

## **2016-2017 MYWAY AT UMHB CATALOG**

## MYWAY AT UMHB CATALOG CONTENT

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## Catalog, Handbook, & Accommodation

The purpose of the catalog published for the University of Mary Hardin-Baylor's MyWay at UMHB Program is to provide information about the academic programs as well as the rules, policies, and guidelines of the University. It includes information concerning admissions, academic offerings, academic regulations and requirements, tuition and fees, services available to students, university accreditation, and other critical items for prospective and enrolled students. In the entirety of the catalog, the terms "University" or "UMHB" shall mean the University of Mary Hardin-Baylor. The catalog is available online and may be viewed from any computer able to access the University's website – <http://registrar.umhb.edu/catalog>.

The University will revise the catalog from time to time in order to provide students with current and complete information. The University reserves the right to add, delete, or amend provisions at any time regarding requirements, deadlines, fees, curricula, courses, or other information. Students are expected to remain familiar with the contents of the catalog.

A catalog is considered valid for six years. A student who fails to complete the required work for a degree in a six-year interval dating from the student's first term of enrollment must reorganize his or her degree plan to conform to the current catalog. The same catalog will be in force for the entire degree; in other words, a student must use the same catalog for all curriculum requirements. The University will not normally change degree requirements after a student begins a degree program. However, the University reserves the right to make reasonable changes to degree requirements for sound academic reasons, which may include changes to licensing or certification requirements by governmental or professional organizations.

The catalog assigned to students newly admitted to the MyWay at UMHB Program is determined by the students' first term of enrollment. However, the student alternatively may choose to graduate under the catalog for any subsequent year in which the student was registered (within the six-year limitation) provided the student experiences no longer than a one academic year disruption in enrollment. Students experiencing a disruption in enrollment lasting longer than one academic year must reorganize their respective degree plan to conform to the current catalog.

Although a previous edition of the University's catalog may control the academic criteria for awarding a student a degree or certain academic honors and awards, the policies and procedures contained in the most recent edition of the catalog will always control. For example, matters such as academic standards, classroom expectations and ethics, and academic appeals are always controlled by the most recent catalog.

The University publishes a student handbook available at <http://students.umhb.edu/student-handbook>.

The student handbook is generally applicable to MyWay at UMHB students, with the exception of provisions which are altered by the express terms of this Catalog or provisions which are clearly inconsistent with the non-traditional nature of the MyWay at UMHB Program.

MyWay at UMHB students may request accommodation for a student's own disability by contacting the Director of Counseling, Testing, and Health Services **directly**. The policy on disability accommodation can be found here: <http://cths.umhb.edu/disability>.

## Welcome from the President

On behalf of the administration, faculty, and staff, let me welcome you to the MyWay at UMHB Program! This catalog outlines this innovative program, which is designed and offered by our talented and dedicated faculty. You will quickly see that our curriculum offers a solid set of foundational courses in the arts, sciences, and humanities, plus an array of specialized classes to expand your skills and knowledge. MyWay at UMHB is aimed at providing a flexible and affordable path to finishing your degree, while also benefiting from an outstanding UMHB experience.

UMHB offers you these learning opportunities in an environment where personal attention to each student is valued. We believe that the size of our enrollment, the quality of our faculty, and our commitment to Christian values and service will make your time with UMHB an extraordinary experience - one that will make your educational journey both engaging and fulfilling. It is our hope that, at the end of your time in our program, you will not only gain a diploma, but also a clear vision of how to live a successful life, no matter where your path may lead from this point on.

We are glad you have chosen to advance your education at the University of Mary Hardin-Baylor and hope you find the MyWay at UMHB Program to be a perfect fit.

We look forward to having you as a member of our learning community!

Sincerely,

Randy O'Rear, Ed.D.  
President

## The University

### History

The University of Mary Hardin-Baylor traces its distinguished history to the days when Texas had yet to gain statehood and when Baptist missionary work was just beginning in the partially civilized new territory. As early as 1839, representatives of churches in Washington County issued an appeal to the Home Mission Board of New York to inaugurate a missionary movement in Texas. Missionaries Rev. James Huckins and Rev. William M. Tryon were sent, and soon afterwards, Judge R.E.B. Baylor came to Texas as a teacher, lawyer, soldier and preacher. These leaders inspired the desire for Christian education in the area and, at a meeting of the Union Association in 1841, recommended forming an education society. War prevented action until 1843, when the Texas Baptist Education Society was organized.

Tryon and Baylor were appointed to prepare a charter to establish a Baptist university. On February 1, 1845, a charter was granted by the 9th Congress of the Republic of Texas, approved by President Anson Jones at Washington-on-the-Brazos, and the long-awaited Baptist university became a reality. The school initially included a Preparatory Department in addition to co-educational classes for college students. In 1851, the Female Department and the Male Department were separated, ending co-education. In 1866, the Female Department obtained a separate charter and its own board of trustees, and the name was changed to Baylor Female College.

In 1886, due to changing transportation and economics in the area, it was deemed necessary to move both schools. The Male Department consolidated with Waco University in Waco, Texas, retaining the name Baylor University. The Female Department, under its new name, Baylor Female College, moved to Belton, Texas. Since the move to Belton, the school has undergone several name changes, including Baylor College for Women (1925), Mary Hardin-Baylor College (named in honor of a benefactor in 1934), and University of Mary Hardin-Baylor (1978). In 1971, the oldest college for women west of the Mississippi became co-educational.

UMHB's illustrious history includes such notable occurrences as claiming the first work-study program for women in a college west of the Mississippi (1893); serving as the campus model for the Baptist Student Union (1920); establishing the first school of journalism in a college for women in America and being the second institution in Texas to offer the degree of Bachelor of Journalism (1921); hosting and winning the first intercollegiate debate between college women in Texas (1921); and being recognized as the first Texas Baptist college accepted into full membership in the Southern Association of Colleges and Schools (1926). Since these auspicious "firsts," UMHB has continued to make history as a leader in the fields of education, nursing, business, and church leadership; in athletics through conference and national play; and in other important areas of campus life. Today, UMHB enjoys a robust student enrollment of more than 3,400 and employs more than 400 full-time faculty and staff committed to Christian higher education.

Presidents have included Dr. H. L. Graves, Dr. R. C. Burlison, Rev. G. W. Baines, Dr. William Carey Crane, Mr. B. S. Fitzgerald, Dr. Horace Clark, Col. W. W. Fontaine, Dr. William Royall, Dr. John Hill Luther, Mr. P. H. Eager, Dr. E. H. Wells, Dr. W. A. Wilson, Dr. E. G. Townsend, Dr. J. C. Hardy, Dr. Gordon S. Singleton, Dr. Albert C. Gettys, Dr. Arthur K. Tyson, Mr. Leonard L. Holloway, Dr. William G. Tanner, Dr. Bobby E. Parker, Dr. Jerry G. Bawcom, and Dr. Randy O'Rear who became president in 2009.

### Location

The University of Mary Hardin-Baylor is located in the "heart of Texas," only 55 miles from the State capital of Austin and 135 miles from the Dallas-Fort Worth metroplex on Interstate 35. The campus is nestled in the natural beauty of Central Texas' rolling plains and wooded hills and captures the spirit of scholarly pursuit within its historic buildings and spacious, well-maintained campus. The Belton-Temple-Killeen area is home to many corporations, hospitals and medical complexes, industries, and service agencies where students may find employment or internship opportunities. Two large shopping malls are only minutes from campus as is the quaint artisan village of Salado. Dining and entertainment, including the Bell County Expo Center, are just minutes from campus. Recreational opportunities are easily found at Belton Lake and Stillhouse Hollow Lake as well as several 18-hole golf courses within the area.

### Mission

The University of Mary Hardin-Baylor prepares students for leadership, service, and faith-informed discernment in a global society. Academic excellence, personal attention, broad-based scholarship and a commitment to a Baptist vision for education distinguish our Christ-centered learning community.

### Vision

The University of Mary Hardin-Baylor will be the university of choice for Christian education in the Southwest.

### Values

**Broad-based Education.** We believe an educated person is one who not only has mastered a chosen field of study but also has gained an understanding and appreciation for the intellectual and cultural traditions of a diverse world. Through traditional liberal arts programs and professional programs at both the undergraduate and graduate levels, the university seeks to develop graduates of strong Christian character and integrity who are able to communicate effectively, think critically, and solve complex problems. In addition, we strive to inspire a lifelong love for learning so that graduates may face challenges successfully in an ever-changing world.

**Christian Faith and the Intellectual Life.** We recognize that all truth, whether revealed in Scripture or creation, has its origin in God. Since all truth is grounded in God, we believe that the pursuit of truth and the Christian faith are mutually reinforcing. We strive to develop graduates who integrate Christian perspectives and attitudes into every dimension of life: character, relationships, vocation, and service. To empower students to integrate a passionate Christian faith with human knowledge, we dedicate ourselves not only to grounding them in the basics of Scripture and in the historical beliefs of the Christian faith, but also to broadening their horizons, deepening their insight, sharpening their intellect, and cultivating their ability to appreciate the good, the true, and the beautiful. We seek committed Christians for our faculty and staff who will support the university's mission and who will be active participants in their local church. In short, our goal is to produce graduates who love God with their whole mind.

**Teaching Excellence.** We value well-qualified educators who are committed to effective, innovative teaching that prepares students to excel in their particular fields, to think creatively and critically, and to integrate facts across disciplines. Our faculty members exhibit an intellectual curiosity and passion for their fields of study which, in turn, stimulate our students to excel academically. To that end, the university is committed to maintaining an atmosphere of academic freedom and providing faculty members with resources and opportunities to enhance teaching effectiveness and to be engaged in a wide range of scholarly activities. The university seeks to identify, recognize, and reward those faculty members who exhibit exceptional teaching ability.

**Service.** We value our role as a Christ-centered university which addresses educational, cultural, civic, and economic needs by providing service opportunities for students, faculty, and staff. We strive to instill within students an awareness of people in need and a commitment to seeking solutions, both locally and globally.

**Students as Individuals.** We respect each student as a unique individual who has a distinct perspective on the world. Therefore, we welcome students from diverse backgrounds and understand that exposure to different cultures and experiences within a Christian environment enrich the educational process. The university strives to create an atmosphere where every student is an integral part of our learning community. We place student achievement first and emphasize this through personal attention, small class sizes, teaching excellence, campus activities, athletic programs, and leadership opportunities. The university is committed to encouraging each student to reach his or her potential spiritually, academically, socially, and physically.

## Accreditation

The University of Mary Hardin-Baylor is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, <http://www.sacscoc.org> for questions about the accreditation of the University of Mary Hardin-Baylor.

### **Selected academic programs are accredited by the following agencies:**

Commission on Collegiate Nursing Education

Council for Accreditation of Counseling and Related Educational Programs, Community Counseling/Clinical Mental Health Counseling

Council on Social Work Education

Texas Board of Nursing

The Texas Education Agency

The UMHB Department of Music is accredited by the National Association of Schools of Music.

### **The University is affiliated with or a member of the following agencies:**

American Association of Colleges of Nursing

The American Association of Colleges for Teacher Education

American Association of University Women

American Choral Directors Association

American College of Musicians

American Counseling Association

The Association to Advance Collegiate Schools of Business

The Association of American Colleges and Universities

The Association of College and Research Libraries

Association of Texas Graduate Schools

Baptist General Convention of Texas

Central Texas Music Teachers Association

Committee for Accreditation of Allied Health Education Programs

Conference of Southern Graduate Schools

The Council for Christian Colleges and Universities

The Independent Colleges and Universities of Texas

International Association of Baptist Colleges and Universities

Kindermusik International

Kodaly Educator of Texas

Music Teachers National Association

The National Conference of Church Related Schools

National Federation of Music Clubs

National Guild of Piano Teachers

Organization of American Kodaly Educators

Southwestern Business Deans' Association

State Board for Educator Certification

The Texas Association of Music Schools

Texas Association of Social Work Deans and Directors

Texas Choral Directors Association

Texas Counseling Association

Texas Field Educator's Consortium

Texas Music Educators Association

Texas Music Teachers Association

## Notice of Nondiscriminatory Policy as to Students

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, sex, gender, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

A student or applicant who claims to have been unlawfully discriminated against due to any university regulation or policy or the official action of any university employee should submit a written complaint to the designated coordinator for university compliance with nondiscrimination policies: Susan Owens, Vice President for Human Resources and Title IX Coordinator, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254-295-4527, susan.owens@umhb.edu.

Students and employees are expected to comply with the university's policies that prohibit unlawful discrimination, including sexual harassment, gender harassment, sexual misconduct, sexual assault, and stalking **whether on or off campus**. Any student who witnesses or experiences such conduct on campus or off-campus by someone who is a member of the university community is encouraged to report the matter. Students are encouraged to report such conduct before it becomes severe or pervasive so that the University can take appropriate steps to prevent the situation from creating an environment which is hostile to education.

The University will take appropriate steps to eliminate illegal discrimination or harassment as quickly as possible. In some cases, interim measures may be taken before the investigation and any related disciplinary process has been completed in order to eliminate or diminish the opportunity for additional discrimination or harassment or to alleviate the effects of the conduct which is the subject of the complaint. Any interim measures will respect the rights of all students to be treated with fundamental fairness. More information can be found at [www.umhb.edu/titleix](http://www.umhb.edu/titleix).

### **REPORT IT**

## Notification of Rights under FERPA for Postsecondary Institutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the University of Mary Hardin-Baylor (UMHB) receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes 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.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the university to amend a record should write the university official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the university decides not to amend the record as requested, the university will notify the student in writing of the decision and the student's 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 provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. UMHB discloses education records without a student's prior written consent under the FERPA exception for disclosure to university officials with legitimate educational interests. A university official is a person employed by UMHB in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A university official also may include a volunteer or contractor outside of the university who performs an institutional service of function for which the university would otherwise use its own employees and who is under the direct control of the university with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another university official in performing his or her tasks. A university official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for UMHB.

Upon request, UMHB also discloses education records without consent to officials of another college/university in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UMHB to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA further provides that certain information designated as “Directory Information” concerning the student may be released by UMHB unless the student has informed the university that such information should not be released. To withhold disclosure, written notification must be received in the Office of the Registrar. Forms requesting the withholding of “Directory Information” are available from the Registrar's Office.

UMHB assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

**The University of Mary Hardin-Baylor hereby designates the following student information as public or “Directory Information.” Such information may be disclosed by the institution to an inquirer, either in person, or by mail, telephone, email, etc., or otherwise made public for any purpose, at its discretion.**

**Directory Information: Name; current and permanent addresses; telephone number(s); email address(es); dates of attendance; enrollment status (e.g. full-time or part-time); school or division of enrollment; classification; major field(s) of study; awards; honors (including Provost's and Dean's Honor Rolls); degree(s) conferred (including dates); previous institution(s) attended; past and present participation in officially recognized sports and activities; physical factors (height/weight) of athletes; date and place of birth; and digitized image(s)/photograph(s)/video(s). A student**

**identification number may be disclosed as directory information provided that the number cannot be used to access your student records without the use of a password or PIN which is never considered directory information.**

The policy that such information will be made generally available is communicated to presently enrolled students through the publication of these guidelines. An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form which is available in the Registrar's Office and providing the completed form to the Registrar's Office.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to university officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

- To other university officials, including teachers, within UMHB whom the university has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the university has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another university where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, UMHB, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information UMHB has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if UMHB determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the university's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of UMHB, governing the use or possession of alcohol or a controlled substance if the university determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including your Social Security Number, grades, or other private information—may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State

Authorities”) may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## Annual Security and Fire Safety Reports

UMHB's Annual Security Report and its Annual Fire and Safety Report, as required by federal law, may be accessed on the University's Internet site at <http://police.umhb.edu/policies/clery-act>

A printed copy of these reports can be obtained by contacting the University of Mary Hardin-Baylor Campus Police Department at (254) 295-5555.

The reports include institutional policies concerning campus safety and security as well as statistics for the previous three years concerning crimes and fires reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school, and on public property within or immediately adjacent to the campus.

### SEXUAL ASSAULT OR SEXUAL VIOLENCE

The University strives to create a campus environment that is free from sexual violence, sexual assault, sexual harassment or gender-based harassment, all of which are prohibited by university policy and by federal law. Detailed information about reporting crimes, sex offenses, or violations of the university's policies can be found in the Student Handbook at <http://students.umhb.edu/student-handbook> and UMHB's Annual Security Report at <http://police.umhb.edu/policies/clery-act>.

## Admission Requirements

Prospective students seeking admission to MyWay at UMHB must:

- reside within Texas.
- be transferring a minimum of 12 transferable semester credit hours (non-developmental/non-vocational).
- be transferring semester credit hours from a regionally accredited college or university.
- have an overall grade point average of 2.0 or better (based on a four-point system). Entering GPA will be calculated using all hours attempted. The one exception to this requirement concerns a course that was repeated. In this circumstance, only the last grade received for the repeated course will be used when calculating the entering GPA.
- not be on scholastic or disciplinary suspension for any college or university.
- a limited number of students may be admitted on conditional admission by consent of the Admissions Committee. An interview may be required.

Individuals who are denied admission on the basis of the criteria listed above may appeal to the Admissions Office. The appeal must be made in writing and must specify the admission requirement(s) to be reviewed. Any supporting evidence not originally submitted with admissions materials should be included. Please contact the Admissions Office for further information.

To be considered for admission to MyWay at UMHB, prospective students must submit:

- an application for admission with the non-refundable application fee.
- an official transcript for each college/university previously attended (sent directly from the institution to UMHB). Even though courses taken at one institution are noted on another college's transcript, applicants must submit transcripts from the institution at which the courses were taken. Transcripts from other institutions which have been submitted for admission or evaluation become part of the student's academic file and are not returned or copied for distribution.

## Identity Verification Processes

When a student applies for admission into the program, traditional documentation will be requested which will assist in verifying the applicant's identity. Supporting documentation may include high school transcripts, college transcripts, SAT scores, and ACT scores. In addition, applicants to MyWay at UMHB must submit a notarized Statement of Educational Purpose form and, immediately after admission, submit a government-issued photo ID to assist in identity verification throughout the program.

Once a student is accepted into the program, the success coach will conduct an initial web conference with the student in which the student will be asked to show government issued photo identification such as a driver's license or passport. The success coach will compare the photo of the student on the government issued photo identification to the live image of the student through the web conference and to the photo submitted during the application process to confirm the student's identity.

See Academic Support Services (p. 27) within this catalog for more information regarding the success coach's role.

## Concurrent Program Enrollment Policy

While enrolled in MyWay at UMHB, students may not enroll in other programs at UMHB. MyWay at UMHB is a full-time program.

## Computer Requirements

To use the MyWay at UMHB systems, a student must have a minimum of the following:

1. A reliable Internet connection (minimum download speed of 2Mbps and upload speed of 1Mbps)
2. A desktop or laptop computer manufactured within the last five years with an operating system (Windows, Mac, or Linux) capable of running the required software listed below
3. One or more of the following modern web browsers:
  - Mozilla Firefox (Recommended)
  - Google Chrome
  - Apple Safari (Mac OS only)
  - Windows Edge
4. A modern office productivity suite (e.g. Microsoft Office, Apache OpenOffice, LibreOffice . . .)
5. Sound card with speakers and microphone (external or built-in)
6. Webcam (external or built-in)
7. The following multimedia apps/plugins:
  - PDF reader software (e.g. Adobe Reader, Apple Preview, Foxit Reader, Windows Reader App . . .)
  - Adobe Flash Player
  - Apple Quicktime
  - Java
  - Webex
8. We recommend you have an up-to-date anti-virus program. MyWay at UMHB students are solely responsible for their choices of hardware and software. The University highly recommends that students arrange for the regular backup of their data and academic work product. Credit cannot be given for work which is lost due to technical problems.

## Financial Aid

Students enrolled in MyWay at UMHB are not eligible for federal or state financial aid, including guaranteed student loans or federal work/study. The University does not currently provide scholarships or grants to MyWay at UMHB students. MyWay at UMHB students are not eligible for military/veterans educational benefits.

## Financial Information

The following fees are established by the Board of Trustees of the University of Mary Hardin-Baylor. Changes to the fee structure will be evaluated periodically. Any changes to the fee schedule will go into effect for terms beginning after June 1, 2018.

### Tuition

MyWay at UMHB charges tuition based on a flat subscription rate per six-month term. Tuition is currently \$3,000 per term. See below for more information on terms.

### Application Fee

Applicants are required to pay a non-refundable application fee of \$30. This fee does not apply toward tuition and is paid only once.

### Diploma Fee

There is a \$60 fee associated with filing an application for degree. See details for this process within Degree Requirements (p. 36).

### Tuition Payment and Financial Policies

Tuition for the full term is due by the first day of each term. UMHB offers a payment plan (at no additional cost) for students who cannot pay in full by the required date. Based on the current tuition, the payment plan consists of monthly payments of \$500 per month for a six-month period with due dates as follows:

- Initial \$500 payment must be made by first day of term (15th).
- Subsequent \$500 payments are due by the 15th of each month for the next 5 months.

To enroll in the payment plan, contact a Bursar's Office Representative at 254-295-4533 or [cashiers.office@umhb.edu](mailto:cashiers.office@umhb.edu). *Payment or payment plan participation are required by the first day of each new term.*

Access to competencies will be suspended if payment is not received by the 20<sup>th</sup> of the month. During service suspension, students will not be allowed to engage in any academically related activities. In order to re-activate account, student needs to contact their Student Success Coach along with the amount of the past due payment. Once payment is received, the student's access will be restored by the end of the following business day. The student's ability to continue in the program will be subject to all other policies and requirements of the MyWay at UMHB program. UMHB reserves the right to require payment in full at beginning of each term for any student who has two or more delinquent payments in any six-month term.

Account balances are available on MyCampus (<https://mycampus.umhb.edu/ics/>) 24/7. Paper statements are not mailed. Payment may be made on the MyCampus site with a credit card - Visa, MasterCard, American Express, or Discover (credit card convenience fees of 2.5% will apply) or E-Check (no convenience fee). Payments are also accepted in the Bursar's Office. No payments are accepted over the telephone. For any check, including E-check, not honored by a bank, a returned check fee of \$25 will be charged and University reserves the right to not accept checks for any future payments.

UMHB utilizes the UMHB Sadermail account as the official means of communicating account notices to students. It is the student's responsibility to periodically check their Sadermail accounts. The UMHB Bursar's Office is committed to assisting all student account needs; however, students have the primary responsibility to make sure their tuition is paid on time each term.

### Delinquent Accounts

Failure to meet financial obligations of any kinds to the University may result in a financial hold and suspension of services including enrollment for subsequent terms. UMHB will not release transcripts and diplomas until accounts have been paid in full. The University also reserves the right to withhold a student's access to campus services, including "MyCampus and MyPath," and to restrict a student's participation in university events, including commencement, for failure to make complete payment of

a student account. UMHB may additionally withdraw a student for failure by the student to demonstrate proper responsibility in the handling of financial matters as related to the University.

The student will remain responsible for all unpaid balances incurred. In the event an account becomes delinquent and is placed with an outside agency for collection, all collection costs and / or legal fees will be the responsibility of the student.

## Refunds

- MyWay at UMHB students enrolled in their first 6-month subscription term will be refunded 100% of tuition if canceling within 30 days of program entrance AND prior to completion of any competency.
- MyWay at UMHB students who have completed a competency within the first 30 days of program entrance and cancel their subscription will not receive a tuition refund.
- MyWay at UMHB students enrolled in their second or later 6-month subscription term will not be eligible for tuition refunds after day one of the term.

MyWay at UMHB students who are administratively withdrawn from the program for failure to participate in academic planning within 14 days of the start of the term or for failure to satisfy academic or financial responsibilities will be subject to the same terms of MyWay at UMHB's Refund Policy.

## Student ID Cards & Use of Campus Facilities

MyWay at UMHB students are not required to have a student ID card (CruCard). However, any student that would like to request a CruCard can do so at [myway.umhb.edu/crucard](http://myway.umhb.edu/crucard)

For more details regarding services offered through the CruCard program, including access to campus facilities, see [myway.umhb.edu/crucard](http://myway.umhb.edu/crucard)

## Academic Calendar

MyWay at UMHB follows a continuous enrollment model. Students may start a term on the 15<sup>th</sup> of each month. A term is six months in length. An academic year for a student extends for twelve months from the student's date of enrollment. (For example, the first term for a student starting MyWay at UMHB on August 15<sup>th</sup> would begin August 15<sup>th</sup> and would end February 14<sup>th</sup>. The student's second term would begin February 15<sup>th</sup> and would end August 14<sup>th</sup>. The academic year for that student, therefore, would be designated as starting on August 15<sup>th</sup> and ending on August 14<sup>th</sup>.)

Throughout each term, students may work on competencies, including accessing resources and completing assessments, around the clock. Students' work on competencies is not limited by the University's office hours nor holiday schedule. The learning management system used by MyWay at UMHB is available to students 24 hours a day, 7 days a week, 365 days a year. Students' access to the learning management system, however, is limited to the start and end dates of each term in which they are enrolled.

Posting of courses/competencies, grades/ratings, and degree conferrals to students' transcripts will follow the schedule published by the Office of the Registrar at <http://registrar.umhb.edu/academic-calendar>. While degrees may be conferred according to the published schedule, the University holds two commencement ceremonies per year—one in May and one in December. Students with degree conferral dates in January through June are invited to participate in the May ceremony. Students with degree conferral dates in July through December are invited to participate in the December ceremony.

## Academic Interaction Policy

MyWay at UMHB represents an alternate format for education which measures learning, not seat time. Student progress reflects completion of assessments which demonstrates mastery of competencies required for the degree. Students are urged to recognize the importance of utilizing learning apps, success coaches, and other provided resources.

*To promote student success, during a student's first term in MyWay at UMHB, they are required to:*

1. Participate in academic planning sessions with a success coach during the first 14 days of the term.
2. Master at least one assessment by Day 21 of the term.
3. Master at least one competency by Day 45 of the term.
4. Engage in a learning activity each week. \*, +

Students not participating in academic planning within 14 days of the start of the term will be automatically withdrawn. The refund policy can be found within the Refunds (p. 20) section of this catalog.

*For all remaining terms, students are required to:*

1. Engage in a learning activity each week. \*, +
2. Make satisfactory progress towards a degree.

\*Learning activities include participating in coaching calls, recorded activity in learning apps, assessment submissions, online tutoring, faculty tutoring, and learning community participation.

**+ If students do not engage in an academically related activity for two (2) consecutive weeks, the success coach may initiate administrative withdrawal from the program.** The refund policy can be found within the Refunds (p. 20) section of this catalog.

## Academic Integrity

As an institution committed to the Christian values of honesty and integrity, the University of Mary Hardin-Baylor expects all members of the learning community to commit themselves to high standards of academic integrity. Academic integrity is vital not only as we live out our Christian calling but also for our students' success in their future vocations. To that end, students are expected to take responsibility for all the work they produce through MyWay at UMHB and to ensure that all work meets the University's standards for academic integrity.

1. Written work and oral presentations submitted electronically should reflect the student's own ideas, and any use of others' words, ideas, or patterns of thought should be appropriately quoted and/or cited. Plagiarism in any form is expressly prohibited. Failure to comply with the University's copyright policy is expressly prohibited. Professors may make use of Turn-it-In or other online systems at any time for verifying the originality of student work.
2. Students are responsible for understanding the program's rules governing any particular piece of academic work and abiding by those rules. Any questions about persons or materials not authorized to be used on any particular assignment should be clarified before accessing those persons or materials. Submitting academic work produced with unauthorized assistance or materials is expressly prohibited. This may include assistance from associates and family, other faculty members, textbooks, online resources, or commercial sources such as professional paper writers that are available for hire, or any other material that has not been authorized by the program for use. Papers, recorded presentations or other work (in whole or in part) prepared for one assessment should not be submitted to meet the requirements of another assessment without express permission from the student's success coach.
3. Instruction in MyWay at UMHB requires specific diligence to personal and University standards of honesty. Online students should maintain strict privacy of their login identity and passwords. Students may not copy, record, or otherwise disclose MyWay at UMHB assessments or project material, including posting on websites, blogs, and other social media. When taking a proctored assessment, students may not access any device or learning materials or communicate with anyone except the proctor, unless that access is specifically approved in writing by the assessment evaluator.
4. Academic integrity requires that students be truthful in all their academic work. Falsifying research data, lab reports, or other academic work product is expressly prohibited. Students should refrain from disclosing the specific contents of any assessment or other required assignment to another student who will, or may, later be required to complete the same assignment. Students should refrain from soliciting or otherwise acquiring specific information about the contents of any assessment or other assignment that will, or may, be administered in the future.
5. The University's standards of academic integrity go beyond the coursework to encompass all aspects of a student's academic life. Falsifying an academic record, a degree plan, a waiver, or any other official document is expressly prohibited. Students should not mislead any official of the University in order to secure a required form or otherwise obtain an academic advantage.
6. Participants are responsible for their own actions. For example, providing or receiving unauthorized assistance, including (but not limited to) completing another student's assessment or contributing to another student's written or oral work without permission is prohibited.
7. Students are expected to respond fully and candidly to any request from a University official for assistance in any investigation of violations of the University's standards. Failure to respond candidly and fully to such a request is a violation of the University's standards.
8. Academic integrity also includes good digital citizenship in an online environment. Students should take care to use respectful language in all communication. Vulgar or foul language will not be permitted. In addition, language that demeans persons or groups of persons or that otherwise violates the University's rules of student conduct will not be permitted. This is not an exhaustive list and the University reserves the right to interpret and reasonably apply academic integrity standards to individual situations. A student who fails to meet these standards of academic integrity may be required to repeat the assessment for the competency involved, as determined by the MyWay at UMHB Program Director. The penalty for academic dishonesty may also include more severe penalties, up to and including expulsion from the University. Conduct which violates the University's rules of student conduct may also be grounds for disciplinary action as described in the student handbook.

## Determination of Grades

Progress through MyWay at UMHB is determined by a student's success on a series of assessments, each aligned to a specific competency. Each competency is assigned a semester credit hour value or Credit Hour Equivalent (CHE) (p. 35). Grades for Credit Hour Equivalents (CHE's) are determined based on the proficiency exhibited by the student on each assessment.

The number of assessments per competency varies. For example, the competency in Quantitative Reasoning consists of 3 individual assessments. Students must achieve mastery level on all 3 assessments to be awarded mastery of that competency.

When a student completes an individual assessment, the assessment is evaluated and scored by a specially trained faculty assessor, using a rubric with the following standards for each category: *Exceptional, Mastery, Progressing, Needs Improvement, and Unsatisfactory*. In order to “pass”, the student must meet the *Mastery* standard (or higher) for each category on the rubric for each individual assessment.

In terms of GPA, this is the equivalent of a grade falling within the 80-89 range, and 3 grade points are awarded. If a student fails to reach mastery level on an assessment, no credit is given for the competency. The student will then work with their success coach to determine content and support needed to improve competence before attempting the assessment again.

Students may attempt an assessment for a specific competency no more than three (3) times. After a 3<sup>rd</sup> failed assessment attempt, the student may petition in writing to the Program Director within five (5) business days after receiving notification of the 3<sup>rd</sup> failed assessment attempt to request an additional assessment attempt. Rationale for the additional assessment attempt must be included in the petition. The MyWay at UMHB Program Director will determine if one or more additional assessment attempts may be warranted. The decision of the Program Director is final.

## Failed Assessment Attempts

Assessments of competencies may be resubmitted if mastery level is not achieved. The following table indicates action steps associated with failed assessment attempts.

Failed Assessment	Action Plan
1 <sup>st</sup> Failed Attempt	Success coach contacts student to determine contributing factors and offers support for resubmitting the assessment. This can be included in the scheduled weekly call.
2 <sup>nd</sup> Failed Attempt	Success coach forms an action plan with the student to include additional resources and possible tutoring. Resources include, but are not limited to, the use of tutoring, online learning communities, mentors, and recommendations for additional content or material.
3 <sup>rd</sup> Failed Attempt	Success coach consults with faculty to determine other sources of information, demonstration, or instruction. A plan is offered to the student to enhance content mastery and improve assessment performance.

## Academic Support Services

### Success Coach

Students beginning MyWay at UMHB will be assigned a success coach to serve as a guide and encourager throughout the program. Trained in the tools available to students within the program and in basic coaching principles, the success coach will talk with each student individually on a regular basis (usually weekly) to assess the student's progress and make the student aware of available resources.

### Assessment Performance Action Plan

MyWay at UMHB allows students to demonstrate mastery at their own pace. However, students are encouraged to seek assistance from various support services when they are unsuccessful on assessment attempts. The following action plan provides guidance for students, success coaches, mentors, and faculty subject matter experts (SME) regarding the need to resubmit an assessment.

#### *Assessment Performance Action Plan*

Failed  
Assessment      Action Plan

1<sup>st</sup> Failed Attempt      Success coach contacts student to determine contributing factors and offers support for resubmitting the assessment. This can be included in the scheduled weekly call.

2<sup>nd</sup> Failed Attempt      Success coach forms an action plan with the student to include additional resources and possible tutoring. Resources include, but are not limited to, the use of tutoring, online learning communities, mentors, and recommendations for additional content or material.

3<sup>rd</sup> Failed Attempt      Success coach consults with faculty to determine other sources of information, demonstration, or instruction. A plan is offered to the student to enhance content mastery and improve assessment performance.

## Program Enrollment

Near the completion of their first term, MyWay at UMHB students will work with their success coach to enroll in the next six-month term and subsequent six-month terms until they complete their degree. Students can opt-out of a new term by taking an approved Leave of Absence or by Withdrawal from the program. See those policies for specific details.

## Competencies at the End of a Term

MyWay at UMHB students are designated as full-time students and must be enrolled in at least 12 credit hour equivalents (CHE's) at the beginning of each term. If students finish the 12 CHE's in which they initially are enrolled, they may request enrollment in additional CHE's for that term.

In the 2-week window prior to the end of a term, students will be encouraged not to begin any new competencies. Final decisions will be made on a case-by-case basis.

## Leave of Absence

One of the benefits of MyWay at UMHB is to allow students to take a Leave of Absence from their coursework for a brief time to attend to family, work, or other personal situations while intending to return to their coursework. A Leave of Absence allows a student to temporarily discontinue participation in the program for up to one (1) six-month term, without charge for that term, and to return to the program where they left off with no additional application or fees.

### **Number of Allowable Leaves of Absence:**

Students may not take more than two (2) Leaves of Absence in any six (6) consecutive term period.

Leaves of Absence of any length cannot be taken in consecutive terms; the student must reenter and fully participate in the program for at least one (1) full six-month term before a second Leave of Absence can be taken.

### **Types of Leave:**

- **Leave of Absence Between Terms:** A leave of absence between terms can be requested in writing to the Program Director at least fifteen (15) calendar days prior to the beginning of the student's next term. A Leave of Absence can be requested in one (1) month increments, not to exceed six (6) months in duration.
- **Emergency Leave of Absence During a Term:** This type of leave will only be granted in catastrophic emergency situations by contacting the Program Director. If granted, the Program Director will determine with the student the needed length of the emergency leave of absence, not to exceed six (6) months.

The refund policy, found within the Refunds (p. 20) section of this catalog, will apply to leaves of absence requests.

### **Prior to a Leave of Absence:**

Any outstanding balance must be paid prior to starting a Leave of Absence. The student must participate in a Leave of Absence guidance session with the success coach no later than the 9<sup>th</sup> day of the month in which scheduled (non-emergency) leave begins.

### **During a Leave of Absence:**

A student's degree plan assessments and corresponding resources (success coaches, courses of study, learning communities, and online learning resources) are not available to the student during a Leave of Absence. However, the student is encouraged to stay in touch with the success coach and also to check UMHB email regularly.

**Extension of Leave:** If the leave is initially granted for less than a 6-month increment, but the student's circumstances require leave for the remainder of the six-month period, the student may request to extend the leave for the remainder of the six-month term by submitting a written request for extension to the Program Director at least fifteen (15) calendar days prior to the program reentry date designated on the original Leave of Absence granted.

**Abbreviation of Leave:** If the student ultimately needs less than the approved amount of leave, he/she may request early reentry by submitting a written request to the Program Director.

### **Re-entry into Program:**

If the Leave of Absence is granted, the student must reenter the MyWay program and resume active program participation on the date designated. Failure to resume active program participation status on that date will be deemed by the University as voluntary withdrawal and the student must apply for re-admission.

Students must contact the success coach no later than fifteen (15) calendar days prior to the scheduled return date to enroll in the next term and to discuss other procedures for returning. The next term's tuition must be paid according to the payment

policy. Although the University will make every effort to assist the student in reentering the program, the student is not guaranteed that space will be available for the next term following a leave of absence.

Students returning after a Leave of Absence will remain under the academic requirements in place at the time of the beginning of the Leave of Absence. Upon completion of the Leave of Absence, the student's access to the University's Learning Management System (LMS) will automatically be reactivated and the student will be charged all applicable tuition and fees for the next term.

The student's academic standing will be determined by the academic work completed in that term prior to the Leave of Absence, using the same criteria outlined within the Academic Standards (p. 43) section of this catalog. *(i.e. If the student completes at least 3 credits, he/she will remain in good standing but graduation may be delayed. If a student completes less than 3 credits, he/she will be placed on academic warning upon return for the next 6-month term, etc.).*

Leave of Absence as outlined in this policy may be requested as an accommodation for a student's own disability by contacting the Director of Counseling, Testing, and Health Services **directly**. The policy on disability accommodation can be found here: <http://cths.umhb.edu/disability>

## Withdrawal and Readmission

MyWay at UMHB makes a distinction between a Leave of Absence and Withdrawal. A Leave of Absence should be used when the student intends to return to the program after an approved absence. See the policy on Leave of Absence (p. 30). Withdrawal initiated by the student is used when the student has no intention of returning to the program.

### **Withdrawal initiated by student:**

Students wishing to voluntarily withdraw from MyWay at UMHB must notify the success coach. The success coach will facilitate the completion of the appropriate withdrawal form.

If circumstances change and former students who voluntarily withdrew wish to re-enter the program at a future date, they must re-apply to the program. Readmission after voluntary withdrawal may or may not be granted.

Failure to return as scheduled from an approved Leave of Absence will be deemed by the University as voluntary withdrawal and the student must apply for re-admission.

### **Withdrawal initiated by UMHB:**

The University may administratively withdraw a student from MyWay at UMHB for a sufficient cause, which includes failure to arrange for payment of University charges in a timely manner, failure to engage in academically related activities, violation of the rules of student conduct, or violations of other University policy. Students will be notified in writing of any administrative withdrawal and will be provided an opportunity to appeal.

**Students must engage in a learning activity each week. If students do not engage in an academically related activity for two (2) consecutive weeks, the success coach may initiate administrative withdrawal from the program.**

**Students who are administratively withdrawn from the program will not receive CHE's for the current term and are not eligible for any refund.** Students will receive appropriate CHE's for competencies which are mastered.

If students who were administratively withdrawn wish to re-enter the program at a future date, they must re-apply to the program. Readmission after administrative withdrawal may or may not be granted.

## Role of the Faculty

Under a competency-based education program, the role of the faculty differs from that of traditional approaches. Student success remains the primary focus. The faculty role may involve differing levels of support, instruction, and facilitation – depending on individual student need.

Faculty members have expertise in the content of the competencies they support. They are expected to be knowledgeable and able to address questions about content and assessments as well as extending learning for students who want to explore a topic further.

The goal of MyWay at UMHB is to provide faculty who:

- Maintain a high level of expertise with the field of instruction as well as the content of the instructional module;
- Demonstrate competence in using the University learning management system;
- Maintain a culture of learning that exemplifies the Learning Covenant and the UMHB mission;
- Provide effective responses to student questions about the content, activities, resources (both within the university system and externally), and assessment;
- Provide feedback and assistance with task revision as the student works through the content;
- Communicate effectively with students;
- Respond to questions and discussions in a timely manner (generally, within 2 business days, excluding any specific black-out days for the MyWay at UMHB program as listed on the University's academic calendar which can be accessed here <http://registrar.umhb.edu/academic-calendar>);
- Relate positively to students from different backgrounds and cultures;
- Move students forward toward mastery in a way that is supportive and encouraging in terms of exploration of content and preparing for assessment;
- Identify each student's prior level of competence and provide individualized support and facilitation, as needed;
- Provide phone and e-mail support as needed;
- Provide additional resources if needed; and
- Demonstrate passion for and interest in the subject.

## Curriculum Approval Process

All academic programs at UMHB are approved by the faculty and administration, including MyWay at UMHB. Working through several reviewing and approving bodies, MyWay at UMHB, including competencies, learning resources, and course equivalencies for each degree are overseen by a group of UMHB faculty and administrators. Faculty play a key role in overseeing all assessments and updating the curriculum. The MyWay at UMHB curriculum has been approved by the Competency-Based Education curriculum committee, the Deans' Council, and the Provost.

## Credit Hour Equivalency Definition

The value of a semester credit hour for MyWay at UMHB's competency-based instruction is determined by the educational experience/competencies mastered by the student. In other words, credit is awarded based on learning outcomes that are equivalent to those in a traditional course setting, involving forty-five (45) hours of work by a typical student for each credit hour.

As part of the design process, learning outcomes are established for each of the competencies that comprise the degree program. Assessments required for mastery of each competency along with rubrics for measuring mastery are created by faculty. These assessments indicate the amount of time a typical student is expected to devote in order to address the competency at the level required for mastery.

The time required to achieve and demonstrate mastery of each competency will depend on a number of variables, including the knowledge and professional experience a student brings to the learning situation.

## Degree Requirements

To receive any undergraduate degree offered through MyWay at UMHB, a student must:

1. Earn a minimum of 120 semester hours of credit.
2. Earn a minimum of 30 semester hours of credit in upper-level courses. These 30 upper-level semester hours are included in the 120 total semester hour minimum.
3. Earn a minimum of 30 semester hours of credit in residency. ("In residency" means through enrollment at UMHB. Physical presence on the UMHB campus is not required to earn residency credits.) These 30 residency semester hours are included in the 120 total semester hour minimum and may be included in the 30 upper-level semester hour minimum.
4. Fulfill the specific curriculum requirements of the degree pursued as set forth in a catalog under which the student is entitled to graduate.
  - a. A student's MyWay at UMHB degree plan is initially maintained in draft form by the student's success coach. When the student is one term from anticipated graduation, the degree plan will be "formalized" by the Registrar's Office. A "formalized" degree plan should be on file in the Registrar's Office no later than one month prior to the student's anticipated degree conferral date. Degree conferrals will follow the schedule published by the Office of the Registrar at <http://registrar.umhb.edu/academic-calendar>.
  - b. Substitutions and/or waivers affecting the degree plan must be approved by the appropriate parties at the time the degree plan is "formalized." Signed substitution and/or waiver forms must be on file in the Registrar's Office.
  - c. Once the degree plan has been "formalized" by the Registrar's Office, a Graduation Audit will be sent to the student (copy to the student's success coach) listing those items the student needs to complete to graduate. A student experiencing a disruption in enrollment lasting longer than two consecutive six-month terms must reorganize his/her degree plan under the current catalog.
5. File an application for degree and pay the graduation fee.
  - a. Degree conferral is not automatic.
  - b. All degree candidates, irrespective of participation in a commencement ceremony, must file an application for degree and pay the graduation fee by their anticipated degree conferral date (according to the published schedule).
  - c. Applications for expired degree conferral dates will not be accepted, even though all degree requirements may have been completed by the expired date.
  - d. Students failing to graduate by their anticipated degree conferral date may roll their application for degree and graduation fee forward for a maximum of twelve (12) months, but doing so does not waive the other time constraints described in this catalog (completion within six years, no enrollment disruption exceeding two consecutive six-month terms, etc.). Students failing to graduate after the expiration of this 12-month period must reorganize their respective degree plan to conform with the current catalog as well as must submit another application for degree and pay another graduation fee by the applicable deadlines.

The University of Mary Hardin-Baylor will not normally change degree requirements as detailed in this policy after a student begins a degree program. However, the University reserves the right to make reasonable changes to degree requirements for sound academic reasons, which may include changes to licensing or certification requirements by governmental or professional organizations.

The University reserves the right to withhold a degree from a student whose conduct violates the moral and ethical standards which the University promotes as part of its educational mission. Preserving the academic integrity of the University is essential to protecting the value of a University degree and the reputation of the University's graduates. The University reserves the right at any time to revoke a degree which was improperly awarded due to fraud, deceit, or error, and to rescind a degree in the case of a graduate's egregious misconduct. The University will not revoke any degree without following a fair process, including an opportunity for the graduate to respond to the evidence and to protect his or her interests.

## Transfer of Credit

### **Internal Transfer of Credits Previously Earned at UMHB**

MyWay at UMHB accepts in internal transfer college-level course work with a grade of “D” or higher previously earned at UMHB.

Internal transfer credit may be applied to degree requirements, including the general education component, the applied core component, and the Organizational Leadership component, as deemed appropriate by course age, level, and content. Internal transfer course equivalencies are determined through the collaborative efforts of the Registrar’s Office, the competency subject matter experts, the MyWay at UMHB Program Director, and the Provost’s Office on the basis of the applicability of the nature, content, and level of the learning experiences to MyWay at UMHB degree requirements.

Degrees offered through MyWay at UMHB are comprised of 120 semester credit hours, with a minimum of 30 semester hours credit in residency (through enrollment at UMHB) and a minimum of 30 semester hours credit in upper-level (junior-senior) courses included in the total. Internal transfer credit will apply toward residency credit totals. While lower-level (freshman-sophomore) courses may be approved to satisfy specific upper-level course requirements, the semester hours will not apply toward upper-level credit totals.

Internal transfer courses along with their respective credit hours are posted to a student’s academic record and are available for degree planning purposes by the end of the student’s first term of enrollment. However, grades for internally transferred course work are not posted to students’ academic records and are not included in term or cumulative GPA calculations unless otherwise stipulated in program specific articulation agreements.

Transfer credit inquiries may be directed to registrar@umhb.edu or 254-295-4510.

### **Transfer in of Credits Earned at Other Institutions**

MyWay at UMHB accepts in transfer college-level course work with a grade of “C” or higher from regionally accredited United States institutions of higher education.

Course work with a grade of “C” or higher from United States colleges or universities accredited by other Council for Higher Education Accreditation (CHEA) recognized accrediting bodies may be considered for transfer on a course-by-course basis upon the written petition of the student to the MyWay at UMHB Program Director. Documentation detailing content studied such as course syllabi may be requested for petition consideration.

All transcripts, certificates, and diplomas from institutions outside the United States must be sent to an approved foreign credentials evaluation service for a course-by-course evaluation in order for the possibility of transfer credit to be determined.

Military training will be evaluated using the American Council on Education (ACE) guidelines upon submission of a Joint Services Transcript (JST). Instructions for requesting an official JST are published at <https://jst.doded.mil>.

Only official transcripts will be evaluated for potential transfer credit.

Transfer credit may be applied to degree requirements, including the general education component, the applied core component, and the Organizational Leadership component, as deemed appropriate by course age, level, and content. Transfer course equivalencies are determined through the collaborative efforts of the Registrar’s Office, the competency subject matter experts, the MyWay at UMHB Program Director, and the Provost’s Office on the basis of the applicability of the nature, content, and level of the learning experiences to MyWay at UMHB degree requirements.

New students must submit an official transcript from ALL previously attended colleges and universities. Even though courses taken at one institution may be noted on another institution’s transcript, an official transcript from each institution at which courses were taken is required. Transcripts should be sent directly from prior institutions to the University’s Admissions Office.

University of Mary Hardin-Baylor  
 Admissions Office  
 Attn: MyWay at UMHB Program  
 UMHB Box 8004  
 900 College Street  
 Belton TX 76513

Readmitted students who attend any other institutions during their absence from the University must submit official transcripts reflecting such attendance. Transcripts should be sent directly from prior institutions to the University’s Admissions Office.

University of Mary Hardin-Baylor  
 Admissions Office  
 Attn: MyWay at UMHB Program  
 UMHB Box 8004  
 900 College Street  
 Belton TX 76513

Transcripts from other institutions which have been presented for admission or evaluation become part of the student’s academic record and are not returned or copied for distribution.

Degrees offered through MyWay at UMHB are comprised of 120 semester credit hours. Within the 120 semester credit hour total, students must earn a minimum of 30 semester credit hours in residency (through enrollment at UMHB). Consequently, students may transfer a maximum of 90 semester credit hours from other institutions. A student, nonetheless, must fulfill the specific curriculum requirements of the degree pursued as set forth in a catalog under which the student is entitled to graduate.

This 90 semester credit hour maximum may include community/junior college and/or four-year college/university courses. Community/junior college semester hours will only transfer as lower-level (freshman-sophomore) credit. While lower-level courses may be approved to satisfy specific upper-level (junior-senior) course requirements, the semester hours will not apply toward upper-level credit totals. Students are required to earn a minimum of 30 semester hours credit in upper-level courses. These 30 upper-level semester credit hours are included in the 120 semester credit hour total.

Credit from quarter system schools will be converted to semester hours.

<b>Quarter Hours</b>	<b>Semester Hours</b>
5	3.33
4	2.67
3	2.0
2	1.33
1	0.67

Developmental/pre-college level, technical/occupational (including professional certificate programs), and continuing education courses are not accepted in transfer. Credit is not awarded for experiential learning.

The current criteria for evaluating credit by examination can be found on the Counseling, Testing, and Health Services website at <http://cths.umhb.edu/credit-examination-chart>. Official test score reports should be sent directly from the testing agency to the University’s Admissions Office.

University of Mary Hardin-Baylor  
 Admissions Office  
 Attn: MyWay at UMHB Program  
 UMHB Box 8004  
 900 College Street  
 Belton TX 76513

Transfer courses along with their respective credit hours are posted to a student’s academic record and are available for degree planning purposes by the end of the student’s first term of enrollment. However, grades for transferred course work are not posted to students’ academic records and are not included in term or cumulative GPA calculations unless otherwise stipulated in program specific articulation agreements.

Transfer credit inquiries may be directed to registrar@umhb.edu or 254-295-4510.

**Transfer Out of Courses/Competencies Earned to Other Educational Institutions**

Students enrolled in MyWay at UMHB receive both an official course transcript and an official competency transcript. The official course transcript provides academic history information traditionally needed when students apply to graduate school or transfer to another institution. The official competency transcript provides descriptions of the knowledge, skills, and abilities demonstrated by students through their attainment of posted competencies. Together, the official course transcript and the official competency transcript comprise a student's permanent academic record.

Students applying to graduate school or transferring to another institution should request official transcripts be sent from the University to the institution(s) in which admission is sought. The transferability of credits to another institution, however, is solely at the discretion of the receiving institution. Not all academic work completed at one institution may transfer to another institution. Any student interested in transferring credit should check with the receiving institution directly to determine to what extent, if any, MyWay at UMHB courses/competencies can be transferred.

## Commencement Ceremony Participation

Degree candidates enrolled in MyWay at UMHB are eligible to participate in the University's commencement ceremonies. While degrees are conferred according to the schedule published by the Office of the Registrar at <http://registrar.umhb.edu/academic-calendar>, the University holds two commencement ceremonies per year—one in May and one in December. MyWay at UMHB students with degree conferral dates in January through June are invited to participate in the May ceremony. MyWay at UMHB students with degree conferral dates in July through December are invited to participate in the December ceremony. Students are permitted to participate in only one commencement ceremony per degree.

The degree conferral dates for May, June, and December graduates may fall after the respective commencement ceremony date. To participate in a commencement ceremony prior to degree conferral, MyWay at UMHB students must petition the Office of the Registrar for permission to “walk” with the conferred graduates. Petitions to “walk” must be received by January 31<sup>st</sup> for participation in the May ceremony or by September 30<sup>th</sup> for participation in the December ceremony. While late petitions may be considered for participation in the ceremony, petitioners failing to meet their respective deadline are not guaranteed inclusion in the printed commencement program.

Participation in a commencement ceremony is not equivalent to graduation. Degree candidates granted permission to “walk” in a commencement ceremony are not official graduates. They will not receive diplomas nor will their degrees be conferred until all of their degree requirements have been completed. Degree conferral dates will not be retroactive. The official degree conferral date in effect (according to the published schedule) when students' outstanding degree requirements are completed will apply.

To qualify to “walk” in a commencement ceremony prior to degree conferral, a student must anticipate completing all degree requirements by the June degree conferral date (according to the published schedule) for participation in the May ceremony or by the December degree conferral date (according to the published schedule) for participation in the December ceremony. The Office of the Registrar will verify the student's anticipated degree requirement completion with the student's success coach and notify the student of any discrepancies. Graduates also may petition the Office of the Registrar for permission to delay participation in commencement exercises if they are unable to participate in the ceremony prescribed by their degree conferral dates.

Students must settle all accounts in order to be eligible to participate in commencement ceremonies. The University may restrict students from participating in commencement for failure to make complete payment of student accounts.

Degree conferral is not automatic. All graduates, irrespective of participation in a commencement ceremony, must file an application for degree and pay the graduation fee by their anticipated degree conferral date (according to the published schedule). Applications for expired degree conferral dates will not be accepted, even though all degree requirements may have been completed by the expired date. Students failing to graduate by their anticipated degree conferral date may roll their application for degree and graduation fee forward for the duration of two consecutive six-month terms. Students failing to graduate after the expiration of these two consecutive six-month terms must reorganize their respective degree plan to conform with the current catalog as well as must submit another application for degree and pay another graduation fee by the applicable deadlines.

Diplomas are mailed to the address provided on the application for degree approximately four weeks after the degree conferral date. This allows time for confirmation all degree requirements have been met. Under no circumstances will a diploma be released prior to the degree conferral date. Diplomas will not be released to students owing a balance to the University.

## Transcripts

Students enrolled in MyWay at UMHB receive both an official course transcript and an official competency transcript. The official course transcript provides academic history information traditionally needed when students apply to graduate school or transfer to another institution. The official competency transcript provides descriptions of the knowledge, skills, and abilities demonstrated by students through their attainment of posted competencies. Together, the official course transcript and the official competency transcript comprise a student's permanent academic record. Both official transcripts bear the University seal and the signature of the Registrar.

The official course transcript uses the following course numbering system:

- The first digit denotes the course level (1-Freshman, 2-Sophomore, 3-Junior, 4-Senior). Freshman- and sophomore-level courses are classified as lower-level. Junior- and senior-level courses are classified as upper-level.
- The second digit denotes the number of semester credit hours at which the course is valued.
- The third and fourth digits are curriculum-tracking numbers.

The official course transcript also uses a 4.000 grading scale. It is important to note, however, that no "A" grades or 4.0 GPAs are awarded. MyWay at UMHB is a competency-based program. Grades of "B" or 3.0 GPAs signify mastery of the knowledge, skills, and abilities comprising listed courses/competencies.

Each course has been assigned a semester credit hour value as denoted by its course number. Grade Point Averages (GPAs) are the quotients of total grade points divided by total graded hours. Term GPAs include all University courses completed during a student's six-month term of enrollment. Career GPAs include all University courses completed for a student's pursued degree. Grades for transferred courses are not posted to students' academic records and are not included in Term GPA or Career GPA calculations unless otherwise stipulated in program specific articulation agreements.

The official course transcript key includes the following grades:

Grade	Minimum Score	Grade Points	Interpretation
The below grades count in computing GPAs:			
B	80	3	Mastery Standard Attained
The below grades do not count in computing GPAs:			
TL			Transfer Course – Lower Level
TU			Transfer Course – Upper Level
CR			Test Credit (i.e., AP, CLEP, IB, ACT, or SAT)
W			Withdrawn

- The "B" grade signifies mastery in the knowledge, skills, and abilities comprising the respective course. To attain a "B" grade, students must earn a final score of at least 80. "B" grades are valued at 3 grade points per semester credit hour.
- The "TL" grade signifies the student has completed lower-level (freshman-level or sophomore-level) transfer equivalencies that comply with the University's transfer credit policies. "TL" grades are not counted in computing GPAs.
- The "TU" grade signifies the student has completed upper-level (junior-level or senior-level) transfer equivalencies that comply with the University's transfer credit policies. "TU" grades are not counted in computing GPAs.
- The "CR" grade signifies the student has completed test equivalencies that comply with the University's credit by examination policies. "CR" grades are not counted in computing GPAs.
- The "W" grade signifies the student has withdrawn from the University. "W" grades are not counted in computing GPAs.

The official competency transcript key includes the following rating:

<b>Rating</b>	<b>Minimum Score</b>	<b>Interpretation</b>
M	80	Mastery Standard Attained
NM	0	Mastery Standard Not Attained

- The “M” rating signifies mastery in the knowledge, skills, and abilities comprising the respective course/competency. To attain an “M” rating, students must earn a final score of at least 80.
- The "NM" rating signifies that a competency was started but never mastered.

MyWay at UMHB is self-paced. Posting of successfully completed courses/competencies and the respective grades/ratings to students’ transcripts will follow the schedule published by the Office of the Registrar at <http://registrar.umhb.edu/academic-calendar>.

**Academic Good Standing:** Students must complete the minimum semester credit hours of courses/competencies required to make measureable progress toward degree completion every six-month term to maintain academic “Good Standing.”

**Academic Warning:** Students who are engaging in learning activities each week but who are not considered to be making timely progress toward degree completion at the end of a six-month term are placed on academic “Warning” for the following six-month term.

**Academic Suspension:** A student failing to complete the required minimum semester credit hours of courses/competencies by the end of a "Warning" term is placed on academic “Suspension.” Students who are placed on academic suspension are administratively withdrawn from MyWay at UMHB and are ineligible to re-admit to the MyWay at UMHB Program for a minimum of one six-month term.

**Appeal of Academic Suspension:** A student for whom the MyWay at UMHB Program Director approves an appeal of academic suspension is given the academic standing of “Warning Continued by Appeal” for the following six-month term.

**Academic Dismissal:** Students failing to complete the required minimum semester credit hours of courses/competencies by the end of a "Warning Continued by Appeal" term may be placed on academic “Dismissal.” Students who are placed on academic dismissal are administratively withdrawn from MyWay at UMHB and are permanently ineligible to re-admit to the MyWay at UMHB Program.

**Administrative Withdrawal:** Students must engage in a learning activity each week. If students do not engage in an academically related activity for two (2) consecutive weeks, the students may be administratively withdrawn from MyWay at UMHB.

More information on academic standing can be found within the Academic Standards (p. 43) section of this catalog.

Options by which students may request copies of their transcripts is published by the Office of the Registrar at <http://registrar.umhb.edu/how-request-transcript>. In accordance with the Family Educational Rights and Privacy Act (FERPA), the Office of the Registrar will not release transcripts to anyone other than the student without the written permission of the student unless specifically permitted under FERPA exceptions.

Transcripts will not be released to current or former students whose financial obligations to the University have not been satisfied. Financial obligations may include, but are not limited to, money owed to the library, bookstore, health center, business office, or any other department or agency considered a part of the University.

The University may withhold transcripts from all students who gain entrance to the University by using fraudulent records, including students who, during their enrollment at the University, provide fraudulent records relating to courses taken at other educational institutions.

## Academic Standards

The courses/competencies offered through MyWay at UMHB are assigned semester credit hour values. All MyWay at UMHB students are required to enroll in a minimum of 12 semester credit hours of courses/competencies each six-month term. Twelve semester credit hours constitutes full-time enrollment.

Students may accelerate their progress toward degree completion by adding additional courses/competencies during the term once they have successfully completed the initial 12 semester credit hours. Students who desire to add additional courses/competencies must seek the advice and approval of their MyWay at UMHB success coach. Given the integrated nature of the MyWay at UMHB curriculum, students may not drop courses/competencies. Posting of successfully completed courses/competencies and the respective grades/ratings to students' transcripts will follow the schedule published by the Office of the Registrar at <http://registrar.umhb.edu/academic-calendar>.

Students are required to make measureable progress toward degree completion every six-month term. Consequently, a student's academic standing is determined by the student's progress toward graduation. There are five categories of academic standing recognized by the MyWay at UMHB Program: *Good Standing*, *Warning*, *Suspension*, *Warning Continued by Appeal*, and *Dismissal*. Students completing a minimum of 12 semester credit hours of courses/competencies each six-month term are considered to be making on time progress toward degree completion and, therefore, in academic "Good Standing."

A student completing less than 12 semester credit hours but at least 3 semester credit hours of courses/competencies in a six-month term is also considered to be in academic "Good Standing." However, the student's progress toward graduation may be delayed. Students not making on time progress toward degree completion are reminded catalogs are considered valid for six years. A student who fails to complete the required work for a degree in a six-year interval dating from the student's first term of enrollment must reorganize his or her degree plan to conform with the current catalog.

Students completing less than 3 semester credit hours of courses/competencies in a six-month term are not considered to be making timely progress toward degree completion and will be placed on academic "Warning" for the following six-month term. A student who does not complete at least 3 semester credit hours of courses/competencies by the end of a warning term will be placed on academic "Suspension." Students who are placed on academic suspension are administratively withdrawn from MyWay at UMHB and are ineligible to re-admit for a minimum of one six-month term.

A student may appeal academic suspension in writing to the MyWay at UMHB Program Director within 30 days of the warning term end date. An appeal should state the factor(s) contributing to the student's inability to make timely progress toward degree completion and describe the measure(s) the student will use to attain academic "Good Standing" if allowed to continue enrollment. If the MyWay at UMHB Program Director approves a student's academic suspension appeal, the student will be given the academic standing of "Warning Continued by Appeal" and will be allowed to enroll in the next available six-month term.

Students allowed to enroll under the academic standing of "Warning Continued by Appeal" must complete at least 3 semester credit hours of courses/competencies by the end of their second warning term. A student who does not complete at least 3 semester credit hours of courses/competencies by the end of the second warning term will be placed on academic "Dismissal." Students placed on academic dismissal are administratively withdrawn from MyWay at UMHB and are permanently ineligible to re-admit.

## Academic Appeals

Students may appeal any academic decision believed to be arbitrary, capricious, or unfair. Appeals must be initiated by the student within five (5) business days of the date of the decision or action being appealed.

The student must submit the appeal in writing via the learning management system and via email to his/her assigned success coach. The appeal must include the appropriate rationale for reconsideration, the requested remedy, and the student's contact information. The success coach will forward the student's written appeal to the MyWay at UMHB Program Director for review.

If the student is dissatisfied with the Program Director's decision, he/she may submit a written appeal to the Provost. The Provost's decision is final.

Each person to whom an appeal is made will normally respond to the student in writing within five (5) business days of receipt of the appeal. Extensions may be granted by the Provost in cases where the issue requires more extensive review and/or other extenuating circumstances. The student will have five (5) business days from the date of each response to appeal to the next level.

UMHB personnel may request a teleconference with the student and other parties involved. Conversations and/or correspondence with anyone other than students and UMHB faculty/staff will not be considered in responses to appeals until and unless the issue has been appealed to the Provost.

MyWay at UMHB students should understand that mere dissatisfaction with a grade or decision is not grounds for an appeal. For an appeal to have merit, there must be some evidence that the student has been treated inappropriately with regard to the administration of the University's policies and procedures.

For appeals or other complaints that are not academic in nature, the student should follow the appeal process outlined in this catalog, UMHB student handbook, or other University publications that is applicable to the situation. If the student cannot readily locate the appropriate process, he/she should contact the success coach, MyWay at UMHB Program Director, or other University official for guidance.

## MYWAY AT UMHB DEGREE

### BACHELOR OF APPLIED STUDIES

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#### DEGREE REQUIREMENTS

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View degree plan.

##### General Education - 42 CHE

WCCB 1301	Written Communication I	3
WCCB 1302	Written Communication II	3
QRCB 1300	Quantitative Reasoning	3
SCCB 1300	Life and Physical Sciences I	3
SCCB 2300	Life and Physical Sciences II	3
CVCB 2300	World Civilizations	3
CACB 1300	Introduction to the Creative Arts	3
AHCB 2301	American History I	3
AHCB 2302	American History II	3
GVCB 2301	State and Federal Government I	3
GVCB 2302	State and Federal Government II	3
SSCB 1300	Social Problems	3
RECB 1301	Introduction to the Bible	3
RECB 1302	Christianity and Life	3

##### Applied Core - 39 CHE

PCCB 1400	Professional Communications I	4
PCCB 1200	Professional Communications II	2
ILCB 1300	Introduction to Information Literacy	3
TWCB 1300	Teamwork Skills	3
PSCB 1300	Introduction to Creative Problem Solving	3
PSCB 2300	Technology in Problem Solving	3
PSCB 3300	Advanced Creative Problem Solving	3
PSCB 4300	Problem Solving Methods	3
ETCB 2300	Introduction to Ethics	3
ETCB 3300	Philosophical Ethics	3
GACB 2300	Multiculturalism and Diversity	3
GACB 3300	International Business	3
GACB 4300	Global Challenges	3

##### Organizational Leadership - 39 CHE

MKCB 3300	Principles of Marketing	3
MGCB 2300	Managerial Communications	3
MGCB 2310	Conflict Management	3
MGCB 3300	Project Management	3
MGCB 4300	Human Capital Management I	3
MGCB 4100	Human Capital Management II	1
LDCB 2300	Principles of Servant Leadership	3
LDCB 2310	Leadership Skills Development	3
LDCB 3300	Psychology of Leadership	3
LDCB 3310	Leading Teams	3
LDCB 4300	Leading Service Organizations	3
LDCB 4310	Leading Diversity	3
LDCB 4320	Leading Organizational Change	3
CPCB 4200	Capstone	2

## MYWAY AT UMHB COURSES

### AHCB - American History

#### **AHCB 2301 - American History I (3)**

Students learn to evaluate and analyze the impact of migration, immigration, human conflicts, and reform movements in America and identify their impact on society. TCCNS Equivalent: HIST 1301.

Distribution: MyWay Program.

#### **AHCB 2302 - American History II (3)**

A continuation of AHCB 2301, including further evaluation and analysis of the impact of migration, immigration, human conflicts, and reform movements in America and identification of their impact on society. TCCNS Equivalent: HIST 1302.

Distribution: MyWay Program.

### CACB - Creative Arts

#### **CACB 1300 - Introduction to the Creative Arts (3)**

Students learn to evaluate the role of art in historical and contemporary culture. TCCNS Equivalent: HUMA 1315.

Distribution: MyWay Program.

### CPCB - Capstone

#### **CPCB 4200 - Capstone (2)**

Students will design and execute a professional presentation, addressing a challenge in organizational leadership and employing skills and knowledge attained through the Applied Core Component and the Organizational Leadership Component.

Distribution: MyWay Program.

### CVCB - World Civilizations

#### **CVCB 2300 - World Civilizations (3)**

Students learn to analyze the uniqueness of beliefs and cultural norms among groups of people and how these impact modern life. TCCNS Equivalent: HIST 2311 or HIST 2312.

Distribution: MyWay Program.

### ETCB - Ethics

#### **ETCB 2300 - Introduction to Ethics (3)**

Students learn to perform ethical analyses of common situations using multiple ethical frameworks, to evaluate the performance of other individuals and organizations in those situations, and to apply a well-developed, personalized framework for ethical decision making. TCCNS Equivalent: PHIL 2306.

Distribution: MyWay Program.

#### **ETCB 3300 - Philosophical Ethics (3)**

Students learn to use the systematic procedural process and results from the philosophical tests of Intentions, Universalizability, and Utilitarianism to determine solutions for ethical dilemmas.

Distribution: MyWay Program.

## GACB - Global Awareness

### **GACB 2300 - Multiculturalism and Diversity (3)**

Students learn to identify their own cultural background, including its origins, development, and assumptions, to articulate personal awareness of difficult diversity differences, and to identify factors that impact an issue from a self-selected organization. TCCNS Equivalent: ANTH 2346; ANTH 2351; ARTS 1303; ARTS 1304; ENGL 2331; ENGL 2332; ENGL 2333; HIST 2311; HIST 2312; HUMA 1301; HUMA 1302; HUMA 2323; or PHIL 1304.

Distribution: MyWay Program.

### **GACB 3300 - International Business (3)**

Students learn to analyze data from specific countries to determine market attractiveness for international business.

Distribution: MyWay Program.

### **GACB 4300 - Global Challenges (3)**

Students learn to consider and analyze movements of people and competition for resources, by tracing historical developments and evaluating their impact on contemporary political outcomes that have national and global consequences.

Distribution: MyWay Program.

## GVCB - Government/Political Science

### **GVCB 2301 - State and Federal Government I (3)**

Students learn to analyze the evolution of state and federal constitutions, federalism, individual rights and freedoms, and methods of enacting legislation. TCCNS Equivalent: GOVT 2301; GOVT 2302; GOVT 2305; or GOVT 2306.

Distribution: MyWay Program.

### **GVCB 2302 - State and Federal Government II (3)**

A continuation of GVCB 2301, including further analysis of the evolution of state and federal constitutions, federalism, individual rights and freedoms, and methods of enacting legislation. TCCNS Equivalent: GOVT 2301; GOVT 2302; GOVT 2305; or GOVT 2306.

Distribution: MyWay Program.

## ILCB - Information Literacy

### **ILCB 1300 - Introduction to Information Literacy (3)**

Students learn to identify a need for information then to access, evaluate, and use the information effectively and ethically.

Distribution: MyWay Program.

## LDCB - Leadership

### **LDCB 2300 - Principles of Servant Leadership (3)**

Students learn to apply servant leadership principles to organizational issues.

Distribution: MyWay Program.

### **LDCB 2310 - Leadership Skills Development (3)**

Students learn to identify types of leaders and to explain and apply skills essential for effective leadership.

Distribution: MyWay Program.

**LDCB 3300 - Psychology of Leadership (3)**

Students learn to analyze their own personal value strengths and leadership strengths, identify follower attributes, and demonstrate how these data can be used to evaluate leadership potential.

Distribution: MyWay Program.

**LDCB 3310 - Leading Teams (3)**

In the context of a problem, students learn to explain ways leaders plan strategically, build trust among teams, and lead with empathy.

Distribution: MyWay Program.

**LDCB 4300 - Leading Service Organizations (3)**

Students examine how leaders use the knowledge of the underlying structure and evolution of service strategies within a competitive environment.

Distribution: MyWay Program.

**LDCB 4310 - Leading Diversity (3)**

Students learn to design a comprehensive plan to support organizational diversity.

Distribution: MyWay Program.

**LDCB 4320 - Leading Organizational Change (3)**

Students learn to propose and justify a significant organizational change and design an implementation plan.

Distribution: MyWay Program.

**MGCB - Management**

**MGCB 2300 - Managerial Communications (3)**

Students learn to communicate effectively in various managerial contexts, including meetings and supervisory communications.

Distribution: MyWay Program.

**MGCB 2310 - Conflict Management (3)**

Students learn to recognize conflict and employ effective strategies to deescalate and manage the conflict.

Distribution: MyWay Program.

**MGCB 3300 - Project Management (3)**

Students learn to design a project plan using the fundamental principles of project management, in accordance with the Project Management Institute.

Distribution: MyWay Program.

**MGCB 4100 - Human Capital Management II (1)**

A continuation of MGCB 4300, including further application of best practices in human capital management.

Distribution: MyWay Program.

**MGCB 4300 - Human Capital Management I (3)**

Students learn to recognize and apply best practices in human capital management.

Distribution: MyWay Program.

## MKCB - Marketing

### **MKCB 3300 - Principles of Marketing (3)**

Students learn to demonstrate operational application of marketing concepts by exploring, analyzing, planning, and measuring market opportunities that provide value to a firm's stakeholders.

Distribution: MyWay Program.

## PCCB - Professional Communications

### **PCCB 1200 - Professional Communications II (2)**

Students learn to design and execute an effective oral presentation for an audience using visual aids. TCCNS Equivalent: COMM 2327; COMM 2330; SPCH 1315; or SPCH 1321.

Distribution: MyWay Program.

### **PCCB 1400 - Professional Communications I (4)**

Students learn to develop written documents designed to facilitate effective organizational communication with internal and external stakeholders. TCCNS Equivalent: BUSI 1304; BUSI 2304; COMM 2311; COMM 2315; COMM 2327; COMM 2330; or ENGL 2311.

Distribution: MyWay Program.

## PSCB - Creative Problem Solving

### **PSCB 1300 - Introduction to Creative Problem Solving (3)**

Students learn to use creative problem solving techniques to identify problems and construct innovative solutions. TCCNS Equivalent: PHIL 2303.

Distribution: MyWay Program.

### **PSCB 2300 - Technology in Problem Solving (3)**

Students learn to analyze organizational problems, develop solutions, and construct professional-quality, computer-generated documents to support a given scenario through the use of spreadsheet software. TCCNS Equivalent: BCIS 1301; BCIS 1305; BCIS 1401; BCIS 1405.

Distribution: MyWay Program.

### **PSCB 3300 - Advanced Creative Problem Solving (3)**

Students learn to resolve difficult or complex challenges by developing creative ideas that provide solutions to workplace encounters.

Distribution: MyWay Program.

### **PSCB 4300 - Problem Solving Methods (3)**

Students learn to formulate, analyze, model, and solve real-world problems using logic, graph theory, hypothesis testing, modeling with functions and systems of linear equations, linear programming, and modeling with statistics.

Distribution: MyWay Program.

## QRCB - Quantitative Reasoning

### **QRCB 1300 - Quantitative Reasoning (3)**

Students learn to analyze and solve real-world problems using mathematical structures, algebraic thinking, and statistical processes. TCCNS Equivalent: MATH 1332; MATH 1314; MATH 2312; or MATH 2313.

Distribution: MyWay Program.

## RECB - Religion

### **RECB 1301 - Introduction to the Bible (3)**

Students learn to analyze aspects of the biblical narrative in its contexts to the students' relationship to the story. TCCNS Equivalent: PHIL 1316.

Distribution: MyWay Program.

### **RECB 1302 - Christianity and Life (3)**

Students learn to analyze Christian perspectives and apply them to spirituality, contemporary life, and intercultural views. TCCNS Equivalent: PHIL 1317.

Distribution: MyWay Program.

## SCCB-Life and Physical Sciences

### **SCCB 1300 - Life and Physical Sciences I (3)**

Students learn to use the scientific method and concepts in Life and Physical Sciences to respond to present-day challenges.

Distribution: MyWay Program.

### **SCCB 2300 - Life and Physical Sciences II (3)**

Students apply and build upon concepts in Life and Physical Sciences introduced in SCCB 1300 to respond to more complex present-day challenges.

Distribution: MyWay Program.

## SSCB - Social and Behavioral Sciences

### **SSCB 1300 - Social Problems (3)**

Students identify a social problem or challenge, determine an analytical approach for study of the problem, and use research methods to solve the problem. TCCNS Equivalent: SOCI 1306.

Distribution: MyWay Program.

## TWCB - Teamwork

### **TWCB 1300 - Teamwork Skills (3)**

Students examine their own psychological and interpersonal strengths/weaknesses as a team member and recognize how to employ those effectively.

Distribution: MyWay Program.

## WCCB - Written Communication

### **WCCB 1301 - Written Communication I (3)**

Students learn to effectively write for a wide range of audiences and purposes, while adhering to conventions and protecting intellectual property. TCCNS Equivalent: ENGL 1301.

Distribution: MyWay Program.

### **WCCB 1302 - Written Communication II (3)**

A continuation of WCCB 1301, including further instruction on effectively writing for a wide range of audiences and purposes, while adhering to conventions and protecting intellectual property. TCCNS Equivalent: ENGL 1302.

Distribution: MyWay Program.