Executive Vice President and Provost, who may be reached at 8019 S. Pan Am Expressway, San Antonio, TX 78224-1336; Tel (210) 924-4338, has been designated to handle inquiries regarding the University's non-discrimination policies.

The University is governed by a Board of Trustees comprised entirely of men and women who are members of Baptist churches, and the University operates in accordance with Baptist ideals.

The University is affiliated with the Baptist General Convention of Texas, a cooperative association of autonomous Texas Baptist churches, which elects a majority of the members of the Board of Trustees.

As a faith-based educational institution, the University exercises its statutory and constitutional rights to discriminate on the basis of religion in the fulfillment of its purposes.

Privacy and Disclosure of Student Records

The University complies with the Family Educational Rights and Privacy Act of 1974, which protects the privacy of educational records and provides guidelines for the correction of inaccurate information. See “Student Records” in this Catalog and the Registrar’s Office for further information.

ACADEMIC CALENDAR
2011-2012

Fall 2011

August 1-5.....	Faculty meetings
August 11.....	ACCUPLACER & CELT testing begins
August 15.....	Student housing opens
August 15-19.....	New & returning student fall registration
August 17-19.....	New student orientation and registration
August 22.....	First day of fall semester classes
August 22-30.....	Late registration and schedule changes
August 26.....	New Student Welcome
August 26.....	Last day to drop/add a class with 100% financial reimbursement
September 1.....	Student Assembly; Inauguration of Student Council
September 5.....	Labor Day (Closed)
September 6.....	Chapel services start
September 8.....	Convocation
September 12.....	No refunds after this date
September 15.....	Constitution and Citizenship Day
October 3-31.....	Transfer of credit equivalence application submission
October 10-11.....	Fall Break (no classes-administrative offices open)
October 14.....	Courses withdrawn after this date will be recorded as failed
November 1.....	Rollins Lectures
November 14-18.....	Early registration for spring 2012 semester
November 23-25.....	Thanksgiving holidays
November 28.....	Last day for removal of incomplete grades
December 5-9.....	Final exam week
December 9.....	Student housing closes
December 10-Jan 15.....	Christmas holidays for students
December 19-January 2.....	Christmas holidays for administrative staff

Winter 2012

Winter Term I

January 3-13.....Classes to be announced

Winter Term 2

January 5-9..... Latina Leadership Institute Retreat

Spring 2012

January 9	Student housing opens
January 9-13	New and returning student spring registration
January 9-10	ACCUPLACER and CELT testing
January 11-13	New student orientation and registration
January 16	Martin Luther King Day (BUA closed)
January 17	First day of spring semester classes
January 17-20	Late registration and schedule changes
January 20	Last day to drop/add a class with 100% financial reimbursement
January 26	Student Assembly
January 27	New Student Welcome
February 1-29	Transfer of credit equivalent application submission
February 2	Chapel services start
February 14	No refunds after this date
March 9	Courses withdrawn after this date will be recorded as failed
March 12-16	Spring Break (no classes-administrative offices open)
April 6	Good Friday (BUA closed)
April 16-20	Early registration for summer classes and fall 2012 semester
April 27	Last day for removal of incomplete grades
April 27	Battle of Flowers holiday (University is closed after 12:00 noon)
May 2-8	Final exam week
May 12	Commencement

Summer 2012

Summer Courses

May 14-31	Course(s) to be announced
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PERSONNEL

Board of Trustees

Officers

Alcides Guajardo, Chair
Debbie Ferrier, Vice Chair
Frances Barrera, Secretary

Members

Carlos Alsina, Austin, TX	Elizabeth Hanna, Nederland, TX
Rene Balderas, San Antonio, TX	Rebecca A. Klein, San Antonio, TX
Frances Barrera, Plainview, TX	Teresa Luna, San Antonio, TX
Harold F. Bass, Arkadelphia, AR	Don F. Mabry, Alexandria, LA
Joseph Brake, San Antonio, TX	Beatrich Mesquias, Harlingen, TX
Ruben Chairez, Del Rio, TX	Michael Morgan, Birmingham, AL
Brian Cole, College Station, TX	Jesse Rincones, Lubbock, TX
Jerry Dailey, San Antonio, TX	Janie Sellers, Abilene, TX
Doug Diehl, San Antonio, TX	Thelma Juliet Smith, Orange, TX
Debbie Ferrier, San Antonio, TX	Stephen J. Spann, Houston, TX
Rhoda Gonzalez, Farmers Branch, TX	Charles Lee Williamson, Rowlett, TX
Alcides Guajardo, Mineral, TX	Dennis W. Young, Missouri City, TX

Administrative Officers

René Maciel, President
B.A., Hardin-Simmons University
M.S.Ed., Baylor University

Javier Elizondo, Professor, Executive Vice President and Provost
B.A., Texas Tech University
M.Div., Southwestern Baptist Theological Seminary
Ph.D., Baylor University

Craig A. Bird, Assistant Professor and Special Assistant to the President for
University Relations
A.A., San Jacinto College
B.A., University of Texas at Austin
M.A., Hardin-Simmons University

Teo Cisneros, Vice President for Development
B.S., Wayland Baptist University

Mike McCarthy, Director of Administration & Finance
B.B.A., Baylor University
M.Div., Golden Gate Baptist Theological Seminary
Ph.D. (candidate), Colorado State University

F. Marconi Monteiro, Associate Professor & Dean of Academic Affairs
B.Th., Seminário Teológico Batista do Norte do Brasil
Psychologist Licensure Degree, Universidade Federal de Pernambuco, Brazil
M.S.Ed., Baylor University
M.A., Baylor University
Ed.D., Baylor University

Mary I. Ranjel, Director of Enrollment Management & Student Services
B.S.O.E., Wayland Baptist University
M.S.TDEV. (in progress), Texas A&M University, Commerce

Moisés Rodríguez, Associate Professor & Dean of the Baptist Bible Institute
B.S., Howard Payne University
M.Div., Southwestern Baptist Theological Seminary
Ph.D., Baylor University

Administrative & Professional Personnel

Araceli Acosta, B.A., Financial Aid Administrator
Melissa Bird, Volunteer for Special Projects in University Relations
Alejandra Cervantes, Administrative Assistant for the Latina Leadership Institute
Rosie Charles, A.A., Business Services Assistant
Darryl Crooms, B.A., Interim Registrar
Linda Cross, M.Div., Assistant Director of University Relations
Nora Frost, M.A., Director of Embajadores
Megan Gatlin, Public Relations Assistant
Anna Martinez, Development Assistant
Merlin Merritt, B.S., M.R.E., Volunteer Director of the Center for Academic Success
David Natividad, B.A., Admissions Counselor
Francisco Ramos, B.A., M.S., Director of the Baptist Bible Institute
Linda Ramos, B.A., Business Operations Administrator
Ignacio Rivera, Maintenance Coordinator
Irma G. Rivera, A.A., B.A., Administrative Assistant to the Executive VP and Provost
Yvonne Rodriguez, Business Services Assistant
Elsa Romero, B.A., Director of the English as a Second Language Program
Elizabeth Tamez, M.A., Associate Director of Student Services
Sylvia Trujillo, Business Services Administrator
Rhoda Ortiz Vance, Administrative Assistant to the President
Louis Villamar, B.S.I.T., M.I.S., Director of Information Systems
Jim Yates, J.D., Development Officer

Learning Resources Center

Teresa B. Martinez, B.A., M.S., Assistant Professor & LRC Director
Maria I. Longoria, A.A.S., Library Assistant – Technical Services

Faculty

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A.A., San Jacinto College
B.A., University of Texas at Austin
M.A., Hardin-Simmons University

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M.Div., Southwestern Baptist Theological Seminary
Ph.D., Baylor University

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B.A., Union University
M.R.E., Southwestern Baptist Theological Seminary
Ph.D. (candidate), Dallas Baptist University

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B.A., Universidad Regiomontana, Mexico
M.Div., Eastern Baptist Theological Seminary
M.Phil., Drew University
Ph.D., Drew University

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M.S.Ed., Baylor University
M.A., Baylor University
Ed.D., Baylor University

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B.M., Baylor University
M.M., Baylor University

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B.A., University of Texas in San Antonio
M.A., University of Texas in San Antonio

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M.Div., Southwestern Baptist Theological Seminary
D.Min., George W. Truett Theological Seminary, Baylor University

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M.Div., Southwestern Baptist Theological Seminary
Ph.D., Baylor University

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B.A., Instituto Tecnológico y de Estudios Superiores de Monterrey, México
M.A., New Mexico State University
Ph.D., University of Arizona

Adjunct Faculty

Kyle Ashley, Adjunct Lecturer of Business
B.A., Whitman College, Walla Walla
M.B.A., St. Edwards University

John David Boswell, Adjunct Lecturer of History
B.A., University of Texas
M.A., University of Texas

Sophia Botello, Adjunct Lecturer of Developmental Studies
B.A., Texas A&M University at San Antonio
A.S., Palo Alto College

Ludwing Canales, Adjunct Lecturer of Spanish
B.A., Hardin Simmons University
M.A., Texas Tech University

David Chavera, Adjunct Lecturer of Mathematics
B.A., University of Texas at San Antonio
M.A., University of Texas at San Antonio

Walter Goodman, Adjunct Lecturer of Biblical Studies
B.S., Louisiana Tech University
M.A. (R.E.), Southwestern Baptist Theological Seminary

M.Div., Southwestern Baptist Theological Seminary
Ph.D., Baylor University

Gabriela Guerrero, Adjunct Lecturer of Business Leadership
B.A., Universidad Autónoma de Tamaulipas, México
M.B.A., East Texas Baptist University

Arla Johnson, Adjunct Lecturer of Business Leadership
B.S., Morgan State University
M.A.A., University of the Incarnate Word
Ph.D., University of the Incarnate Word

Carl Johnson, Adjunct Lecturer of Biblical/Theological Studies
B.A., University of Missouri
M.R.E., Central Baptist Theological Seminary
D.Min., St. Paul School of Theology

Nancy Johnson, Adjunct Lecturer of Art
B.S., Texas A&M University
M.A., Texas Woman's University

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B.B.A., Baylor University
M.Div., Golden Gate Baptist Theological Seminary
Ph.D. (candidate), Colorado State University

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B.A., Howard Payne University
M.Div., Southwestern Baptist Theological Seminary
Ph.D., Southwestern Baptist Theological Seminary

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B.S., University of Texas at Arlington
M.R.E., Southwestern Baptist Theological Seminary

Mark Pfeiffer, Adjunct Lecturer of Missions & Cross-Cultural Studies
B.A., University of Texas-Austin
J.D., University of Texas-Austin

Robert Potter, Adjunct Lecturer of Business
B.S.B.A., Northern Arizona University
M.B.A., University of Texas-San Antonio

Gabriela Rives, Adjunct Lecturer of Business
Bachelor of Advertising, Universidad de la Comunicación, México
Master of Marketing and Business, MBA Business School, Spain

Karina Rodriguez, Adjunct Lecturer of Natural Sciences
B.S., St. Mary's University
M.S., New Mexico State University

German Villalobos, Adjunct Lecturer of Developmental Math
B.A., Universidad Tecnológica de México (UNITEC)

Louis Villamar, Adjunct Lecturer of Information Systems
B.S.I.T., Phoenix University
M.I.S., Phoenix University

Patricia Villarreal, Adjunct Lecturer of Social Work
B.A., Howard Payne University
M.S.W., Southern Baptist Theological Seminary

Cathryn Watson, Adjunct Lecturer of English
B.A., University of Texas at Austin
M.A., University of Texas at San Antonio
Ph.D., University of Minnesota

James Yates, Adjunct Lecturer of Business
B.A., Saint John's University
J.D., William Mitchell College of Law

STATEMENTS OF MISSION AND PURPOSE

The mission of Baptist University of the Americas, as an institution of higher education, is the formation, from the Hispanic context, of cross-cultural Christian leaders.

The University seeks to fulfill its mission by providing:

1. General education studies courses;
2. Lower division academic offerings;
3. Upper division academic offerings;
4. Flexible and responsive continuing education programs;
5. A Learning Resources Center to assist students, faculty and alumni in research, ministry and personal development;
6. A qualified, competent faculty, staff, and administration;
7. Student and educational support services;
8. Systematic, broad-based research, planning and evaluation processes;
9. Adequate physical, financial and relational resources to accomplish the mission of the institution.

INSTITUTIONAL CORE VALUES

Statements of Philosophy and Commitment

Baptist University of the Américas provides quality educational opportunities to all who wish to avail themselves of its services. The University is aware of the complex challenges facing members of the global community, and pledges the commitment of its Board of Trustees, administration, faculty, and staff to an educational program of excellence and flexibility for a constituency with diverse needs and backgrounds. The University is dedicated to offering students the opportunity for improving the quality of life through the provision of dynamic, responsive, and quality services.

The University seeks to treat each member of the community as a unique individual, and to provide an encouraging, success-oriented environment. University policy and practices are intended to protect the rights and development of each individual. Protection from unlawful discrimination, including conduct that constitutes sexual harassment and freedom to develop as an individual are promoted.

The University is committed to meeting its responsibilities with fairness, accountability, and integrity. The University applies the highest ethical standards in achieving its mission and managing its resources efficiently and effectively to achieve its goals and objectives, as reflected in its code of ethics for Board members, administration, staff, and faculty.

The University is committed to excellence in the formation, from the Hispanic context, of cross-cultural Christian leaders. The University provides spiritual, academic, and extracurricular activities that benefit the student in a holistic manner. University offerings emphasize the practical application of skills necessary in diverse fields of ministry. Through a Christian-based educational and mentoring program, the University remains responsive to the needs of individuals, families, the church, and the community.

Baptist University of the Américas operates from the following core values:

1. *Christ-Centeredness*

Our mission as a University is deeply rooted in our faith in the person of Jesus Christ. We understand that Christ has called us to make and equip disciples. We identify ourselves as an institution that provides the educational tools for the church to accomplish the great commission.

Being Christ-centered means that we seek to follow Jesus Christ in the design of our curriculum, in the administrative decisions we make, in the stewardship of our resources, and in the care of every student, staff, and faculty member. We understand that the image of Christ is the ultimate goal of a disciple and we strive to provide an environment in which such a goal is pursued actively and enthusiastically.

Rooted in Christ we seek to serve with humility and grace all the constituents to which we are accountable: our students, the administrative staff, the faculty, the local church and the denomination, and the community at large.

Focused in Christ we strive to challenge ourselves and our learners to a life of continuous growth, committed to the transformation of the world in our journey toward the realization of the kingdom of God. We open our minds to the teaching of the Holy Spirit and open our hearts and our efforts to dealing in love and grace towards all whom we serve. We open our spirit to living in faith and by faith, depending on God's providence and direction to accomplish the mission to which He called us.

2. *Baptist Heritage*

Our allegiance to Jesus Christ is made concrete through our denominational identity. We are deeply rooted in our Baptist Heritage.

Baptists are a people who profess a living faith. This faith is rooted and grounded in Jesus Christ who is "the same yesterday, today, and forever." The sole authority for faith and practice among Baptists is Jesus Christ whose will is revealed in the Holy Scriptures.

A living faith must experience a growing understanding of truth and must be continually interpreted and related to the needs of each new generation. Throughout their history Baptist bodies have issued statements of faith, which comprise a consensus of their beliefs. Such statements have never been regarded as complete, infallible statements of faith, nor as official creeds carrying mandatory authority.

Baptists emphasize the soul's competency before God, freedom of religion, and the priesthood of the believer. However, this emphasis should not be interpreted to mean that there is an absence of certain definite doctrines that Baptists believe, cherish, and with which they have been and are now closely identified.

Baptists also affirm the autonomy of the local church and its special role as the concrete representative of the Church Universal, established by Jesus Christ as His body in the world until His return. We understand that education is part of the mission of the church together with missions and benevolence. We affirm the principle of collaboration among local churches as an efficient and effective means for local congregations to accomplish their mission.

We affirm the separation of church and state as essential for any society. "The state owes to every church protection and full freedom in the pursuit of its spiritual ends... Civil government being ordained of God, it is the duty of Christians to render loyal obedience thereto in all things not contrary to the revealed will of God. The church should not resort to the civil power to carry on its work...a free church in a free state is the Christian ideal." (*Baptist Faith and Message*, 1963).

As an institution affiliated with the Baptist General Convention of Texas we affirm the statements of faith presented by the *Baptist Faith and Message* declaration adopted by the Southern Baptist Convention on May 9, 1963.

3. *Holistic Commitment to Teaching and Learning*

As a University we are committed to provide an environment that facilitates the comprehensive development of our students. We are committed to challenging our faculty and students to a life of continuous learning, creativity, freedom to experiment, and a non-conformist attitude towards the world.

The following instructional principles were developed during a staff and faculty retreat in August 2000 and reaffirmed in subsequent meetings of the faculty and administration.

Head—Students will receive the best education and professional development that resources can provide. Students will have a basic knowledge of biblical and theological background and content with a view to apply their knowledge in their profession. Students will explore the knowledge base of disciplines and professional fields appropriate to their preparation as human beings in an ever changing world.

Heart—Ministry is the activity of Christians in the world through their professions and vocations. Students will develop affective attributes desirable for their work as ministers. These attributes include a biblical worldview and philosophy of living, a compassionate and caring personality, and an internal value system consistent with Christian living in the twenty-first century.

Hand—Students will be able to apply their learning in practical ministry. Students will be able to apply their knowledge and skills in practical ways that effect what they do in present and future ministry.

Habitat—Students will develop life-long applications of their basic knowledge of the Bible, which is mediated through a Christian value system, and applied in ministry. Learning will become a self-perpetuating cycle that is fed from continuous learning and application. Students will learn how prior learning can be applied in new situations through a series of living exchange relationships.

4. *Integrity, Responsibility, and Respect*

We value integrity as the trait that presents us pure in our purposes, united in mission, and clear in our actions. Integrity is shown in our unequivocal commitment to “love God with all our mind, with all our might, with all our soul, and with all our strength, and to love our neighbor as ourselves.”

We value responsibility as the trait that allows us to dedicate our efforts and resources to our mission and to accept no excuse for conduct that does not

conform to the highest standard. Responsibility shows our integrity and commitment to the mission we have received as a University.

We value respect as the trait that leads us to hold in the highest esteem individuals in their cultures and faiths, and allows us to interact with each other with humility and acceptance.

5. *Cultural Competence*

We value cultural diversity as a gift from the Lord. We celebrate the multiple ethnicities that enrich our environment and our lives. We emphasize the need to understand and accept a diverse world. We affirm the need to incarnate culturally as an intrinsic part of our mission.

6. *Hospitality*

We value openness and welcoming to others as an essential trait of a Christian. Hospitality means the ability to see in every person the image of God. Through hospitality we open our hearts to those who come to us, making ourselves available to listen, to understand, and to include. We open our doors and make our University a home where all are embraced and housed as members of a family. We open our classrooms to accept those to whom the doors to education have been continually shut by prejudice and poverty.

7. *Focus on Community*

Finally, we value community. The community formed by all who are in the immediate reach of the University—students, faculty, staff, administration, and trustees—is our responsibility. We aim to promote a peaceful and productive environment in which we communicate effectively and demonstrate unity.

We also focus on the extended community that transcends our institutional walls. We accept the responsibility for the world around us and commit ourselves to changing that world through education and service.

HISTORY OF THE UNIVERSITY

The University was established in 1947 by the San Antonio Baptist Association as the Mexican Baptist Training School and later named Mexican Baptist Bible Institute.

Under the leadership of Rev. Paul J. Siebenmann, Educational Missionary of the Mexican Baptist Convention, the first classes were conducted in evening sessions during the winter of 1947 at Palm Heights Baptist Church to train Spanish-speaking pastors and Christian workers. Dr. C. G. Carter was elected president in 1949. With support from the San Antonio Baptist Association and in cooperation with the Baptist General Convention of Texas (BGCT), the Institute provided post-secondary educational services in Spanish. In 1962, the BGCT assumed operational responsibility for the Institute through its state missions department.

Dr. H. B. Ramsour, a missionary of the Foreign Mission Board (now International Mission Board) of the Southern Baptist Convention, was elected president in 1960. In 1963, under Dr. Ramsour's leadership, the Institute acquired a 12-acre site in south San Antonio through a gift from the Woman's Missionary Union of Texas. Dr. Ramsour oversaw the construction of seven buildings on campus made possible through gifts from San Antonio Baptist churches, Mary Hill Davis offerings, and Mr. and Mrs. W. W. Rollins.

Dr. Ramsour was succeeded by Dr. Daniel Rivera as president of the Institute in 1976. Under Dr. Rivera's leadership, the endowment grew to \$1 million and the eighth building on campus, an apartment project, was constructed. Funding was provided by Mr. W. W. Rollins.

In 1981, messengers to the 96th Annual Session of the BGCT approved the merger of the Mexican Baptist Bible Institute with Southwestern Baptist Theological Seminary. Through merger, the institution maintained its identity, fulfilled its unique purpose as the Hispanic Baptist Theological Seminary, and became a vital force in the training of Hispanic leadership for ministry. From 1982 to 1988, the Seminary offered accredited programs in Divinity, Religious Education, and Church Music through its relationship with Southwestern Baptist Theological Seminary.

Affiliation was reestablished with the BGCT and its State Missions Commission in 1989. Rev. Leobardo Estrada became interim president, serving until October 1989. Dr. Josué Grijalva was elected president later that year, serving until retirement in 1993. Dr. Omar Pachecano became the fifth president in 1993, serving until January 1999. Under Dr. Pachecano's leadership, the endowment grew to \$2 million and application for accreditation with the Association of Biblical Higher Education was begun. Dr. Charles Lee Williamson then served as interim president through the summer of 1999.

Dr. Albert L. Reyes was elected president in July 1999, and the name of the Seminary was changed to Hispanic Baptist Theological School at the request of the Texas Higher Education Coordinating Board.

In 2003, the Texas Higher Education Coordinating Board granted a Certificate of Authority to award a Bachelor's Degree in Biblical/Theological Studies. Later that year, the Commission on Accreditation of the Accrediting Association of Bible Colleges, now the Association for Biblical Higher Education, approved the School for Initial Accreditation and accepted it as an Accredited Member.

The name of the institution was changed to Baptist University of the Américas in 2003 to better connote its accredited status to Latin Americans and to reflect more clearly its vision for preparing cross-cultural ministry leaders for a variety of vocations both within the church and in the broader community.

In 2006, the Texas Higher Education Coordinating Board issued a certificate of authority to grant Associate of Arts degrees, and the University began offering an Associate of Arts in Cross-Cultural Studies.

That same year, the University, in cooperation with the Baptist General Convention of Texas, purchased an 80-acre site in south San Antonio for the development of a new campus. Subsequently, BUA launched a \$9 million comprehensive campaign, the largest capital campaign in its history. The Piper Village, a 65-unit student housing project, opened on the new Baugh Family Campus in January 2008.

On May 7, 2007, the Board of Trustees elected René Maciel to lead Baptist University of the Américas into its seventh decade of service.

In 2007, the Association for Biblical Higher Education approved the granting of additional degrees, a Bachelor of Arts in Business Leadership and a Bachelor of Arts in Spanish.

Baptist University of the Américas continues to expand its passionate commitment to education for cross-cultural ministry in a Hispanic context.

ADMISSION TO THE UNIVERSITY

Admissions Policy

Baptist University of the Americas welcomes inquiries and applications from prospective students. The Office of Enrollment Management & Student Services assists students in achieving their educational goals by making available quality student and educational support services. Assistance with admission policy, campus visits, interviews, and admission forms is available by contacting the Office of Enrollment Management & Student Services, Baptist University of the Americas, 8019 S. Pan Am Expressway, San Antonio, Texas 78224-1336. Telephone: (210) 924-4338 or (800) 721-1396; FAX: (210) 924-2701; Email mary.raniel@bua.edu.

Baptist University of the Americas is committed to providing the opportunity for higher education to persons desiring to serve Christ in a multicultural context. The University offers degree programs for Christian individuals who consider their vocation as their ministry in the world. By enrolling in a degree program at Baptist University of the Americas students will acquire the knowledge, attitudes, and skills associated with the primary focus of that program. In addition students will develop a biblical and theological foundation that will prepare them for ministry through their professional activity whether in a church or outside-the-church work environment.

General Admission Requirements

The University does not discriminate based on sex, race, age, handicap, or national origin in its admission policy and practices. The following are required for admission into the undergraduate programs:

- **Application for admission:** Applicants must submit an Application for Admission and a nonrefundable processing fee in the amount of \$25.00. (This may be paid by check, money order or online at www.bua.edu) Applications for admission are available online at www.bua.edu.
- **Two personal recommendation letters:**
 - Recommendation letters must come from individuals who have had personal contact with the applicant.
- **Pastor recommendation letter for students entering into the Biblical/Theological Studies Degree Program:**
 - Recommendation letter from the pastor should describe the student's involvement in the local church.
- **A brief essay**
 - The applicant must write a brief essay describing his/her personal goals and how Baptist University of the Americas would contribute to the accomplishment of those goals. A written testimony of a calling to church-related ministry may also be included in the essay.
- **Official transcripts:** As appropriate, an applicant must submit an official high school transcript or official transcripts reflecting all work taken at

institutions of higher education. For home-schooled students, appropriate documentation that is signed and dated by the person supervising the student's educational experience may include any one of the following items:

- * Partial transcript indicating courses taken, grades earned to date and the expected date of graduation (if student has not yet graduated)
- * Final transcript indicating courses taken, grades earned, and the date of graduation (if student has graduated).

Applicants who did not graduate from an accredited high school but received a General Educational Development (GED) certificate must provide documentary proof of GED certification, or official transcripts reflecting all work taken at institutions of higher education. Applicants who attended educational institutions outside of the U.S. must submit official copies (in English) of complete academic records, types of subjects, and a description of the grading system. Transcripts may be evaluated and translated through a foreign credentials agency, such as the Foreign Credentials Services of America, 1910 Justin Lane, Austin, Texas 78757-2411, 512.459.8428, info@fcsa.biz or other approved services.

- **Assessment for collegiate study:** In compliance with the Texas Success Initiative, the University requires that all students be assessed in their readiness for collegiate study. The University utilizes both the Texas Higher Education Assessment (THEA) test and the ACCUPLACER to assess student readiness for college-level coursework and placement in remediation courses to foster success in meeting college-level expectations. THEA test results are to be submitted prior to enrollment; the University administers the ACCUPLACER on campus for a cost of \$10.00 during new student orientation week if the applicant has not previously taken placements tests. Other assessment tests accepted and reviewed for admission are the ACT (American College Test) and the SAT (Scholastic Assessment Test). Students with composite scores of 23 on the ACE and 1070 on the SAT will be considered ready for collegiate study
- **FAFSA.** U.S. citizens or permanent residents must complete the Free Application for Federal Student Aid (FAFSA) before they may be considered for admission at the University. Students may contact Financial Aid Administrator, at araceli.acosta@bua.edu for assistance to complete the FAFSA.

Admission for Degree-Seeking Students

First Time Freshmen: Applicants enrolled at the University for the first time and who have not been enrolled in any other college-level institution are classified as first time freshmen and may apply for admission as follows:

- Students who completed their secondary education (High School) must submit an official transcript from their school.
- Home-school graduates must submit appropriate documentation that is signed and dated by the person supervising the student's coursework showing the name of the courses taken, grade and graduation date.
- Students who have completed the General Educational Development (GED) test must submit an official GED certificate.

Other Admit Types

Individual Approval: Applicants who are not high school graduates may be admitted into pre-collegiate and developmental studies by individual approval. Enrollment in collegiate studies however, is contingent to the student's completion of the GED certification process within one semester of enrollment.

Audit Admission: Applicants seeking to audit classes must submit an application for admission and a nonrefundable \$25.00 application processing fee. A record of the student's matriculation will be maintained; however, no credit will be awarded. A nonrefundable audit fee is charged in lieu of tuition in the amount of \$100.00 per hour. Admission is at the discretion of the Admissions Committee.

Transfer Students: Students in good standing at accredited institutions or who have completed credit courses at the college level may apply for admission. Credit will be awarded for prior coursework in accordance with the following:

- General admission requirements are met.
- Official college transcripts must be mailed in a sealed envelope. Faxed copies will be acceptable for advising purposes only.
- Grade point average (GPA) of at least C (2.0 on 4.0-scale). Credit for courses equivalent to those listed in the Catalog may be accepted from accredited institutions. A minimum of 48 semester hours (18 hours in the major) for the Bachelor of Arts Degree and 15 semester hours for the Associate of Arts Degree must be taken in residence (on campus) before an award will be made by the University. In addition, students must fulfill the specific degree requirements for a baccalaureate major as determined by the faculty.
- The Office of the Dean Academic Affairs and the Registrar's Office will determine the hours and grade points acceptable for transfer credit.

Generally undergraduate college credits completed at other U.S. accredited colleges or universities in which a passing grade has been earned is accepted for credit. Development and remediation coursework will not be credited toward award requirements. Transfer credit from foreign institutions is accepted by BUA on the basis of this evaluation.

Readmission: Former students seeking to re-enroll at the University after an absence of one year or more must submit an updated Application for Admission and official transcripts from all institutions attended since last enrolled at the University. No application fee is required. Application of students not in good standing at the last institution attended, or on academic probation or suspension at the University must be approved by the Admissions Committee.

Probationary Admission: Students placed on disciplinary suspension by other institutions will not be admitted. Students placed on academic suspension may request consideration for admission by the Admissions Committee. Students on academic suspension who are admitted will be placed on academic probation or any student with less than a 2.0 GPA will be admitted on a probation basis and will be given one full semester to bring up the GPA to a minimum of 2.0. Any student falsifying information for the purpose of admission to the University is subject to disciplinary action and dismissal.

Provisional Acceptance: Provisional acceptance applies to those applicants who have not been reviewed by the Admissions Committee but were notified of their provisional acceptance by the Admissions Office pending receipt of all required admissions documents. Upon completion of admission requirements, application will be reviewed by the Admissions Committee, a formal acceptance letter will be sent, and the provisional acceptance will be lifted.

Degree-Specific Requirements: The candidates for the different degree programs (Biblical/Theological Studies, Business Leadership, and Spanish) should meet all course and other requirements for that degree and for graduation. Each student is responsible for all requirements as stated and careful attention to the program will result in completion of the requirements for graduation in the minimum time.

Students are encouraged to apply as early as possible to resolve admission matters well in advance of the start of the semester. Suggested deadlines for applications are as follows:

***For the fall semester – July 31
For the spring semester – November 30***

Other Admissions Information

Applicants who did not attend the University for two consecutive regular semesters (Fall & Spring regardless of the order) must complete an Application for Admission.

No application fee is required.

Returning students must be cleared by the Business Office regarding their financial situation before registration is considered complete.

Admission Requirements for International Students

BUA has much to offer an international student and welcomes international student applications. International students applying to University must:

1. Apply for admission by completing the international application
2. Pay a \$25.00 nonrefundable application processing fee
3. Provide a brief essay describing his/her personal goals and how Baptist University of the Americas would contribute to the accomplishment of these goals.
4. Two recommendation letters from individuals that the applicant has personal contact with.
5. Official high school transcripts: (secondary education) Original, official, native language transcripts listing all completed courses and grades. An English translation must accompany non-English transcripts. (Transcripts are not required for those planning to enter the English Language Program known as ESL- English as a Second Language.)
6. Submit all required financial information as set forth by the Office of International Students:

Office of International Students: mary.ranjel@bua.edu

7. Submit proof of sufficient funds for the duration of the student's attendance at the university. The proof must be provided through the submission of official financial documents and bank statements to the Office of International Students. A deposit of the first full year's expenses is required. Confirmation of financial resources does not determine acceptance; however, it must be on file before an I-20 can be issued or a transfer of schools can be accomplished. The bank statement must be an original computerized financial record of the account and it must have the signature of the appropriate bank official or the original stamp of the bank.

All required documents and all test scores must be on file no later than the international admission deadlines:

July 15 (for the fall semester)
November 15 (for the spring semester)

Transcripts Evaluation - Transcripts should be evaluated and be submitted with an evaluation report from a foreign credentials agency such as the Foreign Credentials Service of America (FCSA), 1910 Justin Lane, Austin, Texas 78757-2411, 512-459-8428 info@fcsa.biz or other approved evaluation service.

8. International students whose native language is not English must submit scores on the TOEFL (Test of English as a Foreign Language) with a minimum score of 500 on paper-based, 61 on internet-based and 173 on computer-based for full admission into the degree programs. Students with lower scores may receive provisional admission with scores not lower than 400 on the paper-based; 32 on the Internet-based; and 97 on the computer-based TOEFL. Provisionally admitted students will receive full admission if they maintain a GPA of 2.0 or above during their first year at BUA.
 - Applicants from English-only speaking countries or a graduate from a high school in the U.S. or in an English-only speaking country will receive a waiver of the TOEFL.
 - Test scores must be received directly from a national testing agency.

English as a Second Language – Applicants not meeting the English entrance requirements may be admitted to the University as Second Language Learners and enroll in the English as a Second Language (ESL) program. However, they will not be admitted into college-level coursework until having satisfied the English Proficiency requirements.

International students may apply directly to the ESL program. Application requirements for the ESL program include all requirements for international students described above. However, ESL students are not required to provide official transcripts from the schools previously attended. ESL students who want to enroll in the degree programs must satisfy all the requirements for degree-seeking students.

The University will not issue the form I-20AB *Certificate of Eligibility for Nonimmigrant (F-1) Student* – for academic or language studies, until all requirements for full or provisional admission to the University have been satisfied.

International Transfer Students. In addition to the requirements previously listed for international students, international transfer students must submit the following:

- **Official transcripts:** Official transcript (in English) of the school where the student is presently attending and official transcripts (in English) of all work taken at other institutions of higher education.

- **Copy of the current I-20 AB.**
- **Copy of a valid passport, visa and I-94.**
- **A clearance form from the University will be sent to** the International Student Advisor at the last school attended and must be signed and returned to the University indicating that the student was in good standing, maintained student status while attending the school, and verify the student's eligibility to transfer.

After admission to the University, international students must maintain a minimum of 12 (twelve) semester hours each fall and spring semester to remain in good standing. Also, they must maintain a valid Passport and I-94 at all times during their course of study in the U.S. Communication must be maintained between the international student and the International Student Office regarding foreign-travel, employment, curricular practical training, optional practical training, and any other issues pertinent to their status.

Health Insurance. Health insurance is recommended for all international students.

Admission of Non-Degree Students

Applicants who are interested in taking courses at BUA but do not want to seek a degree may be admitted as *special*, non-degree students. If a non-degree student decides to enroll in a degree program, the student must apply for regular admission and provide the appropriate documentation for review for potential admission as a degree seeking student.

ADMISSION TO COURSEWORK

Placement Testing Policy

Students are required to take the THEA or ACCUPLACER test for purposes of course placement.

The THEA program fosters student success in meeting college-level expectations for award coursework. THEA requirements must be satisfied prior to admission to upper-level coursework. Any student not scoring at least 230 on the Reading section, 230 on the Writing section, or 220 on the Mathematics section will be required to enroll in developmental coursework.

For the ACCUPLACER, any student not scoring at least 78 on the Reading section, 80 on the Writing section, 63 on the Mathematics section or 6 on the Essay section (with an 80 on the objective test) will be required to enroll in developmental coursework until all ACCUPLACER requirements are satisfied.

THEA requirements may be satisfied by passing all sections of the THEA test, (reading, writing, and mathematics), the ACCUPLACER (which also includes reading, writing, and mathematics), or through the completion of developmental requirements. International students must meet THEA or ACCUPLACER test requirements. The THEA or ACCUPLACER test is to be taken upon arrival in the United States.

Developmental Studies

A student who has not demonstrated readiness for collegiate study through his/her performance in the approved assessment instruments (THEA or ACCUPLACER) may be provisionally accepted into an award program of the University. However, this student will be required to enroll in developmental courses appropriate for the diagnosed area of deficiency. Students enrolled in developmental courses will be considered ready for collegiate study by completing the developmental courses with a passing grade (according to criteria established by the Developmental Studies faculty) or by retaking and obtaining the minimum required scores in the college readiness assessment tests.

A student enrolled in developmental courses:

- May repeat any developmental course once; and
- May enroll in introductory courses (at the 1000 level only) or in applied music courses. However, the student may enroll in a maximum of 12 credit hours per semester, including developmental courses. A student may take a maximum of 18 award credit hours without completing the developmental coursework; and

- A student who does not fulfill the requirements for passing a developmental course will be required to withdraw from the University. A student who withdraws from the University due to the inability to meet college readiness requirements may fulfill those requirements elsewhere and reapply for admission.

Academic Advising

Academic advising is an essential element of the University's commitment to student success in meeting his/her educational objectives. The faculty provides academic advising services to students prior to the start of each semester.

Student Orientation

University orientation is required of all first-time BUA students and must be completed prior to the end of the first semester of enrollment. The purpose of orientation is to equip new students with information that will enable them to be more successful in college-level work.

Credit by Examination

Students may seek college credit by satisfactorily completing the Advanced Placement (AP) Examination or the College Level Examinations Program (CLEP) of the College Entrance Examination Board for the subject area in which credit is sought. Credits by examination obtained by students transferring to the University will be accepted only if the examinations and resulting scores meet specified requirements.

Students may transfer up to 42 semester hours of credit earned by examination. Grade points are not earned through credit by examination; credits earned by examination will be assigned a grade of "CR" and treated as transfer credits.

Credit may not be earned by examination in any course currently or previously taken for credit, noncredit, or audit; any subject area in which the student has earned credit for a more advanced course; or any course for which the student does not meet the prerequisites by the time of submission of scores. The final decision as to eligibility for credit by examination will be made by the Dean of Academic Affairs.

Non-Collegiate Experience

Credit is not awarded for non-collegiate experience, military service, or ministry experience.

FINANCIAL INFORMATION

The University is committed to providing quality education at reasonable cost. Each student benefits from funding provided by the Baptist General Convention of Texas and through donor generosity, which enable the University to charge considerably less than the actual cost of services provided to students.

Tuition and fees are payable in advance at registration. Students will *not* be officially registered or admitted to class until they have received financial clearance by the Business Office.

Due to continually increasing operating costs, Baptist University of the Americas reserves the right to change tuition, fees, deposits, and room and board rates without notice to prospective students.

TUITION

The University charges \$200 per credit hour for tuition.

FEES

Application and processing fees are non-refundable. Other fees are refundable as provided in the refund schedule.

Application fee	\$25
Audit fee, per semester hour	\$85
Capstone – Birkman Inventory	\$28
Clinical Pastoral Education (CPE) fee, per semester	\$170
Computer lab fee, per semester for course with a laboratory	\$50
Graduation fee, with cap and gown	\$85
Graduation fee, without cap and gown	\$45
Late graduation fee	\$25
Late registration fee	\$25
Matriculation/processing fee	\$25
Lost key replacement	\$5
Student Services Fee, per credit hour	\$30
Parking fee, per semester	\$20
Student ID card replacement	\$10
Transcript fee	\$5

DEPOSIT & MEAL PLAN

Due in advance of occupancy. Any refund will be applied to an unpaid student account. The deposit will be forfeited if a student moves out of student housing prior to the end of the semester.

Family Housing Deposit	
One-bedroom unit	\$550
Two-bedroom unit	\$700
Single Student Housing Deposit	
Double Occupancy	\$300
Single Occupancy	\$300
MEAL PLAN , per semester; 8.125% sales tax included.	
	\$440
One-meal plan (lunch only)	\$440
Family Housing (cost per month)	
One-bedroom unit	\$550
Two-bedroom unit	\$700
Single Student Housing (cost per semester)	
Double Occupancy	\$1,250
Single Occupancy	\$1,800

HEALTH INSURANCE

Health insurance is recommended for all students.

Typical Costs for One Year

The estimated cost for a semester is affected by the number of hours taken, specific classes in which the student is enrolled, and the type of housing. The following analysis is based upon twelve semester hours.

Tuition – 12 hours	\$4,800
Fees (estimate)	\$780
Housing	\$2,500
Meal Plan	\$880
Books	\$500
Supplies and personal expenses	\$1,410
Total estimated cost per year	\$10,8700

Add, as necessary: Housing deposit

Campus Housing

Prospective students should not expect housing to be available without written confirmation from the Business Office. The University reserves the right to determine who will occupy student housing. Rooms must be kept clean, and damage to

residence facilities is the responsibility of the student. Failure to comply with University policy will result in forfeiture of the room deposit. Room and board refunds are available only to students who officially withdraw from the University through the Registrar's Office.

Refund Policy and Schedule

A student may receive partial or full credit for tuition by officially withdrawing from coursework through the Registrar's Office. In cases of course cancellation by the University, full credit will be provided for tuition and fees. Students suspended for academic or disciplinary reasons will not be entitled to a refund of tuition, fees, or housing. Tuition and mandatory fees will be refunded in accordance with the following schedule; however, students withdrawing prior to the first day of class will be assessed a \$25 matriculation/processing fee.

Regular Spring/Fall Semesters

100% refund if drop during the first week
50% refund during the second week of class
20% refund during the third week of class
No refund after the third week of class

Regular Summer Session

100% refund if dropped prior to the first class day
50% refund during the first 2 class days
20% refund during the 3th - 4th class days
No refund after the 5th class day

Military Withdrawal

A student withdrawing from the University due to being called into active military service may request the following:

- Refund of tuition paid for the semester in which the student withdraws;
- Designation of "withdrawn-military" on the transcript, signifying an incomplete grade, if eligible under applicable guidelines; or
- Posting final grade or credit if, at the instructor's discretion, the student has satisfactorily completed a substantial amount of course work and demonstrated mastery of the course material.

FINANCIAL AID PROGRAMS

Financial aid to students is administered by the Office of Financial Aid at the Baptist University of the Americas. That Office assists students with the process of applying for financial aid; identifies and obtains financial resources needed for the accomplishment of the students' educational goals; and provides counseling and guidance for financial aid decisions.

The University will determine appropriate student awards and issue award letters identifying the financial aid offered, based on an individual's application and eligibility. The University reserves the right to review and modify any award in response to: changes in eligibility requirements or a student's enrollment or financial status; unsatisfactory academic progress; limited governmental funding; or unforeseen events. The Office of Financial Aid assists students in financing educational expenses, but the applicant is responsible for determining, prior to Registration, if personal resources and financial aid awards will be sufficient to meet expenses. Students failing to demonstrate financial responsibility may be denied registration or barred from further attendance during the semester.

Federal Programs (Title IV Financial Aid)

Students enrolled in a degree program may be eligible for Title IV financial aid. Students should contact the Office of Financial Aid for assistance in applying for federal financial aid. With very specific exceptions, students must be U.S. citizens or permanent residents to qualify for Federal Financial Aid. Regardless of income all eligible students must complete the *Free Application for Federal Student Aid* (FAFSA).

Federal Pell Grant

The Federal Pell Grant program awards funds to qualified students seeking their first bachelor's degree. The program is based on need and other factors, with eligibility determined by the U.S. Department of Education (DOE). Application is made by completing the *FAFSA*.

Academic Competitiveness Grant (ACG)

The US Department of Education established a need-based grant program for undergraduate students who successfully complete a rigorous high school program as determined by the State or local education agency and recognized by the secretary of education.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG program awards funds to qualified students seeking their first bachelor's degree. The University identifies FSEOG recipients, with awards going to

students with the greatest need, as determined by the DOE.

Federal Work-Study Program (FWS)

In the FWS program, students with financial need, as determined by the DOE, work on campus or in community service.

Federal Stafford Student Loans

Subsidized Stafford Loans provide low interest rates and are available to students who demonstrate financial need based on income and other information provided on the FAFSA. A credit check is not required to receive these loans. The federal government pays the interest on these loans until six months after the student is no longer enrolled in school at least half-time.

Unsubsidized Stafford Loans provide low interest rates and are available to all students regardless of financial need. A credit check is not required to receive these loans. The student is responsible for the interest, which may be paid while the student is in school or accrued and then added to the principal balance when the student enters repayment. Loan repayment occurs six months after the student is no longer enrolled in school at least half-time.

Return of Federal Title IV Funds Policy

The aid award is canceled if a student withdraws prior to the receipt of aid. If a student withdraws during the first 60% of the enrollment period (calculated on calendar-day basis), a portion of Title IV financial aid awards must be returned in accordance with statute, and may result in the student owing a balance to the University or the federal government.

Order of Return of Title IV Funds

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned (by the University and/or the student) must be done in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Federal Direct Stafford Loan
3. Federal Pell Grant
4. Academic Competitiveness Grant (ACG)
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

University Programs

The University provides financial aid in the form of academic and need-based scholarships, work-study awards, and other designated awards. Academic scholarships indicate academic excellence, and may require specified academic

standing. Designated awards are provided for categories of students; e.g., ministerial students. Financial aid is based on demonstrated need and funds availability. Eligible students must be enrolled for at least six semester hours, and maintain a 2.0 cumulative grade point average (GPA). Special effort is made to offer financial aid for the first year of study; however, first-year students receiving aid should be prepared for a decrease in funding in subsequent years.

Federal financial aid is applied before University-based aid. If University-funded aid (awards paid from the University budget rather than specific endowed funds) creates a credit balance in a student account after charges have been applied, such aid will be adjusted to reduce or eliminate the credit balance. A credit balance resulting from University-funded financial aid will not be made available for refund to the student.

Application is made for University financial aid programs by submission of a Financial Aid Application to the Office of Financial Aid. Applications will be evaluated and awards made by the Financial Aid Committee.

Following are examples of University financial aid programs:

- **Presidential Scholarships.** Presidential awards to outstanding incoming students.
- **Work-study Programs.** Performance-based work-study scholarships are awarded to qualified students. Students serve in various capacities at the University, including resident assistants, security team members, and in maintenance, dining, library, and office roles. Earnings are credited to the student's account for payment of educational expenses, including tuition, fees and room and board.
- **General Scholarship Program.** The University receives donations from churches and individuals that provide funding for general scholarships. Students may apply for these scholarships at any time during their course of study at the University. Prospective students may apply for these scholarships. Awards are based on need and criteria established by the Financial Aid Committee.

Other Programs

Rehabilitation Assistance. The Texas Rehabilitation Commission may offer assistance for tuition and fees to handicapped students.

Veterans Assistance. Students eligible for veterans' benefits may contact the Veterans' Administration at 1-888-442-4551 or the Office of Financial Aid for more information.

Financial Assistance from Other Sources. Scholarships, grants, and loans are provided for students by other agencies and organizations. The University is not an agent for the donor, and, where noted, application is made to the source. Financial

aid provided by donors is administered by the Office of Financial Aid in accordance with donor specifications.

- **CBF Scholarships.** The Cooperative Baptist Fellowship provides funding for the award of several types of scholarships, including the CBF Scholar Program, the CBF Textbook Scholarship, the CBF Theological Extension Center Scholarship, and limited need-based scholarships.
- **Hale-Moore Scholarships.** The Hale-Moore Education Fund awards scholarships to eligible students who are active Christians (preferably Baptist), involved in a church and the community. Recipients are selected on the basis of need, merit, or both, with consideration given to students in a “middle income” bracket who do not qualify for financial assistance available to low or very low income students. Students must maintain a “B” average. Applications for the fall semester are due June 30th.
- **Hurley Scholarships.** The Ed E. and Gladys Hurley Foundation awards scholarships of up to \$1,000 per year to eligible students studying to become Protestant ministers, missionaries, or religious workers. Applications for the fall semester are due April 30th.
- **Timothy II Loan Program.** Christ Is Our Savior, a charitable trust, and the University provide interest-free loans to eligible new students. Awards cover 50% of the cost of tuition for the first two years of enrollment. Timothy loans are subject to the availability of funds in the loan program.
- **BGCT Ministerial Financial Assistance Program.** The Baptist General Convention of Texas (BGCT) provides financial assistance to Texas Baptist students who are preparing for church-related ministries and vocations. Scholarship awards are available to first-year Baptist students and to students who after the first year at the University are members of churches cooperating with the BGCT. Awards depend on the classification of the students in their academic career and are subject to change. For the 2010-2011 academic year, the awards are as follows:
For freshman and sophomore students: \$50 per credit hour;
for junior and senior students: \$75 per credit hour.
- **Mary Hill Davis Ethnic/Minority Scholarship Program.** The Mary Hill Davis Ethnic/Minority Scholarship Program provides grants to help worthy capable young people from ethnic/minority cultures receive a Christian education. The scholarships are funded through the Mary Hill Davis Offering® for Texas Missions sponsored annually by Woman’s Missionary Union of Texas. The Mary Hill Davis Ethnic/Minority Scholarship Program is designed to strengthen Texas Baptist churches by providing scholarships to Baptist students from ethnic/minority backgrounds planning to attend a Texas Baptist university. All grants are for a maximum award of \$6,400.00 over a four year period. Applications must be submitted no later than April 15th.

THE FINANCIAL AID APPLICATION PROCESS

Students applying for financial aid must submit the required applications to the Office of Financial Aid. Applications are available in the Admissions and Financial Aid Offices. Financial aid awards are issued when student's financial aid file is complete, including the following:

- Free Application for Federal Student Aid (FAFSA);
- Student Aid Report (SAR), issued by the DOE following submission of the FAFSA.
- Additional documentation in compliance with the verification process.

The priority deadline for filing for financial aid is July 1st for fall enrollment, and November 1st for spring enrollment. Late applications will be accepted, but the University cannot ensure timely processing to make a formal offer of financial aid by the date of registration. The student will be notified of eligibility for financial aid awards upon completion of the financial aid file.

Student Status

For the purpose of establishing eligibility for financial aid, students are considered full-time students if enrolled in twelve or more (12+) semester hours, three-quarter time if enrolled for nine to eleven (9-11) hours, and half-time if enrolled in six to eight (6-8) semester hours. Audit hours are not counted when determining student status. The University reserves the right to reduce a student's financial aid awards upon any change in enrollment.

Renewal

A new FAFSA or Financial Aid Application and supporting documentation must be submitted each academic year for renewal of financial aid. Subsequent awards of federal aid are subject to the same consideration as identified for initial aid, including the same priority deadline.

Satisfactory Academic Progress (SAP)

Federal regulations require the Financial Aid Office to monitor academic progress of students with a qualitative measure (cumulative GPA) and a quantitative measure (time). At the close of each academic period, the Office of Financial Aid determines if students are making satisfactory progress towards a degree and are qualified to receive financial aid in the next academic period.

In measuring progress qualitatively, the cumulative GPA is calculated at the close of each academic period. A student who does not maintain SAP will receive a "warning" notification at the end of their first semester of not meeting the policy. Under this "warning" status, the student has one semester to rectify his/her

academic progress so that financial aid can be continued. A financial aid recipient, who does not meet SAP policy after the “warning” semester, will be placed on a “probation” status and will no longer be eligible to receive financial aid assistance. The student will be reinstated when his/her GPA meets the SAP policy. A student will meet SAP requirements by having a minimum semester GPA of 2.0 in the semester immediately following probation and by raising his/her cumulative GPA to 2.0 or higher one academic year after probation. Students are placed on financial aid probation when their cumulative grade point average falls below the following minimum standards:

Hours Attempted	Minimum GPA
1-29	1.50
30-59	1.75
60 or more	2.00

Maximum Time Frame

The number of credit hours a student attempts may not exceed 150% of the number of credit hours required for graduation in his/her program of study. A minimum of one hundred twenty (120) semester hours are required for a bachelor’s degree at the Baptist University of the Americas. A student may not attempt more than 180 credit hours ($120 \times 1.5 = 180$) and continue to receive financial aid. All periods of enrollment must be considered, even those hours transferred in from another school. If the number of attempted hours reaches 150% of the hours required for graduation, the student will no longer be eligible for financial aid.

Appeal Process

Decisions concerning financial aid eligibility may be appealed in writing to the Financial Aid Committee. The Committee will inform the student in writing of its decision.

Financial Aid Reinstatement

A student who has not maintained satisfactory academic progress may reestablish eligibility by improving sufficiently to meet the designated standards. In reestablishing eligibility, coursework taken during an off-semester schedule or at other schools that is accepted by the University will be included in determining progress toward a degree.

Scholarships and Other Financial Aid Awards

Financial aid awards available to students include academic and other scholarships provided under the direct administration of the University. Awards are generally considered annual awards which are divided evenly between the fall and spring semesters.

Award Procedures

The Office of Financial Aid strives to assist students in meeting their financial needs. A financial aid advisor is available to discuss financial issues. Consideration is given to the availability of Federal Title IV funding in the award of University and other forms of financial aid in which need is a factor in determining eligibility.

Financial Aid Refund Policy

The University assesses charges and applies payments to the respective student account. It is University policy to refund a credit balance to the student on a timely basis. A student receiving a refund based wholly or in part on financial aid may be required to repay all or a part of the aid received upon change in enrollment status.

ENROLLMENT MANAGEMENT & STUDENT SERVICES

The University offers an array of activities, programs, and services intended to provide the opportunity for intellectual, spiritual, and social growth. The Office of the Enrollment Management & Student Services (OEMSS) is responsible for the provision of student services including housing, campus parking, student activities, health and fitness, student support programs, spiritual development, work placement, and disciplinary matters. Policy governing student conduct is summarized in the *Student Handbook*, available in the Business Office and on the University website.

Career Services

Employment Opportunities: The University maintains a network of alumni, friends, churches, state conventions, associations, and other organizations that recruit students throughout the year. Employment opportunities are posted on the bulletin board in the Administration Building and on the University website.

The Office of Enrollment Management & Student Services (OEMSS) assists students in finding full-time employment opportunities in ministry. The OEMSS assists students in planning to continue their education by entering post-graduate study programs. Students should provide the OEMSS with their résumés at the beginning of the final year of study.

Website: The University's website provides information to assist students and alumni with career services.

Placement Rate: The University maintains an extensive network of employment contacts. In addition, the OEMSS assists students in their search for graduate schools. The graduating class of 2010 had a placement rate of 70%, (considering students who enrolled in post-graduate studies or found employment in their area of study). Bilingual and multicultural skills exhibited by graduates provide employment opportunities following graduation from the University. Similarly, the academic performance of the University graduates and the increasing demand for qualified students from among the ethnic minorities facilitate the entry of the University graduates into graduate programs at other universities and seminaries.

Christian Service Program: On-campus students are to be active in local churches and engaged in ministry service. Service and employment opportunities are posted on the Student Placement bulletin board. The Director of Christian Service Program is available for consultation, and to assist students in developing their résumés.

Summer Missions: Most full-time students participate in summer missions opportunities provided by churches, state conventions, associations, and other organizations. Students apply their training and earn money, often forming long-term relationships with their employers.

Birkman Inventory: The Office of Academic Affairs administers the Birkman Inventory to assist students in determining areas of ministry in which they are more apt to be successful. A Birkman-certified counselor is available to evaluate the results. Students are encouraged to participate in ministry internships to explore varied opportunities for ministry.

Academic Counseling and Testing

The Enrollment Management & Student Services staff assist students in realizing their educational and vocational objectives. Staff members assist with the admission process and the provision of academic information for use in course selection and related issues. Currently the University administers the ACCUPLACER, a college readiness assessment exam, an English Proficiency Exam for placement in the ESL program, and the Birkman Inventory, a preference inventory used to assist students in their career and ministry decisions. THEA, TOEFL (Test of English as a Foreign Language), and GRE (Graduate Record Examination) study guides and software are available to assist students in test preparation.

Counseling Services: Individual, confidential personal counseling is available to all students and their families on a limited basis. The University has contracted with a Christian counseling center to provide individual and family counseling. Provision has been made for Spanish-speaking students to receive competent counseling service in their language. The University publicizes times and contact information for students to seek counseling on campus bulletin boards and the Student Handbook.

Special Populations: The University is committed to making its educational programs accessible to all qualified applicants, in accordance with the *Americans with Disabilities Act* of 1990 (ADA). Contact the Director of Enrollment Management & Student Services to determine if you qualify for services available to students who are limited in English proficiency, enrolled in a non-traditional program, economically or academically disadvantaged, or who have a learning, mental, or physical disability.

Disclosure of Disability: In accordance with the *Americans with Disabilities Act* of 1990 (ADA), the University is committed to making reasonable accommodations for any student who provides adequate documentation of a disability and requests in writing specific services. A student with a disability need not disclose the disability to a University official if the student is not requesting any accommodation.

Student Identification Card

Identification cards are issued to students at registration. Student cards are used for checking materials out of the Learning Resource Center, access to computer labs, campus check-cashing privileges, and chapel attendance; they should be carried at all times. Cards become void upon withdrawal or graduation, and should be returned to the Director of Enrollment Management & Student Services.

Student Organizations

The University encourages students having common interests to organize and seek official recognition as a student organization. Requests should be submitted to the Director of Enrollment Management & Student Services and should indicate (a) the name of a staff member willing to serve as advisor to the organization, (b) that the organization is willing to conduct its activities in accordance with University policy, and (c) a list of authorized or eligible officers or representatives. Approval by the Director of Enrollment Management & Student Services will allow the organization to be officially recognized.

Approval by the Director of Enrollment Management & Student Services is required for all meetings conducted by student organizations that are not officially recognized, whether religious, secular, or instructional, and for all programs, presentations, and plans for outside speakers.

Student Council: A Student Council representing the student body is elected annually. Each council member serves for one year and is subject to reelection for a second term. The Student Council assists the Director of Enrollment Management & Student Services in planning activities to enrich the lives of students and their families.

Drama Teams: Students organize drama teams that teach the use of drama in worship and outreach.

Praise Teams: Praise teams serve by leading worship during chapel services. Praise teams also engage in ministry at local churches and in community outreach efforts.

Soccer Team: The University promotes soccer as a club sport and encourages the soccer team to participate in local tournaments during the year. The primary purpose of the team is to witness the life-changing power of Jesus Christ.

Special Interest Groups: Currently three special interest groups have been organized and are available to University students. The **NavVida-BUA (BUA Navigators)**, the BUA Chapter of **Global Women**, and **the Jimenez-De La Cruz Mission Society**. These groups meet regularly at the University and promote activities directly related to their mission and purpose.

Spiritual Formation

Students will find numerous activities and programs to help them grow in their spiritual journey. Students enjoy a campus environment where fellow Christians study, dine together, participate in intramural sports, share in classroom instruction and dialogue, and engage in daily fellowship with other students, faculty, and staff. Students have opportunity to participate in evangelism efforts, the Rollins Lecture Series, worship services celebrated during the chapel hour, and to serve in missions projects in the San Antonio area and leadership roles in local churches.

Library/Learning Resources Center (LRC)

The LRC contains a collection of books, periodicals, electronic, and audio-visual resources. The facility houses a computer center where students can access the internet, full-text databases (including: American Library Association Serials, Academic Search Premiere, and Fuente Académica), and other computer applications. In addition, the LRC provides trained reference staff, personal and online reference service, interlibrary loans, and tailored bibliographic instruction. Open book shelving units, public access catalogs, small and large study areas, and informative displays create a welcoming academic environment. Normal hours of operation are Mondays, from 8:30 a.m. – 10:30 p.m., Tuesdays, from 8:30 a.m. to 5:50 p.m. (closed for chapel from 5:50 – 7:00 p.m.) and 7:00 – 10:30 p.m. Wednesdays from 8:30 a.m. to 5:00 p.m. Thursdays from 8:30 to 10:50 a.m. (closed for chapel from 10:50 a.m. to 12 noon) and from 12 noon to 10:30 p.m. Fridays from 8:30 a.m. to 5:00 p.m.; and Saturdays 10:00 a.m. to 5:00 p.m.

Bookstore

The campus Bookstore, open Monday through Friday during regular office hours, is located in the W. W. Rollins Apartment Hall, adjacent to the Rusty & Connie Pace Student Activity Center.

Cafeteria

The Cafeteria provides meals for students and staff during the lunch hour Monday through Friday. Meal cards may be purchased at the Business Office.

Health Services

Medical and hospitalization insurance information is distributed to students during orientation. The Director of Enrollment Management & Student Services administers funds to assist students with medical emergencies. The University has made arrangements with dentists and doctors to treat students and their families at reduced cost. It is highly recommended that students especially international students enroll in a health insurance plan.

Student Center

The Rusty & Connie Pace Student Activity Center is located in the W.W. Rollins Apartment Hall. The center is the focal point for students to enjoy time together in a relaxed atmosphere. The center is open Monday through Friday from 8:00 a.m. to 10:45 p.m., Saturday from 9:00 a.m. to 10:45 p.m. and on Sunday from 1:00 to 10:45 p.m. Unattended children are NOT allowed in the Student Center.

Campus Safety Information

Campus Safety and Law Enforcement: The University strives to provide a safe learning environment. The University does not operate its own campus police department. The University works closely with local police. The University's security force does not have arrest powers, but alerts the local police and University personnel of activity that may require attention. Cooperation with campus security is expected at all times. Security awareness and crime prevention are encouraged in orientation programs and residence hall meetings.

Reporting Crimes and Emergencies: Criminal acts and emergencies are reported to the Director of Finance and to the Director of Enrollment Management & Student Services, Campus Security, and, as necessary, to 9-1-1 for emergency response. Staff and administrators will take appropriate action.

Access to Facilities: All students and employees have access to academic, recreational, and administrative facilities on campus. Access to residence halls is limited to resident students and their guests. Access by University employees is on an "as needed" basis. Safety-related concerns should be reported to the Director of Enrollment Management & Student Services or the Business Office.

Gated Campuses: Students enjoy a sense of security with controlled access within fenced and gated campuses. On the main campus, students enjoy sports fields, adequate parking, student center, and easy access to administrative and instructor offices, chapel, library, bookstore, and classrooms. At Piper Village, the student housing complex, students have access to a Community Club House for parties and meetings. The use of the Club House for special events must be scheduled in the Business Office.

Curfew: The University does not have a formally established curfew for students. For safety reasons, the gates on the main campus will be locked at midnight on a daily basis. For students living at Piper Village, on the Baugh Family Campus, the University requires that they obey visiting hours (6:00– 10:00 p.m.), and establishes a noise curfew. The noise level of all stereo equipment, musical instruments, and TVs must be restricted by 11:00 p.m. daily. Restricted noise levels mean individualized use for stereo equipment and musical instruments, and TV usage that would not disturb sleep or studying activities in the apartments. Lights may remain on if quiet is maintained. Non-compliance is subject to disciplinary action.

Alumni Association

The Alumni Association of Baptist University of the Americas meets for fellowship and shared experiences at Homecoming in the fall semester and various Alumni & Friends Receptions throughout Texas and the United States, and in conjunction with the Hispanic Baptist Convention of Texas. The Office of University Relations assists in coordinating association activities.

STUDENT RECORDS

Privacy, Access, and Disclosure

Privacy of Student Records

The Family Educational Rights and Privacy Act (FERPA), protects students' right to the privacy of their personal records. Faculty and staff may have access to student records as part of their normal responsibilities. The unauthorized sharing of student information is expressly forbidden. Allowing students access to such information via University computers puts the faculty or staff member and the institution at risk. Employees are cautioned not to allow such access to occur and to protect their personal computer passwords from possible disclosure to others.

Unauthorized disclosure of grades and other student information also puts the individual and the institution at risk of litigation or administrative sanctions. Therefore, conscientious concern for computer security is mandatory, and activities such as the posting of grades by faculty are expressly forbidden. Documents which contain social security number or grade information should be maintained in confidential files or shredded. It is not sufficient simply to put such information in the trash. Failure to take reasonable precautions to protect student privacy rights may result in disciplinary action and possible termination.

Student Rights to Academic Records

FERPA also gives students certain rights with respect to their education records, including the following:

1. *The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.* Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the records they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

It is University policy to allow students to inspect and review their education records, except for records that contain any of the following:

- Information on more than one student;
- Financial information on his/her parents; or
- Confidential letters and statements of recommendation if the student has waived the right to inspect the letters and the letters are related to the student's admission to the University, application for employment, or receipt of honorary recognition.

2. *The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.* Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. *The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*
4. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.*

Disclosure of Student Records without Prior Consent

Under certain, specific circumstances FERPA allows the disclosure of student records without the student's prior written consent. One exception permits disclosure of records to school officials with legitimate educational interests. A *school official* is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or a company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Under no circumstances shall a faculty member or other employee of the University disclose a student's education record which is in his/her possession or control to any person other than the student to whom the record pertains, except as provided above. All requests to inspect and review records not within the employee's possession or control, and all requests by third parties (including law enforcement agencies, courts, or the student's parents) to inspect and review records shall be referred to the Office of the Registrar.

ACADEMIC POLICY

Student Classification

Freshmen: Students who have completed fewer than 30 semester hours of award credit.

Sophomores: Students who have completed at least 30, but less than 60 semester hours, of award credit.

Juniors: Students who have completed at least 60, but less than 90 semester hours, of award credit.

Seniors: Students who have completed at least 90 semester hours of award credit.

Pre-collegiate: Students enrolled only in developmental studies.

Grades and Reports

Grades are reported and made a part of the official record (filed in the Office of the Registrar) at the end of each semester. Grade reports are mailed to students within ten days of semester-end.

Grading System: The standing of a student in each course is expressed by the following grades that are assigned for coursework, examinations, and classroom performance according to criteria set by the instructor, as interpreted below:

A—Excellent	F—Failure
B—Good	I—Incomplete
C—Average	W—Withdrawal
D—Poor	

Grade Points: Letter grades are assigned numerical values, or *grade points*, per semester hour:

A = 4 grade points	D = 1 grade point
B = 3 grade points	F = 0 grade points
C = 2 grade points	

Incomplete Grades: An Incomplete (a grade of “I”) signifies incomplete coursework, usually only one assignment. To receive an Incomplete, a student must be in good standing in the course through the Withdrawal Date and petition the instructor in writing. If the instructor agrees that an incomplete grade is reasonable, the instructor will provide the student with a written list of requirements necessary to complete the course and attach a copy of the list to the final grade roll. The student is responsible for completing the work by November 30th for Spring and Summer, and by April 30th for Fall or the grade will revert to “F.”

Courses with a grade of “W” or “I” are not assigned grade point values and are not considered in computing the grade point average. The higher grade earned is included in the computation of the GPA if a course is repeated.

The GPA is determined by dividing the total grade points earned by the total number of hours attempted. To illustrate, a student who has attempted 30 semester hours, earning 60 grade points has a GPA of 2.0. However, if a student successfully repeats a course on which he/she had attained an F, the hours for the failed course are not counted for computation of the student’s overall GPA.

ACADEMIC EXPECTATIONS

Grade Requirements for Good Standing

All students, whether enrolled on a full- or part-time basis, must maintain a minimum cumulative grade point average (GPA) of 2.0 to remain in good standing. Similarly, a 2.0 cumulative GPA is required for graduation.

Scholastic probation. Student grades are reviewed each semester to determine good standing. Students will be placed on scholastic probation at the end of the semester in which a minimum GPA of 2.0 is not maintained. Scholastic probation will be removed by earning the minimum standard during the next regular semester, or during the summer sessions. A probationary student who withdraws and subsequently re-enrolls will be admitted on scholastic probation, and is subject to the original standard for removal of scholastic probation.

Scholastic suspension. A probationary student failing to meet the minimum standard necessary to remove probation will be placed on scholastic suspension, and is ineligible to enroll for the next long semester. Students placed on scholastic suspension will be eligible for readmission after one regular semester (fall or spring).

Students are expected to know if they have maintained the minimum standard and are eligible to continue school. An ineligible student who registers for school will be subject to dismissal.

Students placed on academic suspension have the right to appeal to the Dean of Academic Affairs. The appeal must be submitted in writing no later than 21 days after the student is notified of his/her academic suspension.

Course Cancellation

The University reserves the right to cancel any scheduled course without sufficient enrollment to justify, economically or educationally, teaching the course. Students will be notified of a course cancellation at the first scheduled class.

Registration and Academic Load

University officials reserve the right to limit the number of semester hours a student may carry. A “normal” academic load for a student attending full-time is considered 15 credit hours per regular semester, or 30 credit hours per academic year (fall and spring). A “full-time” student is defined as one enrolled in 12 or more credit hours in a semester. A student wishing to take more than 18 hours per semester must receive prior approval from the Dean of Academic Affairs.

Withdrawal from Class (“Drops”)

A student whose circumstances necessitate a reduced academic load should confer with an academic advisor for assistance in adjusting the course load. A grade of "W" will be given to students who officially withdraw from ("drop") courses by the end of the 8th week of a regular term or proportionate period of a flex-entry course or summer session (Withdrawal Date). Drops made after the Withdrawal Date must be approved by the Dean of Academic Affairs. The student is responsible for initiating and completing in a timely manner the withdrawal process. Withdrawal forms are available at the Office of the Registrar.

Withdrawal from the University

A student withdrawing completely from the University by the Withdrawal Date will receive a grade of "W" for each course in which the student is enrolled. If withdrawal occurs after the Withdrawal Date, a final grade will be recorded for each course in which the student is enrolled at the discretion of the Dean of Academic Affairs, with the advice of the instructor.

Academic Honors

At the end of each regular semester, the University recognizes full-time students who demonstrate superior academic achievement by naming them to the President's and Dean's Lists. To qualify for these honors students must attain a 4.0 GPA for the President's List and a 3.50 – 3.99 GPA for the Dean's List.

Attendance

Regular and punctual attendance is expected of all students. Absences are counted from the first day of class. If absence is necessary, students should not be absent more than three times for a three-hour class meeting twice a week, or twice for a three-hour class meeting once a week. Absences include doctor visits, conferences, and all other "excused" absences. A student with excessive absences may be dropped from class with a grade of "F." Three occurrences of tardiness is equivalent to one absence.

Many students commute and may travel considerable distance to attend classes. In case of inclement weather, students should use their judgment concerning road conditions. Students are responsible for consulting their instructors about make-up work when an absence occurs.

Official Transcripts

Official transcripts may be requested from the Registrar. A signed, written request is required for transcripts to be mailed. All financial obligations to the University must be paid in full before a transcript will be issued. A fee will be charged for each transcript.

Transferability of Credits to Other Universities

Students who attend Baptist University of the Américas may transfer their academic credits to other universities with which the University has established articulation agreements. Other accredited universities may accept university credits based on their respective policy regarding academic credit transfer.

Graduation Requirements and Process

Students graduating from the University must meet the following requirements:

- Manifest the highest morals, values, and Christian testimony to enhance the work of the Kingdom and encourage others to come to Christ;
- Complete the prescribed course of study and maintain a passing grade average (as certified by Dean of Academic Affairs);
- Meet all financial obligations (as certified by the Director of Finance);
- Fulfill the chapel services attendance requirements (as certified by the Dean of Academic Affairs);
- Comply with required ministry service (as certified by Director of Christian Service Program); and
- Receive authorization of the Board of Trustees for the conferral of diplomas.

Application for Graduation

Diplomas are not awarded automatically. A candidate for an award must submit an application for graduation. Applications may be obtained from the Office of the Registrar. Completed applications should be returned to that Office by February 28th for May graduation. The application and administrative certifications will be presented to the Board of Trustees for authorization.

Christian Service Program

To graduate, students must demonstrate one ministry service unit per semester as certified by the Director of Christian Service Program. A unit is defined as 10-12 ministry service experiences (normally one hour per week) per semester. Students are to be active in local churches. Students are to submit regular reports to the Director of the Christian Service Program on their involvement in the church and other ministries.

Chapel Attendance

To graduate, students must present a certificate of chapel attendance attesting to at least 85% attendance each semester. Students are required to register for four semesters of chapel during their course of studies at Baptist University of the Américas. All students are expected to register for chapel during the fall 2010 semester. The Dean of Academic Affairs maintains chapel attendance records and provides a record of individual chapel attendance at the end of each semester.

Catalog Restrictions

A student pursuing a course of study may choose to graduate in compliance with the requirements of the Catalog in effect at the time of entrance to the University or those of any subsequent edition, provided that degree requirements are completed within five years from the ending date of the effective period of the selected Catalog. Each Catalog is effective from August 1st of the year of publication through July 31st of the next calendar year.

Graduation Rate

The six-year graduation rate for the 2004 freshman class was 30%.

PROGRAMS OF STUDY

Baptist University of the Americas is accredited by the Commission on Accreditation of the Association for Biblical Higher Education (ABHE) to award the following degrees:

Associate of Arts in Cross-Cultural Studies

Bachelor of Arts in Biblical/Theological Studies

Bachelor of Arts in Business Leadership

Bachelor of Arts in Spanish

Questions or complaints about this institution should be addressed to:
Association for Biblical Higher Education
5850 South Semoran Blvd., Suite 130
Orlando, Florida 32822
Telephone: 407-207-0808
Website: www.abhe.org

Instructional Principles

Four principles embody the philosophical perspective behind the University's academic program, and guide the faculty as they develop coursework and learning experiences:

Head—Students will receive the best training in the areas of their respective majors that resources can provide. Students will have a basic knowledge of the Bible and Christian theology that will serve as a foundation for any specific area of work they choose according to the academic major they select.

Heart—Students will develop affective attributes desirable for those who want to serve Christ independent of their work setting. These attributes include a biblical worldview and philosophy of living, a compassionate and caring personality, and a value system consistent with Christian living in the twenty-first century.

Hand—Students will be able to apply their learning in the practical areas of their academic majors. Students will be able to apply their knowledge and skills in practical ways that affect what they do professionally.

Habitat—Students will develop life-long applications of their knowledge, mediated through a Christian value system, based on a sound biblical and theological reflection, and applied as ministry in the workplace. Learning will become a self-perpetuating cycle fed from continuous learning and application to new situations through a series of living exchange relationships.

GENERAL STUDIES CURRICULUM

Student Learning Outcomes for the General Education Core

The BUA taxonomy of learning outcomes for the general education core curriculum spans the cognitive and affective domains to impact behavior. The general education taxonomy consists of the following six learning outcomes. At an appropriate collegiate level, the student will:

1. Demonstrate critical thinking skills through effective analysis, synthesis, and evaluation;
2. Master written and verbal communication;
3. Exhibit technological fluency;
4. Evidence an appreciation of human diversity;
5. Practice servant leadership; and
6. Embrace the pursuit of life-long learning.

Core Curriculum Component Area Requirements (47 Semester Credit Hours)

Humanities and Fine Arts (32 hours)

9 hours of Written and Oral Communication

Students must demonstrate competent writing in English; critical proficiency in oral and written communication; competence in constructing valid arguments and criticizing arguments; and critical proficiency in using diverse theoretical perspectives to identify and formulate problems and draw conclusions.

ENGL 1301 Freshman Composition I
ENGL 1302 Freshman Composition II
SPCH 1311 Speech Communications

3 hours of Fine Arts

Students should demonstrate an understanding of the conceptual approaches and history of at least one of the arts, as a means of comprehending the aesthetic patterns that underlie human creativity.

MUSI 2300 Music Appreciation **or**
ART 1301 Art Appreciation

11 hours of Spanish

Students should demonstrate an introductory knowledge of the Spanish language with completion of a course through the third level of proficiency.

SPAN 1401 Beginning Spanish I
SPAN 1402 Beginning Spanish II
SPAN 2301 Intermediate Spanish I

9 hours of Bible

Students should demonstrate intellectual flexibility and creativity, the ability to explore the bridges and barriers among various forms of understanding. Students should seek to obtain a broad acquaintance with the cultures of major portions of the world including the religious underpinnings, knowledge of the contexts of international relations, and knowledge of world geography.

BIBL 1300	Introduction to the Bible
BIBL 2300	Introduction to the Old Testament
BIBL 2302	Introduction to the New Testament

Social and Behavioral Sciences (9 hours)

9 hours of Social Sciences, Government and History

Students must demonstrate critical understanding of the political and economic dimensions of social life; knowledge of U.S. history sufficient for understanding current developments in American society within a historical context; substantial knowledge of social, racial, cultural, and gender diversity in the United States and Texas; and knowledge of the history, theory, methods, and intellectual approaches of the social and behavioral sciences, including similarities and differences with respect to one another and to other modes of understanding.

GOVT 2305	U.S. Government or
GOVT 2306	Texas Government
HIST 1301	U.S. History I or
HIST 1302	U.S. History II
PSYC 2301	Introduction to Psychology or
SOCI 1301	Introduction to Sociology or
ANTH 2302	Introduction to Archeology
*ECON 2325	Microeconomics or
ECON 2326	Macroeconomics

* Required for Business Leadership majors; prerequisites: BUSI 1301 and MATH 1324

Mathematics and Natural Sciences (6 hours)

3 hours of Mathematics

Students must demonstrate knowledge of higher mathematics sufficient to understand the basis of mathematical reasoning. Students must complete one course (3 semester credit hours) from the following or another mathematics or statistics course at an equivalent or more advanced level.

MATH 1332	Mathematics for Liberal Arts or
MATH 1324	Business Math or
MATH 1314	College Algebra or
MATH 1380	Elementary Statistical Methods

3 hours of Natural Sciences

Students must demonstrate knowledge of the methods, intellectual approaches, social significance, and history of the physical and natural sciences. Students must complete 3 semester credit hours.

BIOL 1308 General Biology I **or**
BIOL 1309 General Biology II **or**
ENVR 1301 Environmental Science

ASSOCIATE OF ARTS IN CROSS-CULTURAL STUDIES

The Associate of Arts in Cross-Cultural Studies provides the benefits of a biblical higher education for those students who feel a call to vocational ministry but may wish to pursue a bi-professional career in field other than the ones offered at Baptist University of the Américas. These students may transfer some of these credits to another college or university to pursue a degree in a field other than religion.

The Associate of Arts in Cross-Cultural Studies may also be profitable for students who do not feel a call to vocational ministry but wish to benefit from a solid biblical foundation at a Christian university before transferring to another school to pursue a Bachelor of Arts degree.

The Associate of Arts degree may be used as the first two years of the Bachelor of Arts Degree at Baptist University of the Américas. Credits are applicable to the Bachelor of Arts in Biblical/Theological Studies at the University, the Bachelor of Arts in Business Leadership, and the Bachelor of Arts in Spanish.

The Associate of Arts may also be used as a terminal degree for lay leaders and support leaders in the church who wish to receive this education to better serve the Lord in their local congregation or at a Christian organization.

The minimum number of semester credit hours required for the Associate of Arts in Cross-Cultural studies, including the Core Curriculum requirements, is 62.

Student Learning Outcomes:

The A.A. degree expands on the General Education Taxonomy of Learning Outcomes with the inclusion of four additional learning outcomes. As in the general education core, outcomes are designed to encompass academics, beliefs, and behavior. Learning outcomes for the A.A. degree are as follows.

1. Demonstrate an intermediate knowledge of the Old or New Testament content;
2. Evidence utilization of academic research methodologies;
3. Adhere to academic ethics and values; and
4. Collaborate in academic teamwork within the learning community.

Core Curriculum Requirements: Students seeking the Associates of Arts in Cross-Cultural Studies must fulfill the University Core Curriculum requirements listed previously in this catalog.

Degree Requirements: In addition to the Core Curriculum requirements (47 semester credit hours), the AA degree requires the following courses:

Interdisciplinary (6 hours)

LEAD 1300 Personal Dimensions of Leadership
LEAD 2322 Cross-Cultural Interpersonal Relationships

Bible and Theology (6 hours)

BIBL 1301 Spiritual Formation
THEO 1300 Biblical Ethics

Foundation Studies (3 hours)

FOUND 1101 Foundation Class
FOUND 1102 Fundamentals of Academic Research
FOUND 2101 A.A. Capstone

BACHELOR OF ARTS IN BIBLICAL/THEOLOGICAL STUDIES

The Bachelor of Arts in Biblical/Theological Studies program provides training for ministry leadership. Through biblical, theological, cross-cultural, and general education studies, students are equipped for a wide variety of church, missions-related, and community-based leadership positions. Each student majoring in Biblical/Theological Studies may select a concentration from one of the following concentration areas: Music Ministries, Practical Theology, and Social Work. In addition, a student may select as a concentration area courses from the other two major areas of study, Business Leadership and Spanish. Courses from these two areas must be approved by the area faculty prior to being accepted as a concentration area in the B.A. in Biblical/Theological Studies. A student may choose not to select a concentration area, but instead to take elective courses to meet the requirements for graduation.

Students enrolled in the Bachelor of Arts in Biblical/Theological Studies program have used this course of study as a basis for graduate study at theological seminaries and schools of theology accredited by the Association of Theological Schools.

The minimum number of semester credit hours required for the Bachelor of Arts in Biblical/Theological studies, including the Core Curriculum requirements, is 120. Forty-eight of the total semester credit hours required for the degree must be at the upper-division level.

Student Learning Outcomes:

1. Demonstrate biblical and theological knowledge, reasoning and reflection in analyzing historical, social and ecclesiastical issues;
2. Practice functional ministry skills;
3. Adhere to biblical ethics and values; and
4. Exhibit leadership skills for use in life and ministry.

Core Curriculum Requirements:

Students seeking the Bachelor of Arts in Biblical/Theological Studies must fulfill the University Core Curriculum requirements listed previously in this catalog.

Degree Requirements:

In addition to the Core Curriculum Requirements (47 semester credit hours), the major in Biblical/Theological Studies requires the following courses.

- A. 42 semester credit hours in the major, 30 of which must be at the upper-division level:

21 semester credit hours in Bible and Theology:

BIBL 1301 Spiritual Formation
BIBL 3302 Biblical Interpretation
THEO 1300 Biblical Ethics
THEO 3301 Introduction to Theology
THEO 3302 Systematic Theology
Two Advanced Bible or Theology Courses

6 semester credit hours in Church History:

CHIS 3303 Church History I
CHIS 4302 Church History II

15 semester credit hours in Religious/Leadership Studies:

LEAD 1300 Personal Dimensions of Leadership
LEAD 2322 Cross-Cultural Interpersonal Relationships
LEAD 3301 Leadership of the Non-Profit Organization
LEAD 3302 Cross-Cultural Leadership Development
RELI 3300 Worldviews and Faith **or**
RELI 3301 World Religions

B. 4 semester credit hours in Foundation studies:

FOUN 1101 Foundation Class
FOUN 1102 Fundamentals of Academic Research
FOUN 4201 Capstone

C. 6 semester credit hours in Humanities:

ENGL 3301
SPAN 2302 or 3000/4000 level Spanish course

D. 21 semester credit hours in electives, 18 of which must be at the upper-division level. If student chooses a concentration area, a total of 18 semester credit hours must be taken from one of the concentration areas of Practical Theology, Music Ministries, or Social Work. A concentration in Business Leadership or in Spanish is also available to the students, but must be approved by the chair of that academic department.

BACHELOR OF ARTS IN BUSINESS LEADERSHIP

The Bachelor of Arts in Business Leadership consists of general business courses in the areas of organizational and international leadership development designed within a Christian ministry framework. The entire curriculum has a strong multicultural dimension, albeit from a Hispanic perspective. The program seeks interaction with the other curricular offerings in Biblical and Theological Studies with the purpose of providing a spiritual foundation for all aspects of leadership independent of the setting in which it is exercised. Students majoring in Business Leadership may also select a concentration area from the other academic majors offered by the University, though doing so will require extra hours beyond the 120 otherwise required for the major.

The minimum number of semester credit hours required for the Bachelor of Arts in Business Leadership, including the Core Curriculum requirements, is 120. Forty-eight of the total semester credit hours required for the degree must be at the upper-division level.

Student Learning Outcomes:

1. Demonstrate knowledge in business and leadership best practices;
2. Exhibit interpersonal and transcultural skills in business and leadership practices;
3. Evidence biblical ethical values for practice in the profession; and
4. Exhibit servant leadership skills in life and profession.

Core Curriculum Requirements: Students seeking the Bachelor of Arts in Business Leadership must fulfill the University Core Curriculum requirements listed previously in this catalog. Business Leadership students must take MATH 1324 and ECON 3301 or ECON 3302 as part of this core.

Degree Requirements:

In addition to the Core Curriculum Requirements (47 semester credit hours), the major in Business Leadership requires the following courses.

A. 48 semester credit hours in the major:

ACCT 3301	Principles of Accounting
BUSI 1301	Introduction to Business
BUSI 2301	Business Information Systems and Processing
BUSI 2311	Business Project Management
BUSI 3301	Business Law
BUSI 4301	Entrepreneurial Process
ECON 3301	Microeconomics or
ECON 3302	Macroeconomics
FINA 3301	Principles of Finance
LEAD 1300	Personal Dimensions of Leadership

LEAD 2301 Cross-Cultural Business Leadership Communication
LEAD 3301 Survey of Leadership Models
LEAD 4301 Global Leadership and Cross-Cultural Issues
LEAD 4311 Leadership of the Non-Profit Organization
LEAD 4312 Servant Leadership
MGMT 4301 Principles of Management
MRKT 4301 Principles of Marketing

B. 21 semester credit hours in Bible and Theology:

BIBL 1301 Spiritual Formation
BIBL 3302 Biblical Interpretation
THEO 1300 Biblical Ethics
THEO 3301 Introduction to Theology
THEO 3302 Systematic Theology
Two advanced Bible or Theology courses

C. 4 semester credit hours in Foundation studies:

FOUN 1101 Foundation Class
FOUN 1102 Fundamentals of Academic Research
FOUN 4201 Capstone

BACHELOR OF ARTS IN SPANISH

The Bachelor of Arts in Spanish program allows the University to form cross-cultural Christian leaders who will be able to function effectively in situations where command of the Spanish language is required, and where the individual needs to have a good understanding of the history and culture of the different Hispanic people groups and cultures. The study of the Spanish language, literature and culture gives students the opportunity to explore and interact with people groups from different parts of the world. This in turn, gives them a new way of viewing their cultural experience.

In the Spanish major, emphasis will be given to the formation of character, the development of a Christian world-view, and the acquisition of critical thinking and self-directed learning skills essential for effective service in any area of human activity. Students will be challenged to appreciate the diversity of cultures and to bring a biblical perspective to their understanding of their own culture and the cultures of others. To this end, students will interact with the biblical text and theology through the curricular offerings that are required for this major and through the availability of electives in Bible beyond the required minimum.

The Department of Modern Languages offers a full range of undergraduate courses designed to help students develop communication skills through listening, speaking, reading and writing. In the Spanish major, students will be familiar with Hispanic culture; they will be conversant with the major authors and movements of Hispanic and Mexican-American literature, and they will be trained to become teachers of the language at the secondary level. The major will also prepare students for graduate school and careers in government service.

Students who enter the Spanish program with high school work in Spanish must take an appropriate placement test, such as the CLEP, to determine their level of proficiency. The CLEP test is administered by Palo Alto Community College and other institutions of higher education in San Antonio several times a year. Through CLEP, students may receive up to eleven semester hours of credit, but credit received in this manner will not be counted in the total number of language hours required for the Spanish major.

Students are required to complete, by course work or placement test, all 1000- and 2000-level courses before taking any upper-division (3000- or 4000- level) course. Students with previous language experience may not enroll in any 1000 courses without department permission. Students may not receive credit through examination for a class in which they are simultaneously enrolled.

The minimum number of semester credit hours required for the Bachelor of Arts degree in Spanish, including the Core Curriculum requirements, is 120. The entry point to the program is SPAN 3301.

Students seeking a minor in Spanish are required to take twenty-one semester hours. It will start with SPAN 2301 and must include SPAN 3301, SPAN 3310 or SPAN 3311, and SPAN 3320.

STUDY ABROAD

The Department of Modern Languages strongly recommends that students seeking a major in Spanish or having a desire to teach Spanish at the secondary level take a minimum of 6 semester hours in a recognized university program in a Spanish-speaking country.

Student Learning Outcomes:

1. Demonstrate knowledge of the Spanish language;
2. Exhibit communication skills in the Spanish language;
3. Evidence biblical ethical values for practice in the profession; and
4. Exhibit servant leadership skills in life and profession.

Core Curriculum Requirements: Students seeking the Bachelor of Arts in Spanish must fulfill the University Core Curriculum requirements listed previously in this catalog.

Degree Requirements:

In addition to the Core Curriculum Requirements (47 semester credit hours), the major in Spanish requires the following courses:

A. 39 semester credit hours in the major:

SPAN 2302	Intermediate Spanish II
SPAN 3301	Advanced Grammar and Composition for Heritage Speakers
SPAN 3302	Spanish Phonology and Morphology
SPAN 3303	Spanish Syntax and Semantics
SPAN 3310	Hispanic-American Culture and Civilization
SPAN 3311	Spanish Culture and Civilization
SPAN 3320	Introduction to Hispanic Literature
SPAN 3321	Survey of Mexican-American Culture and Literature
SPAN 4301	Survey of Hispanic-American Literature I
SPAN 4302	Survey of Hispanic-American Literature II
SPAN 4311	Survey of Spanish Literature I
SPAN 4312	Survey of Spanish Literature II
SPAN 4330	Spanish for Teachers

(Student may take courses below as electives or as needed in order to complete the 39 semester credit hours)

SPAN 4340 Special Topic: Hispanic-American Culture through Film
SPAN 4360 Special Topic: The Chicano Novel
SPAN 4370 Special Topic: Hispanic-American Contemporary Short-Story
SPAN 4380 Special Topic: Spanish for Business
SPAN 4390 Special Topic: Culture and History of Mexico
SPAN 4500 Special Topic: Spanish Translation

B. 21 semester credit hours in Bible and Theology:

BIBL 1301 Spiritual Formation
BIBL 3302 Biblical Interpretation
THEO 1300 Biblical Ethics
THEO 3301 Introduction to Theology
THEO 3302 Systematic Theology
Two advanced Bible or Theology courses

C. 6 semester credit hours in leadership studies:

LEAD 1300 Personal Dimensions of Leadership
LEAD 3302 Cross-Cultural Leadership Development

D. 4 semester credit hours in Foundation Studies:

FOUN 1101 Foundation Class
FOUN 1102 Fundamentals of Academic Research
FOUN 2101 A.A. Capstone
FOUN 4101 Capstone

COURSE DESCRIPTIONS

General Studies

ANTH 2302 Introduction to Archaeology (3-0-3)

This course is a general introduction to the field of archaeology. The course emphasizes methods of data collection, artifact and remains analysis, and a world review of major events in the development of past human civilizations.

ART 1301 Art Appreciation (3-0-3)

Broad introduction to the visual arts; surveys media representing the major cultural and historical periods, both Western and non-Western.

BIOL 1308 General Biology I (3-0-3)

This is the first course in a two-part introduction to the science of biology. This course focuses on the chemical basis of life, principles of inheritance, principles of evolution and biodiversity.

BIOL 1309 General Biology II (3-0-3)

This is the second course in a two-part introduction to the science of biology. This course focuses on evolution, animal and plant physiology, and ecology.

BIOL 2301 Anatomy and Physiology (3-0-3)

Study of the structure and function of human anatomy, including the neuroendocrine, integumentary, musculoskeletal, digestive, urinary, reproductive, respiratory, and circulatory systems.

ECON 2325 Microeconomics (3-0-3)

An introduction to the economic theory of decision making by consumers and business firms, an analysis of the domestic and international market systems and their roles in allocating goods and services, and problems of market failure.

ECON 2326 Macroeconomics (3-0-3)

Economic analysis at the national level, including the determination of aggregate income and employment, operation of the domestic and international monetary systems, short-term income fluctuations, and long-term economic growth.

ENGL 1301 Freshman Composition I (3-0-3)

This course focuses on academic writing. It reviews principles of English grammar and usage of clear and effective writing, the writing process, and of using sources for writing. It introduces the patterns of development, summary and paraphrase, analysis, evaluation, and synthesis of multiple sources drawn from a variety of cultural and intellectual contexts. It includes extensive library research and documentation.

Prerequisite: Successful completion of DEVL 0404 and/or ACCUPLACER scores of >78 Reading Comprehension, >89 Sentence Skills, and >6 WriterPlacer.

ENGL 1302 Freshman Composition II (3-0-3)

This course focuses on academic writing. It offers extensive writing practice in the use of logical and organizational patterns and introduces persuasion in written and visual form. It develops critical and analytical skills through multidisciplinary and multicultural readings, using extensive library research and documentation.

Prerequisites: ENGL 1301

ENGL 1306 English as a Second Language: Comprehension (3-0-3)

Practice in listening and comprehension, pronunciation, and conversation skills for both academic and social competency, for non-native speakers of English.

Attendance is required in language laboratory. This course does not satisfy the English requirements for any degree program.

ENGL 1307 English as a Second Language: Composition Skills (3-0-3)

Review and instruction in English grammar, usage, and vocabulary development with attention to composition and reading skills, for non-native speakers of English.

This course does not satisfy the English requirements for any degree program. Placement in this course is determined by language and writing tests given when the student enrolls in the University.

ENGL 2306 World Literature (3-0-3)

A study of the literature of countries other than the United States. The class will study selected works from writers like Cervantes, Fuentes, Paz, Unamuno, Shakespeare, Milton, Homer, Dante, Dostoevsky, and Tolstoy, and giving attention to selected works of non-Western literature.

Prerequisites: ENGL 1301 and 1302

ENGL 2326 American Literature (3-0-3)

A study of the literature of the United States, emphasizing the work of writers such as Hawthorne, Melville, Poe, Dickinson, Whitman, Twain, Hemingway, Faulkner, Morrison and other authors who write from the African-American and Hispanic-American experience (Martin Luther King, Jr., Malcolm X, Villaseñor, Sandra Cisneros and others).

Prerequisites: ENGL 1301 and 1302

ENGL 3301 Advanced Writing and Research (3-0-3)

Students will receive instruction in formulating research topics, conducting research, and writing papers which marshal support from secondary sources. They will also learn to read and understand research reports, to analyze and interpret results, and develop in-depth, research-based papers centering on topics in their academic disciplines.

Prerequisites: Admission by petition or upon the invitation of a faculty member.

GPA of 3.3 or higher and completion of 60 hours of class work or more.

ENGL 1301, ENGL 1302, and SPCH 1311

ENVR 1301 Environmental Science (3-0-3)

General interest study relating scientific knowledge to problems involving energy and

the environment. Requires minimal science background.

GOVT 2305 US Government (3-0-3)

A broad survey of the basic elements of American politics. Attention is given to the normative and Constitutional foundations of the political culture, the development of major government institution, political organizations and processes, and major policy outputs.

GOVT 2306 Texas Government (3-0-3)

Topics may include discussion for the Texas and U.S. constitution; the role of the state in the federal system; the diverse demographic, economic, and cultural bases of state politics; elections, interest groups, and elites; and legislative, executive, judicial, urban, and county politics.

HIST 1301 U.S. History I (3-0-3) History of the United States to 1877. A chronological, thematic, and analytical study of the political, economic, social, cultural, and diplomatic history of the United States from colonial beginnings and early nationhood through the era of reconstruction.

HIST 1302 U.S. History II (3-0-3)

History of the United States from 1877 to the present. A chronological, thematic, and analytical study of the political, economic, social, cultural, and diplomatic history of the United States from the end of reconstruction to the present.

MATH 1314 College Algebra (3-0-3)

Topics include algebraic expressions; equations; inequalities over the real numbers; relations, functions and graphs; polynomial and rational functions; systems of linear equations and inequalities; complex numbers; and matrices and determinants.

MATH 1324 Business Math (3-0-3)

An introduction to business math with an emphasis on the algebra of functions. Concentration is on the algebraic manipulations of functions and includes volume and profit functions, both linear and quadratic; root finding and graphical analysis; and matrices and determinants.

MATH 1332 Mathematics for Liberal Arts (3-0-3)

Study of modern algebra and geometry. Topics include sets, logic, number systems, number theory, functions, equivalence, congruence, measurement, other geometric concepts, and the introduction of probability and statistics.

MATH 1380 Elementary Statistical Methods (3-0-3)

Presentation and interpretation of data, probability, sampling, correlation and regression, analysis of variance, and the use of statistical software.

MUSI 2300 Music Appreciation (3-0-3)

Survey of the standard repertory, from the Baroque period to the present, in its historical context. The purpose of the course is to develop listening skills and appreciation of music. The course is designed for students with no formal music

training and little exposure to “classical” music.

PSYC 2301 Introduction to Psychology (3-0-3)

Survey of major topics in psychology. Introduction to the study of behavior and the factors that determine and affect behavior.

SOCI 1301 Introduction to Sociology (3-0-3)

An introductory survey including basic concepts in the field of sociology, the relationship of the individual to the cultures and to the groups present in contemporary society, and major social institutions.

SPCH 1311 Speech Communications (3-0-3)

Study of theories and practice of communication in personal, small groups, and public speech.

**Biblical/Theological Studies
Bible**

BIBL 1300 Introduction to the Bible (3-0-3)

Introduction to the events, personalities, themes, and content of the biblical text. The course seeks to familiarize students with the central elements of the literature, history, and religion of ancient Israel, the emergence of Judaism, and the literature and history of the first Christians.

BIBL 1301 Spiritual Formation (3-0-3)

Study of the biblical text on the nature of the Christian life, including personal discipleship, the development of spiritual disciplines, and consideration of spiritual battles a Christian will face in his or her spiritual pilgrimage.

BIBL 2300 Introduction to the Old Testament (3-0-3)

Survey of the Old Testament in its historical and cultural context to understand its general content, including the outstanding features and basic teachings, to discover the place of each book in God’s total, progressive revelation, and to apply practical principles for contemporary Christian living.

BIBL 2302 Introduction to the New Testament (3-0-3)

Survey of the New Testament in its historical and cultural context, including the intertestamental period, to gain knowledge of the life of Christ, establishment of the church, and teachings concerning the believer’s faith and practice.

BIBL 2362 Festivals and Celebrations in the Biblical Text (3-0-3)

An analysis of the annual religious celebrations of ancient Judaism in their theological and cultural context. The course examines the background and characters of feasts, festivals, fasts, and Temple practices of the Old and New Testament texts. Students will develop an awareness of the connections between the agricultural calendar and annual celebrations whose theological context sought to maintain the connection between the individual, state, and God.

BIBL 3301 Exegesis of the Greek New Testament (3-0-3)

Continued study of the Greek New Testament, using select biblical passages to assist students in utilizing grammar, vocabulary, and other tools for making interpretive decisions.

Prerequisite: GREK 3304

BIBL 3302 Biblical Interpretation (3-0-3)

Introduction to the principles and processes of biblical interpretation and application, emphasizing both theory and practice. The student is introduced to the principles of general and special hermeneutics, and basic exegetical tools and methods.

Prerequisite: BIBL 1300, BIBL 2300, and BIBL 2302

BIBL 3303 The Pentateuch (3-0-3)

General interpretation of the first five books of the Bible according to their theological and historical content, major events, and unity and diversity. Special attention is given to critical issues of interpretation.

Prerequisites: BIBL 1300 and BIBL 2300

BIBL 3304 The Historical Books (3-0-3)

General interpretation of the Deuteronomistic History (Joshua, Judges, Samuel, Kings) and the Chronistic History (Chronicles, Ezra, Nehemiah). Special attention is given to identifying the central theme of each book, and defining the spiritual example set by key biblical characters.

Prerequisites: BIBL 1300 and BIBL 2300

BIBL 3305 The Prophets (3-0-3)

General interpretation of the message of the prophets within their historical and cultural contexts. Special attention is given to the theological content of the books, and the ministerial implications of the prophetic message for contemporary Christians.

Prerequisites: BIBL 1300 and BIBL 2300

BIBL 3306 The Wisdom and Poetical Books (3-0-3)

Interpretation of the poetical books and wisdom books, including the Psalms, Song of Solomon, Lamentations, Job, Proverbs, Ecclesiastes, Ruth, and Esther.

Prerequisites: BIBL 1300 and BIBL 2300

BIBL 4301 The Synoptic Gospels (3-0-3)

Study of the Gospels of Matthew, Mark, and Luke. Major themes of the life and teachings of Christ are presented and compared.

Prerequisites: BIBL 1300 and BIBL 2302

BIBL 4302 The Prison and Pastoral Epistles (3-0-3)

Study of the central message of Paul's letters to the Colossians, Ephesians, Philippians, Titus, Philemon, and Timothy.

Prerequisites: BIBL 1300 and BIBL 2302

BIBL 4303 Romans and Galatians (3-0-3)

Study of the doctrine of justification as presented in Romans and principles to help Christians with the trials of life as presented in Galatians.

Prerequisites: BIBL 1300 and BIBL 2302

BIBL 4304 The Gospel of John (3-0-3)

Study of the message of the Gospel of John. Content and application to ministry and the spiritual life are emphasized.

Prerequisites: BIBL 1300 and BIBL 2302

BIBL 4305 Revelation (3-0-3)

Study of the book of Revelation, including different theories of eschatological interpretation.

Prerequisites: BIBL 1300 and BIBL 2302

BIBL 4306 The General Epistles (3-0-3)

Study of the epistles of Hebrews, James, Peter, John, and Jude, and an analysis of their theological and spiritual significance.

Prerequisites: BIBL 1300 and BIBL 2302

BIBL 4310 Genesis in History, Theology, and Culture (3-0-3)

An integration of the biblical Book of Genesis within discussions of history, theology, and cultural interaction between the Church and Society. Utilizing careful academic research and writing methodologies, students will undertake in-depth hermeneutical and theological analysis of select portions of the Genesis text.

Prerequisite: BIBL 2300, BIBL 3302, THEO 3302, ENGL 1302

BIBL 4311 The Biblical Text and Non-Canonical Literature (3-0-3)

The course will include examination the content and literary development of the biblical canon in relation to extracanonical writings of the Apocrypha and Pseudepigrapha, Dead Sea Scrolls, the writings of Philo and Josephus, and the Septuagint and Aramaic Targums. Attention is given to the interpretation of the biblical text in the cultural environment of its origins.

Prerequisites: BIBL 2300, BIBL 2302, BIBL 3302

BIBL 4390 Special Topics: Biblical Studies (3-0-3)

A study of selected topics in the area of Biblical Studies. May be repeated for credit when topic changes with faculty approval.

Prerequisite: Admission by petition or upon the invitation of a faculty member.

GPA of 3.3 or higher and completion of 60 hours of class work or more. BIBL 1300, BIBL 2300, BIBL 2302.

BIBL 4395 Independent Study: Biblical Studies (3-0-3)

An independent study of selected topics in conference with instructor and approved by the faculty. May be repeated for credit with faculty approval.

Prerequisite: Admission by petition or upon the invitation of a faculty member.

GPA of 3.3 or higher and completion of at least 60 hours of coursework. BIBL

1300, 2300, 2302.

Theology

THEO 1300 Biblical Ethics (3-0-3)

Study of biblical ethics with a view towards dealing with contemporary ethical issues in relation to the Christian worldview, and application to the Hispanic context. Examples include abortion, euthanasia, divorce and remarriage, social justice, race relations, homosexuality, suicide, and cloning.

THEO 2301 Christian Theology and Daily Life (3-0-3)

An examination of theological and faith issues that affect everyday life in Christian societies. A combination of biblical/theological readings and manifestations of culture, such as literature, art, and film, will provide the sources for this examination.

THEO 2302 Theology and Film (3-0-3)

An examination of theological and faith themes, motifs, and images through screenings of selected American and foreign films. Study of biographical materials of film writers and directors as well as film techniques will be incorporated in the content of the class as they pertain to the development of theological content in the film.

THEO 3301 Introduction to Theology (3-0-3)

Introduction to the study of theology, with emphasis given to the development of major historical periods in theology and their representatives, and the study of theological methods and sources.

Prerequisites: BIBL 1300, BIBL 2300 and BIBL 2302

THEO 3302 Systematic Theology (3-0-3)

Examination of the major Christian doctrines from a systematic perspective.

Prerequisite: THEO 3301

THEO 4310 Advanced Studies in Christian Doctrine (3-0-3)

Intensive study of selected Christian doctrines from a historical and interreligious dialogue perspective. Topic varies and will be announced prior to registration.

Prerequisites: THEO 3301 and THEO 3302

THEO 4311 Current Trends in Theology (3-0-3)

Historical and theological examination of key concerns, issues, and topics that have shaped contemporary theology.

Prerequisites: THEO 3301 and THEO 3302

THEO 4312 Hispanic Theology (3-0-3)

Examination of the development of Hispanic theology and the dynamics of theology from a Hispanic perspective. Attention is given to the contributions of major Hispanic theologians and to key themes, concerns, and methods of this particular theology.

Prerequisites: THEO 3301 and THEO 3302

THEO 4313 Readings in Major Christian Theologians (3-0-3)

Examination of the theological writings and contributions of major Christian theologians such as Augustine, Thomas Aquinas, Martin Luther, John Calvin, Karl Barth, and Paul Tillich.

Prerequisites: THEO 3301 and THEO 3302

THEO 4314 Latin American Christology (3-0-3)

Historical examination of the development of Latin American Christology from the Spanish Christology understandings to the contemporary Latin American contributions to the doctrine. Special effort is made to evaluate these contributions from an evangelical and biblical perspective.

Prerequisites: THEO 3301 and THEO 3302

THEO 4315 Confronting Suffering from a Hispanic Perspective (3-0-3)

A critical theological examination of social suffering from a Hispanic perspective. The class will study theological and historical trends that have shaped traditional oppressive understandings of suffering among the Hispanic community. Also, it will explore theological, biblical, ethical, and practical foundations to confront this suffering in their churches and communities.

Prerequisites: THEO 3301 and THEO 3302

THEO 4316 The Bible and Women (3-0-3)

An examination of cultural issues that have affected the reading of the Bible yesterday and today, as well as an analysis of traditional historical theological positions about women. Consideration will be given to female characters in the Bible and in the culture that have determined, in one way or another, what is to be a woman today. Also, the class will explore alternative Christian/Biblical perspectives that present more inclusive and holistic views about women.

Prerequisites: THEO 3301 and THEO 3302

THEO 4390 Special Topics: Theology (3-0-3)

A study of selected topics in the area of theology. May be repeated for credit when topic changes with faculty approval.

Prerequisite: Admission by petition or upon the invitation of a faculty member.

GPA of 3.3 or higher and completion of 60 hours of class work or more. THEO 3301, and THEO 3302.

THEO 4395 Independent Study: Theology (3-0-3)

An independent study of selected topics in conference with instructor and approved by the faculty. May be repeated for credit with faculty approval.

Prerequisite: Admission by petition or upon the invitation of a faculty member.

GPA of 3.3 or higher and completion of at least 60 hours of coursework. THEO 3301, and THEO 3302.

Biblical Languages

HEBR 3304 Introduction to Biblical Hebrew (3-0-3)

Introduction course that lays a foundation for the understanding of biblical Hebrew to assist students in the understanding of why translations of the Bible differ, the underlying meaning of biblical vocabulary, the basis of good exegesis, and the proper use of commentaries and other interpretative tools.

GREK 3304 Introduction to Biblical Greek (3-0-3)

Introduction to the language of the New Testament, laying a foundation for the understanding of biblical Greek to assist students in the understanding of why translations of the Bible differ, the underlying meaning of biblical vocabulary, the basis of good exegesis, and the proper use of commentaries and other interpretative tools.

GREK 3305 Advanced Exegesis of the Greek New Testament (3-0-3)

In-depth analysis of the content and theological themes, and exegetical significance of the New Testament Gospel and Epistles through an examination of the grammatical and literary structure of the Greek New Testament.

Prerequisite: GREK 3304, and BIBL 3301

Church History

CHIS 3303 Church History I (3-0-3)

Introduction to church history through 1500 that focuses upon the history and development of the Kingdom of God movement. Special attention will be given to early vision and expansion of the church, followed by the impact that Constantine and the emergence of the Imperial Church in the fourth century had upon this early vision, and then the subsequent reforming efforts that were unleashed in reaction to the Imperial Church through 1500.

CHIS 4302 Church History II (3-0-3)

Introduction to Baptist Heritage by placing Baptists within the larger Protestant reformation beginning in the 1500s and subsequent reforming efforts in the broader Christian community to the present. Special attention will be given to Baptist origins, major Baptists distinctive, and reform movements that have shaped Baptists.

Prerequisite: CHIS 3303

CHIS 4310 Early Church History (3-0-3)

An in-depth study of the development of the Christian Church across its first six centuries, including the Ante- and Post-Nicene Fathers. Major attention is devoted to development of doctrine, especially Trinitarian and Christological formulations, developing ecclesiological structures, and the formation of the New Testament canon. Special attention given to the first four ecumenical church councils.

Prerequisites: CHIS 3303, and CHIS 4302 or professor's approval

Cross-Cultural Religious Studies

RELI 2300 Christian Missions (3-0-3)

Study of missiological principles appropriate for the 21st century. Students will discover the spiritual, historical, strategic, social, and human dimensions of God's activity in redemptive history through the local-global church.

Prerequisite: RELI 2351

RELI 2351 Culture and Religion (3-0-3)

Study of key concepts, methods, and theory in the study of cultural diversity, social institutions, linguistics, and cultural change among people of the world.

RELI 2352 Magic, Ritual and Religion (3-0-3)

An examination from the Christian perspective of magic and religion in cultures of the world with an emphasis on recent works dealing with mysticism and the occult.

Prerequisite: RELI 2351

RELI 2360 Archaeology and the Bible (3-0-3)

A survey of the archaeology of biblical lands. The course traces the development and methodology of modern archaeological research, and examines relevant sites and discoveries beginning in the prehistoric Near East and through the Late Roman periods. Special attention is given to the application and impact of archaeological research on the study and interpretation of the Bible and related literature.

RELI 3300 Worldviews and Faith (3-0-3)

A survey of major worldviews as they relate to understanding other faith expressions and being able to build bridges of understanding to these and other faith expressions.

RELI 3301 World Religions (3-0-3)

An introduction to the study of religion through examination of the significant themes, sacred texts, and practices of the world's major religious traditions. The course explores the history, worldviews, forms, and ethical dimensions of Christian, Hindu, Buddhist, Confucian, Taoist, Zoroastrian, Jewish, and Muslim traditions. The rise of modern sects and cults is also addressed.

RELI 3302 Religion in World Literature (3-0-3)

This class will examine how writers' attitudes toward religion—pro, negative or ambivalent—affects their creative output. It will also allow students to examine their own spiritual foundations and how they might be expressed in creative writing. Toward that end we will sample poetry, drama and fiction by writers who reference spiritual belief systems. Primarily that will be Christianity but the readings include writers influenced by Islam, Hinduism, Buddhism, and traditional religions. You will be expected to engage the assignments—not just read them but to seek to know them critically—and be able to participate in class discussion and to write well-thought out and researched reaction papers. This class is not about memorizing facts and relying solely on other people's opinions. It is about thinking your own

thoughts, based on critical evaluation and learning to connect-the-literary-dots across a wide spectrum of creative writing.

RELI 3303 Special Topic in CC Studies: Understanding Islam (3-0-3)

This course will examine the history and development of Islam, the beliefs, practices, and worldview of Muslims, and the importance of culture in understanding and interacting with Muslims. In addition, students will analyze and evaluate Mohammad, the Quran, and the truth claims of Islam. Finally, students will consider various methods of ministry to Muslims, and develop both personal and church strategies for evangelizing the Muslim world.

RELI 3304 Special Topic in CC Studies: Islamic History (3-0-3)

This course explores the life of Muhammad from the earliest biographical sources, together with an overview of Islamic history from its earliest days to the twenty-first century.

RELI 3305 Missions in Latin America (3-0-3)

Course will concentrate on the establishment and growth of evangelical Christianity in Latin America through historical developments, key individual leaders, and the various strategies employed, current situation and future prospects.

Prerequisites: Minimum of 60 of coursework completed including CMNS 2300 and RELI 2351 or RELI 2352

Foundation Studies

FOUN 1101 Foundation Class (3-0-3)

This course is a study of academic reading and study skills that can be applied in any college or university educational setting. It integrates the study and critical thinking skills needed to achieve success at the college level. It includes a study in learning styles, time management, setting goals, understanding learning, taking notes, active reading skills, critical thinking, expanding vocabulary, and preparing and taking exams. Students use assessment instruments and assignments to identify their own strengths and weaknesses as strategic learners.

FOUN 1102 Fundamentals of Academic Research (1-0-1)

This course will give students the skills needed to be able to do academic research (including online research) in order to succeed in college.

FOUN 2101 A.A. Capstone (1-0-1) (Second year capstone)

Seminar is taken in the last semester of the Associate of Arts program. The seminar provides a learning experience that integrates what the student has learned in General Studies, Cross-Cultural Studies, and Biblical/Theological Studies. Preparation of a portfolio benchmarks what has been accomplished by the student since the beginning of the higher education experience.

FOUN 4201 Capstone (2-0-2) (Senior year capstone)

Seminar is taken in the final year of study. The seminar provides a learning experience that integrates the major field of study, biblical/theological studies, cross-cultural religious studies, general studies, and concentration studies by examining topics related to ministry leadership. Capstone students consider their learning in the context of the mission and goals proposed by BUA and in the context of their personal and professional goals.

Concentration Area of Study: Practical Theology**REDU 1300 Bible Study Methods (3-0-3)**

An introduction to the study of the Bible in the local church setting with an emphasis on the development of practical insights and skills for the leader or Bible teacher of small groups, devotional, or gatherings. Course content includes basic background material of the Old and New Testament worlds, simple hermeneutical skills, and approaches to the study and discussion of contemporary application of the biblical text to the modern world context.

REDU 1301 Principles of Teaching and Learning (3-0-3)

Study of instructional methods and resources that can be used in a church setting or other teaching environment. This course will prepare students for the teaching ministry.

REDU 2300 Multicultural Education (3-0-3)

Examination of an educational strategy that approaches the classroom as a place to create equal educational opportunities for students from diverse racial, ethnic, social-class, and cultural groups. Students will learn how to affirm differences and realize similarities in the students they teach.

REDU 3301 Early Childhood Education (3-0-3)

Examination of the theories of child development, developmental sequences, and factors that influence children's development, from birth through preschool. Students will consider the planning, implementing, and evaluating of developmentally appropriate activities for preschoolers in the creative areas of art, music, movement, and play, including experiences and methods for developing self-expression and creativity.

EDUC 4301 Principles and Methods for Developmental Reading Instruction

This course represents an overview of the development of reading across the grades. The book study focuses on the reading process, techniques for developing oral and written language facility, word identification and comprehension of readers from various socio-cultural backgrounds and with different abilities, and classroom assessment of reading.

EDUC 4302 Foundations in Bilingual Education

The purpose of this book study is to introduce the field of Bilingual Education, including the history thereof, legal issues, language acquisition theories and

methods. These areas will be covered in depth. The information provided will enable students to have an understanding of trends and issues in Bilingual Education, service delivery models, their role as bilingual educators, and planning for dual language instruction. Students will also be provided with practical knowledge related to English instruction and how to best service (elementary and secondary) students in an additive bilingual environment.

PCC 2300 Cross-Cultural Conflict Transformation (3-0-3)
(Cross-listed as LEAD 2305)

Study of conflict and biblically-based methods that may be employed to transform conflicting inner-personal and communal relationships into healthier relationships. Course discussion includes cross-cultural barriers in conflict mediation and non-western approaches to conflict transformation.

PCC 2322 Skills in Working with People across Cultures (3-0-3)

Knowledge, values, and skills in the helping process in multicultural settings. Supplemented by three hours per week of supervised field work experience.

YMIN 3300 Strategies for Youth Ministry (3-0-3)

Study of strategies for ministry to youth, especially in a multicultural context.

YMIN 4300 Youth Leadership Development (3-0-3)

Study of strategies to identify and develop emerging leaders in the youth ministry of the local church.

YMIN 4301 Issues in Contemporary Youth Culture (3-0-3)

Survey of contemporary issues in youth culture and their application to ministry in a local church in a predominantly Hispanic context.

PMIN 3300 Church Ministries (3-0-3)

Study of personal preparation for ministry and the leadership roles of the minister in the local church. Emphasis is given to practical experiential learning and contextual application to a predominantly Hispanic ministry setting.

PMIN 3301 Preaching (3-0-3)

Study of the theological foundations of preaching, sermon structure, sermon development, and sermon delivery, with emphasis on the Hispanic context.

Prerequisite: BIBL 1300, BIBL 2300, BIBL 2302, BIBL 3302

PMIN 3303 Media and Ministry (3-0-3)

Teaches competency in basic communication skills in clearly present key messages to both internal and external publics. Primary emphasis is on enhancing writing skills. Fundamentals of public relations, photography, graphic design and relevant computer skills also are covered. Students will complete individual and group projects.

Prerequisites: Minimum of 60 of coursework completed, including ENG 1301, ENG 1302 and SPCH 1311 or professor approval.

PMIN 4300 Church Growth: Leading Organizational Change (3-0-3)

The purpose of the course is to teach students the leader's role on how to bring about change to an organization. The context of this course is primarily in church and non-profit organizations. The students will also learn how to collaborate as a team to diagnose the health of an organization, to analyze the problems of the organization to bring about corrective changes, and to make a professional consultation presentation.

PMIN 4302 Basic Skills in Administration (3-0-3)

This course addresses the tasks and responsibilities of the chief administrator of the church or a non-profit organization. This course teaches practical skills for the administration. Emphasis will be given to the practical experiential learning and contextual application.

CHPL 3300 Biblical and Historical Models of Church Planting (3-0-3)

Study of the models for church planting taken from the biblical text. Emphasis is given to principles taken from the Gospels and the Book of Acts. Models of contextualized church planting in the history of missions are provided.

CHPL 4300 Contextual Church Planting (3-0-3)

Study of the theology and practice of planting churches from a scriptural perspective. Studies include an overview of the church planting process and strategies for reaching communities with a contextual pattern.

PCC 3300 Clinical Pastoral Care in the Church I (3-0-3):

This course is an introduction to Pastoral Care with an emphasis on clinical learning. Students will begin surveying the history of the pastoral care movement and comparing the past with the present as well as viewing the projected future. Interchangeably the student will experience pastoral care via his/her clinical field assignment. The student's clinical learning will be extracted by a series of developmental and cognitive methodologies to include: confidential verbatim reports, case studies, theological integration papers, genealogy surveys, short stories of personal experiences and events, reading reports, as well as an evaluating process of the student's progress via supervision/mentorship sessions with professor, field supervisor, and peer supervision. In combination of the student's clinical work/evaluation and a thorough reading of the assigned textbooks the student will be given the chance to bring an assessment of self and his/her ministry in regards to the dynamics and approaches that the discipline of pastoral care provides.

PCC 3301 Clinical Pastoral Care in the Church II (3-0-3)

This is an advanced course in Pastoral Care & Counseling with an emphasis on clinical learning. The student will be introduced to crisis & trauma counseling, crisis intervention, and exposed to the nature of loss and grief. The later half of the course will provide strategies for brief pastoral counseling as a response to our time-limited ministries of the church and/or an institution. Interchangeably the student will experience pastoral care via his/her clinical field assignment. The student's clinical learning will be extracted by a few developmental and cognitive methodologies to include: confidential verbatim reports, a case study, a mid-term exam, a reading

report, as well as an evaluating process of the student's progress via supervision/mentorship sessions with professor, field supervisor, and peer group. In combination of the student's clinical work/evaluation and a thorough reading of the assigned textbooks the student will be given the chance to bring an assessment of self and his/her ministry in regards to the dynamics and approaches that the discipline of pastoral care provides.

Prerequisite: PCC 3300 (three credit hours)

PCC 4900 Clinical Pastoral Education (9-0-9)

Before taking PCC 4900 it is preferred that students take PCC-I 3300 and PCC-II 3301 as your prerequisite. Clinical Pastoral Education will be taken at a (non-church site) CPE Center accredited through either the Association for Clinical Pastoral Education (ACPE) or through the College of Pastoral Supervision and Psychotherapy, Inc. (CPSP). Each CPE course is worth nine credit academic hours and worth one unit (400 hours) of CPE. Students may choose a center from a broad range of institutional settings. However, each CPE unit is subject to acceptance by the CPE center via interview by a CPE supervisor and CPE faculty chaplains. The following CPE Centers are located within healthcare, military, counseling centers, and other institutional settings in the San Antonio area and the Southwest Texas Region:

CHRISTUS Santa Rosa Hospital System, San Antonio, TX Phone: (210) 704-2011,; Brooke Army Medical Center CPE Center, MCHE PC Bldg 3600/DMPC-CPE, 3851 Roger Brooke Dr., San Antonio, TX Phone: (210) 916-1105; Ecumenical Center for Religion and Health 8310 Ewing Halsell Dr., San Antonio, TX Phone: (210) 616-0885; Methodist Healthcare System **Pastoral Care Services**, 7711 Louis Pasteur, Suite 101, San Antonio, TX Phone: (210) 575-6834; South Texas Veterans HealthCare System Audie L. Murphy Division, 7400 Merton Minter St, Chaplain Service, San Antonio, TX Phone: (210) 699-2130; Wilford Hall Medical Center, Chaplain Services, 2200 Bergquist Dr., Suite 1, CPE Program, 59th Medical Wing/HC, Lackland A F B, San Antonio, TX Phone: (210) 292-7373; Baptist Health System **Department of Pastoral Care, 111 Dallas St., San Antonio, TX** Phone: (210) 297-7750; Valley Baptist Health System Clinical Pastoral Education Center, Benwood Dr., Harlingen, TX Phone: (956) 389-6750; Driscoll Children's Hospital, 3533 South Alameda St., Corpus Christi, TX Phone: (361) 694-4504.

In accordance with ACPE and CPSP, CPE hours are divided into two parts: One hundred classroom hours and three hundred clinical hours. Each unit is worth 400 hours. One to four consecutive accredited CPE units can be counted towards credentials to be a professional chaplain, pastoral care practitioner, and board certified chaplain or as an ecclesiastical ordination/endorsement requirement by a denomination.

Prerequisite: PCC 3300 and PCC 3301

PRTH 2300 Theology of Christian Service

An introduction to the theology of ministry that involves every Christian. The course addresses a biblical understanding of the Church, the doctrine of the priesthood of the believer, and an exploration of every believer's calling to and equipping for

ministry. Special topics considered include ordination, the dichotomy between pastor and laity, and the variety of issues relevant to lay and vocational ministry.

PRTH 2301 Knowing the Will of God (3-0-3)

The course examines multiple biblical models in seeking divine guidance, a common question asked throughout history. Historical, contemporary, and emergent approaches to the topic are considered as students are led to develop their own theological positions on divine guidance.

PRTH 3301 & PRTH 3302 Faithwalking 1 and Faithwalking 2

These two courses prepare students for the ministry by challenging them to a life more fully committed to Jesus Christ. The courses promote a better understanding of how their family systems affect their development as individuals and as ministers, and call students to work together with other Christians in a missional community that serves the marginalized. The courses combine classroom discussions, individualized coaching, and practice experiences in the community. The end product of the courses is the students' commitment to a specific mission that will guide them in their present and future ministries.

Prerequisite: Faithwalking 1: 60 hours of study and approval by the teacher;
Faithwalking 2: Faithwalking 1.

PRTH 4303 Special Topics: Practical Theology (3-0-3)

A study of selected topics in the area of Practical Theology. May be repeated for credit with faculty approval.

Prerequisite: Admission by petition or upon the invitation of a faculty member.

GPA of 3.3 or higher and completion of 60 hours of class work or more.

Registration for this course allowed only if the topic is not offered as a regularly scheduled course during that semester.

PRTH 4305 Special Topic: The Scriptures of Islam (3-0-3)

This course provides an in-depth examination of the Quran and its exegesis, as well as the science of hadith studies.

Concentration Area of Study: Church Music

CMUS 3300 Fundamentals of Music (3-0-3)

Introduction to the rudiments of music, including rhythm and meter, melody, harmony, texture and form. This course provides students with the basic tools for reading, writing and understanding music.

CMUS 3301 Music in Christian Worship (3-0-3)

Study of Christian music in worship from biblical times to the present. Students will have the opportunity to examine and reflect upon the meaning and importance of the various elements of a worship service, paying particular attention to the role of music.

CMUS 4101 – 4105 Applied Music - Instruments (1-0-1)

Practical courses to help students apply and develop basic music skills. Instrumental classes are available in piano, voice, recorder, and percussion; students may also join the school choir, Mariachi or Rondalla. May be repeated for credit.

CMUS 4106 – 4110 Applied Music (1-0-1)

Students participate in one of the performing groups like Choir, Mariachi, Rondalla, or Worship and Praise Teams. May be repeated for credit.

CMUS 4300 Congregational Song (3-0-3)

Examination of the historical development of congregational music. Students will analyze selected hymns and choruses for textual and musical characteristics, scriptural and theological content, and usefulness in worship. This course also includes discussions on current trends in congregational song, and the impact of culture and education on worship music.

CMUS 4301 Strategies for the Worship Minister (3-0-3)

Survey of methods and materials necessary for effective music ministry. This course examines practical issues relevant to the administrative, educational, and pastoral dimensions of the music ministry. Area music ministers will be invited to share their experiences in the field, and participate in class discussions.

CMUS 4390 Church Music: Special Topics (3-0-3)

A study of selected topics in the area of church music. May be repeated for credit with faculty approval.

Prerequisite: Admission by petition or upon the invitation of a faculty member.

GPA of 3.3 or higher and completion of 60 hours of class work or more.

Registration for this course allowed only if the topic is not offered as a regularly scheduled course during that semester.

Concentration Area of Study: Social Work**SWO 2301 Ministry and Community (3-0-3)**

Students will explore ways ministry outside the walls of the church can take place in mobilizing the church to connect effectively, assess its resources, & meet the needs of the community. The strength based model will serve as a foundational basis in assisting students equip the local church. An introduction of the systems approach will be presented to help the local church join Christian and secular organizations, and communities in dealing with social, economic, etc. issues and advocate for justice. A 20-hour service learning project (lab) will assist the student in contextualization/practice of the course content.

SWO 2321 Introduction to Social Work (3-0-3)

An introduction to the discipline of social work and the institution of social welfare. Emphasis is on common human needs and problems, and the development and

functioning of social welfare as an institution of society. A 25-hour service learning project (lab) will assist the student in contextualization/practice of the course content.

PCC 2322 Skills in Working with People across Cultures (3-0-3)

Knowledge, values, and skills in the helping process in multicultural settings. Supplemented by three hours per week of supervised field work experience.

SWO 3351 Human Behavior and the Environment (3-0-3)

Human development across the life course with emphasis on the effects of the social and physical environment on maturation. Special attention given to gender issues, cross-cultural and racial issues, and other special populations.

SWO 3371 Social Work Practice I (3-0-3)

The generalist model of social work practice, including theoretical frameworks, problem solving method, values and ethics, and practices with special populations. Thirty-five hours of service learning work desired.

Business Studies

ACCT 3301 Principles of Accounting (3-0-3)

An introduction to business external financial reporting designed to create an awareness of the accounting concepts and principles used in preparing the three basic financial statements: the income statement, balance sheet, and statement of cash flow. The course is designed for all business students, whether future users or preparers of accounting information.

Prerequisites: BUSI 1301, BUSI 2301, and MATH 1324

BUSI 1301 Introduction to Business (3-0-3)

An introductory survey of American business, in which students examine and gain an understanding of the various types of business organization. Also discussed is the nature and form of long- and short-term financing and the selection and motivation of personnel. In addition, the management and marketing functions will be discussed. The course will emphasize business ethics, accounting concepts, quality management, investments, and successful entrepreneurship. The Small Business Administration will be analyzed concerning personal entrepreneurship.

BUSI 2301 Business Information Systems and Processing (3-0-3)

An introduction to understanding the role of computers in business. The student will acquire computer skills needed to effectively create and maintain data and to convert them into effective information. Students will learn how to utilize different software applications as part of the Microsoft 2007 suite and manage their computers, maintaining the operating system (Microsoft Windows XP Pro).

BUSI 2302 Business Data Analysis (3-0-3)

This course will help the student understand the intricacies of Business Data Analysis. Utilizing different software tools such as Microsoft Excel and Microsoft Access, students will learn to evaluate worksheet data by summarizing, applying

filters, create scenarios, and validate data. The student will learn to import data and link them to other applications.

Prerequisite: BUSI 2301

BUSI 2311 Business Project Management (3-0-3)

A study of building a basic project plan; learning to establish and identify resources, assign tasks, refine a project plan, establish budgets; and reporting. Students will explore the fundamentals of tracking a project plan, managing multiple projects, and integrating various software applications and their roles and how they affect the outcome of a project.

Prerequisite: BUSI 2301

BUSI 3301 Business Law (3-0-3)

Legal analysis of contemporary environment of business law including the common law, legal reasoning, court systems and procedures, constitutional law, torts, contracts and corresponding areas of Article 2 of the Uniform Commercial Code, agency, property, bailment, international law, and related jurisprudential topics in light of social, ethical, political, economic, and global perspectives.

Prerequisites: BUSI 1301

BUSI 4301 Entrepreneurial Process (3-0-3)

The course explores the development of innovative thinking and venture exploration. Student will prepare a business plan for an actual venture, business or nonprofit, which will be implemented in the future. Drafts of the plan and oral presentations of various sections will be submitted and presented during the course. Topics are introduced through the use of creative exercises, team projects, concept identification, and the discussion of entrepreneurship cases.

Prerequisites: BUSI 1301, BUSI 2301, and MATH 1324

ECON 3301 Microeconomics (3-0-3)

An introduction to the economic theory of decision making by consumers and business firms, an analysis of the domestic and international market systems and their roles in allocating goods and services, and problems of market failure.

Prerequisites: BUSI 1301 and MATH 1324

ECON 3302 Macroeconomics (3-0-3)

Economic analysis at the national level, including the determination of aggregate income and employment, operation of the domestic and international monetary systems, short-term income fluctuations, and long-term economic growth.

Prerequisites: BUSI 1301 and MATH 1324

FINN 3301 Principles of Finance (3-0-3)

Introduction to financial management techniques. Topics may include time value of money, valuation of stocks and bonds, risk and return, capital budgeting analysis, financing alternatives, financial planning, ratio analysis, short-term financial decisions, working capital, sources and uses of funds, capital structure, dividend policy, lease analysis, options, international financial management, and other topics

associated with successful business finance decisions in an internationally competitive environment.

Prerequisites: BUSI 1301, BUSI 2301 , and MATH 1324

MGMT 4301 Principles of Management (3-0-3)

A study of the complex role managers play in creating and maintaining organizations. Organization theory and behavior are explored within the context of changing technological, social, and political/legal environments and the internationalization of the economy. Some introduction to strategic analysis, planning and decision making.

Prerequisites: BUSI 1301, BUSI 2301, and MATH 1324

MGMT 4302 Human Resource Management (3-0-3)

Analysis of how organizations attract, motivate, develop, and retain employees, and how they interact with organizations representing employees. Designed to provide students with an opportunity to understand the functional areas of human resource management and the integration of these functions into an effective and efficient human resource management system.

Prerequisites: BUSI 1301, BUSI 2301, MATH 1324, and MGMT 4301

MRKT 4301 Principles of Marketing (3-0-3)

Introduction to basic principles of marketing. An examination of market analysis methods and their use to develop the organization's product mix and the integration of the communication, distribution, and pricing strategies to achieve goals.

Prerequisites: BUSI 1301, BUSI 2301, and MATH 1324

Leadership Studies

LEAD 1300 Personal Dimensions of Leadership (3-0-3)

Examination of the major personal dynamics that affect the life of the leader, such as: spiritual, physical, and emotional health; balance between personal life and career; conflict resolution; money management; and healthy relationships with the other. Emphasis is given to the relationship between the leader and self, family, and the world.

LEAD 2301 Cross-Cultural Business Leadership Communication (3-0-3)

Exploration of skills necessary for effective communication in a wide variety of settings including business, community, education, and non-profit organizations, both public and private. Students will examine cross-cultural communication skills such as writing, interviewing, listening, feedback, conflict transformation, and problem solving; and will consider value orientations in order to communicate effectively cross-culturally.

Prerequisites: ENGL 1301 and ENGL 1302

LEAD 2305 Cross-Cultural Conflict Transformation (3-0-3)

Study of conflict and biblically-based methods that may be employed to transform conflicting inner-personal and communal relationships into healthier relationships.

Course discussion includes cross-cultural barriers in conflict mediation and non-western approaches to conflict transformation.

LEAD 3301 Survey of Leadership Models (3-0-3)

Survey of leadership theory, ethics, values, character development, diversity, and leadership behavior in each model with an emphasis on developing the requisite skills for effective servant leadership.

Prerequisite: LEAD 2301

LEAD 3302 Cross-Cultural Leadership Development (3-0-3)

This course will deal with the understanding of the development of a leader, the role of a leader as a team member, the role of leading an organization and issues of leadership navigating across cultures.

LEAD 4301 Global Leadership and Cross-Cultural Issues (3-0-3)

Explores issues associated with the impact of leadership upon global communities. Students will apply knowledge regarding global and social systems as they have related historically to leadership. Identifying and differentiating between the several approaches to systems-thinking and change will help draw implications for leadership within varied cultures and the relationship between, and problems associated with, global systems and technology.

Prerequisites: LEAD 2301 and LEAD 3301

LEAD 4311 Leadership of the Non-Profit Organization (3-0-3)

Analysis of administrative structure, decision making, and program delivery for nonprofit organizations. Includes management of agency operations in areas of leadership, strategic planning, staffing, personnel selection and policies, volunteers, boards, and community relations.

LEAD 4312 Servant Leadership (3-0-3)

Intensive study of one paradigm of leadership, that of servant-leader, within the context of a Christian worldview. Students will examine writings and models of servant-leaders, both historically and modern-day; explore current developments within the field of study; research avenues of exemplifying servant leadership in a cross-cultural environment; and participate in a service-oriented project.

Prerequisites: LEAD 2301 and LEAD 3301

LEAD 4321 Ethical Decision Making for Leadership (3-0-3)

Examination of the ethical dilemmas of leadership and the moral implications of decision making in the context of a Christ-centered life. Ethical theories and principles of decision making will be explored as well as theories related to leadership in public and private organizations. Students will develop their own ethical perspectives that will inform their own decision making in the context of their chosen professions as they work to become good members of society, moral leaders in the home and the market place, and maturing Christian leaders.

LEAD 4390 Special Topics in Leadership (3-0-3)

Covers special topics related to leadership and/or organization studies, subject to emerging student and/or employer demands. Topics vary. May be repeated for credit provided course content is different.

LEAD 4395 Independent Study: Cross-Cultural Leadership (3-0-3)

An independent study of selected topics in conference with instructor and approved by the faculty. May be repeated for credit with faculty approval.

Prerequisite: Admission by petition or upon the invitation of a faculty member.
GPA of 3.3 or higher and completion of at least 60 hours of coursework.

Spanish

SPAN 1401 Beginning Spanish I (for Non-Heritage Speakers) (4-0-4)

This is a multimedia course in conversational Spanish. Emphasis will be placed on the fundamentals of pronunciation, grammar and the acquisition of oral and aural skills. Class is conducted primarily in Spanish and supplemented by a conversation partner program, a computer lab, audio and video components.

Prerequisite: One year of high school Spanish or consent of instructor.

SPAN 1402 Beginning Spanish II (for Non-Heritage Speakers) (4-0-4)

This course is a continuation of SPAN 1401, conducted primarily in Spanish.

Prerequisite: SPAN 1401

SPAN 2301 Intermediate Spanish I (for Non-Heritage Speakers) (3-0-3)

This is a multimedia course in conversational Spanish. It continues to develop essential grammar, oral and aural skills. Additional emphasis will be placed on the development of cultural insights and reading comprehension skills. Class is conducted primarily in Spanish and supplemented by a conversation partner program, a computer lab, audio and video components.

Prerequisite: SPAN 1402

SPAN 2302 Intermediate Spanish II (for Non-Heritage Speakers) (3-0-3)

This course is a continuation of SPAN 2301, conducted primarily in Spanish. Additional emphasis will be placed on development of oral and writing skills.

Prerequisite: SPAN 2301

SPAN 3301 Advanced Grammar & Composition for Heritage Speakers (3-0-3)

This is an intensive course designed to meet the needs of Hispanic students who already speak the language, but need instruction in reading and writing. It concentrates on structured writing and examines the grammar of Spanish at the advanced level from the perspective of a future Spanish language and culture teacher.

Prerequisite: SPAN 2302 or consent of instructor

SPAN 3302 Spanish Phonology and Morphology (3-0-3)

The course is a contrastive linguistics study of the sound and lexical systems of English and Spanish. The study of its sound system examines the distinct nature of the two vowel and consonant systems, their syllable structure as well as its suprasegmental features. The study of morphology examines word creation. The course looks at the creative nature of the single word in Spanish as compared to the creative nature of word clusters in English. The course takes into account the teaching of Spanish and English.

Prerequisite: SPAN 3301

SPAN 3303 Spanish Syntax and Semantics (3-0-3)

The course is a contrastive linguistic study of English and Spanish. The generative and structuralist theoretical models of syntax will be explored. Topics include word order and its connections to word morphology as well complex sentence types. The study of semantics examines the meaning of language of verbal systems, adjectives, adverbs and nouns. It includes the study of euphemisms and popular word creation.

Prerequisite: SPAN 3302

SPAN 3310 Hispanic-American Culture and Civilization (3-0-3)

This is an introduction to Hispanic-American culture and civilization, with consideration of geographical, social, economic, political, religious and artistic features. The course includes lectures, collateral readings, as well as written and oral reports. A special feature of the course is the use of films to enhance cultural appreciation. Class is conducted in Spanish.

Prerequisite: SPAN 3301 with a grade of "C" or better.

SPAN 3311 Spanish Culture and Civilization (3-0-3)

This is a survey of the culture and civilization of Spain, with consideration of geographical, social, economic, political, religious and artistic features. The course includes lectures, collateral readings, as well as written and oral reports. A special feature of the course is the use of films to enhance cultural appreciation. Class is conducted in Spanish.

Prerequisite: SPAN 3301 with a grade of "C" or better.

SPAN 3320 Introduction to Hispanic Literature (3-0-3)

This course is a study of basic literary concepts and methods of textual analysis. It serves as an introduction to different literary genres and their historical development. It includes readings from a selection of texts from both Spanish and Hispanic-American literature. Class is conducted in Spanish.

Prerequisite: SPAN 3301 with a grade of "C" or better, and SPAN 3310 or 3311.

SPAN 3321 Survey of Mexican-American Culture and Literature (3-0-3)

This course is an introductory study of the most representative Mexican-American writers and their works from the nineteenth century until 1995. Genres covered are: poetry, essay, narrative and theater. It includes collateral readings and reports.

Prerequisite: SPAN 3301 with a grade of "C" or better

SPAN 4301 Survey of Hispanic-American Literature I (3-0-3)

This course examines a wide range of genres and representative writers of Hispanic-America, from the Pre-Columbian to the Baroque period. Special consideration will be given to the political, historical, social and religious dimensions of this literature. Class is conducted in Spanish.

Prerequisite: SPAN 3320

SPAN 4302 Survey of Hispanic-American Literature II (3-0-3)

This course examines a wide range of genres and representative writers of Hispanic-America, from the Neo-Classical period to the present. Special consideration will be given to the political, historical, social and religious dimensions of this literature. Class is conducted in Spanish.

Prerequisite: SPAN 3320, or taken concurrently with SPAN 3320

SPAN 4311 Survey of Spanish Literature I (3-0-3)

This course examines a wide range of genres and representative writers of Spain, from the Middle-Ages to the eighteenth century. Special consideration will be given to the political, historical, social and religious dimensions of this literature. Class is conducted in Spanish.

Prerequisite: SPAN 3320

SPAN 4312 Survey of Spanish Literature II (3-0-3)

This course examines a wide range of genres and representative writers of Spain, from the nineteenth century to the present. Special consideration will be given to the political, historical, social and religious dimensions of this literature. Class is conducted in Spanish.

Prerequisite: SPAN 3320, or taken concurrently with SPAN 3320

SPAN 4330 Spanish for Teachers (3-0-3)

This course is an examination of a wide variety of approaches and methods of language teaching, such as: traditional approaches, current communicative approaches, as well as, alternative methods (e.g. Total Physical Response, Suggestopedia, Community Language Learning, Multiple Intelligences, Competency-Based Language Teaching etc.). After students reflect on their own experiences as language learners, participants will evaluate different teaching methods by staging a short teaching sequence as a classroom presentation. Students will design their own detailed lesson plans incorporating theory and application, and will learn strategies for teaching culture, the use of instructional media and technology, and assessment of learner performance. Students will have hands-on practice in a real language classroom under the instructor's supervision.

Prerequisite: SPAN 3303, SPAN 3310 or 3311, and SPAN 3320

SPAN 4340 Special Topic: Hispanic-American Culture through Film (3-0-3)

This course is a study of Hispanic-American culture (Mexico, Central and South America, as well as the Spanish-speaking Caribbean) through the medium of film. The content of selected cultural topics is examined, as well as the use of the medium of film to communicate the Hispanic-American culture.

Prerequisite: SPAN 3310 or consent of instructor

SPAN 4360 Special Topics: The Chicano Novel (3-0-3)

This course is an in-depth study of the most representative novels written by Mexican-American authors, beginning with Pocho, by José Antonio Villarreal, and ending with the most recent novels written in English by Alejandro Morales, Rolando Hinojosa-Smith and Rudolfo Anaya.

Prerequisite: SPAN 3320

SPAN 4370 Special Topics: Spanish-American Short-Story (3-0-3)

This course is a study of the most relevant authors and short stories written in Spanish-America from the Romantic to the Postmodern period. Collateral readings and reports.

Prerequisite: SPAN 3320

SPAN 4380 Special Topics: Spanish for Business (3-0-3)

This course will prepare Spanish and Business Leadership majors for successful oral and written communication in the Hispanic business world. It will build on the student's knowledge and place special emphasis on essential business terminology and real-life use of the Spanish language in common business contexts. This course will also help the student become culturally aware of the differences in doing business in Hispanic countries or with Hispanics in the United States.

Prerequisite: SPAN 3301 with a grade of "C" or better

SPAN 4390 Special Topics: Culture and History of Mexico (3-0-3)

This course is an introduction to the history and culture of Mexico from a Mexican perspective. It starts in the Pre-Columbian period and covers all major events in Mexican history until the 21st Century. Emphasis will be placed on the political, social, economic, religious and artistic spheres of Mexican culture. Collateral readings and reports.

Prerequisite: SPAN 3301 with a grade of "C" or better

SPAN 4500 Special Topic: Spanish Translation (3-0-3)

This course is an introduction to translation from English to Spanish. It engages students in an extensive translation project in a specialized translation field. It gives students a thorough understanding of the differences between English and Spanish grammar, syntax, punctuation, register and style, and includes group work as well as individual sessions with the instructor.

Prerequisite: SPAN 3320 or consent of instructor

College Readiness Studies

DEVL 0303 Developmental Reading (4-0-0)

This course focuses on development of reading comprehension, vocabulary, and study skills.

DEVL 0404 Developmental Writing (4-0-0)

This course focuses on extensive grammar and multi-paragraph essay writing

practice, with attention to planning, drafting, and revision, to prepare students for college-level writing classes.

DEVL 0405 English for Academics (Non-Native Speakers) (4-0-0)

Study to develop fundamental writing skills such as idea generation, organization, style, utilization of standard English, and revision. This course is specially designed for non-native English speakers.

DEVL 0406 Developmental Mathematics I (4-0-0)

Study of basic mathematics such as arithmetic operations, basic algebraic concepts and notations, integers, fractions, decimals, and percentages.

DEVL 0307 Developmental Mathematics II (3-0-0)

Continuation of the study of basic mathematics such as arithmetic operations, basic algebraic concepts and notations, integers, fractions, decimals, and percentages.

DEVL 0308 Developmental Algebra (3-0-0)

A study of relations and functions, inequalities, factoring, polynomials, rational expressions, and quadratics with an introduction to complex numbers, exponential and logarithmic functions, determinants and metrics, and sequences and series.

DEVL 0310 Study Skills for Success (3-0-0)

Study of techniques such as time management listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources. Includes courses in college orientation and developmental of students' academic skills that apply to all disciplines.