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# GRADUATE CATALOG

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email: [gradstudies@msubillings.edu](mailto:gradstudies@msubillings.edu).

## 2022-2023

### Welcome from the Office of Graduate Studies

Welcome to Montana State University Billings. We are proud to provide many opportunities for you to receive a graduate degree in your chosen field. As a graduate student at Montana State University Billings, you will experience top-notch classes, field experiences, and research opportunities to enhance your skills and expertise. Our graduate faculty are recognized nationally and internationally for their teaching, research and scholarship. Our degree programs are regionally accredited (p. 28) and recognized for their excellence.

The Office of Graduate Studies is your initial point of contact for admission to graduate studies. We will help you with the graduate application and get you started in your chosen program. Our office facilitates the process of assigning you a faculty advisor and serves as a resource for information along the way to your degree. If you wish to apply for a Graduate Assistantship or Teaching Assistantship, we can help you with the process. Please make our office in McMullen Hall your first stop.

The graduate catalog is a comprehensive guide to the outstanding graduate programs we offer at Montana State University Billings. The catalog is intended to act as your guide for the requirements of the various graduate programs, the policies governing the programs, and the support services available to help you attain your goal. Your success is our highest priority.

The Office of Graduate Studies  
McMullen Hall room 200  
Phone: (406) 657-2238  
Fax: (406) 657-2302  
Email: [gradstudies@msubillings.edu](mailto:gradstudies@msubillings.edu)

### Important Notice to All Students

This Graduate Catalog is published annually by Montana State University Billings as a guide for students, faculty and others interested in the institution and its graduate studies programs. Students are expected to be familiar with the University regulations and information that are set forth in this publication. Effective date of this Graduate Catalog is Fall 2022.

The University is not responsible for cancellation of classes due to damage to campus facilities or unavailability of teaching personnel resulting from severe weather conditions, natural or man-made disasters, work stoppages, or emergency situations declared by the Governor.

Montana State University Billings reserves the right to change the regulations and fees in this catalog at any time during the period the publication is in effect. The University, with the concurrence of the Board of Regents of Higher Education, also reserves the right to add or withdraw courses and degree programs at any time. Effective dates of changes shall apply to prospective students and those who are already enrolled.

For further information, write or call the

Office of Graduate Studies  
Montana State University Billings  
1500 University Drive  
Billings, Montana 59101-0298  
(406) 657-2238

# University Calendar

## Fall Semester 2022

Event	Date
Residence Halls Open	Sunday, September 4
Labor Day <b>Offices Closed</b>	Monday, September 5
Classes Begin	Wednesday, September 7
Late Registration Fee Applies (\$40.00)	Friday, September 9
<b>Students who have not completed fee payment or signed a fee statement before Friday, September 9 may be disenrolled from classes and required to re-register.</b>	
Last Day for Registering/Adding Classes	Thursday, September 15
Last Day for Withdrawing/Dropping Classes with a Partial Refund & no "W" on transcript	Tuesday, September 27
Columbus Day <b>Classes in Session Offices Open</b> (Exchanged for November 25)	Monday, October 10
Last Day to Drop Classes Without Instructor Permission (No Refund)	Tuesday, October 25
Registration For Spring Semester 2023 Begins	Monday, November 7
Election Day <b>No Classes Offices Closed</b>	Tuesday, November 8
Veterans Day <b>No Classes Offices Closed</b>	Friday, November 11
Last Day to Apply to Graduate Spring Semester 2023	Friday, November 18
Last Day to Apply to Graduate Summer Semester 2023 (attending ceremony)	Friday, November 18
Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)	Wednesday, November 23
Thanksgiving Holiday <b>No Classes</b> (Offices Open November 23)	Wednesday, November 23 through Sunday, November 27
Final Exam Week	Monday, December 12 through Thursday, December 15
Final Day to Withdraw from Fall 2022 (all classes, no refund)	Thursday, December 15
Semester Ends	Thursday, December 15
Residence Halls Close	Friday, December 16
Grades Due in the Registrar's Office	12 noon, Wednesday, December 21

## Spring Semester 2023

Event	Date
Residence Halls Open	Sunday, January 15
Martin Luther King Day <b>No Classes Offices Closed</b>	Monday, January 16
Classes Begin	Wednesday, January 18
Late Registration Fee Applies (\$40.00)	Friday, January 20
<b>Students who have not completed fee payment or signed a fee statement before Friday, January 20 may be disenrolled from classes and required to re-register.</b>	
Last Day for Registering/Adding Classes	Thursday, January 26
Last Day for Withdrawing/Dropping Classes with a Partial Refund & no "W" on transcript	Tuesday, February 7
Presidents Day <b>No Classes Offices Closed</b>	Monday, February 20
Registration for Summer Session 2023 Begins	Tuesday, February 21
Spring Break <b>No Classes Offices Open</b>	Monday, March 6 through Friday, March 10
Registration for Fall Semester 2023 Begins	Monday, March 14
Last Day to Drop Classes Without Instructor Permission (No Refund)	Wednesday, March 15
Last Day to Apply to Graduate Fall Semester 2023	Friday, March 24
Last Day to Apply to Graduate Summer Semester 2023 (Not attending ceremony)	Friday, March 24
Spring Mini Break <b>No Classes Offices Open</b>	Thursday, April 6 through Sunday, April 9
Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)	Thursday, April 13
University Day <b>No Classes Offices Open</b>	Friday, April 28
Final Exam Week	Monday, May 1 through Thursday, May 4
Final Day to Withdraw from Spring 2023 (all classes, no refund)	Thursday, May 4
Semester Ends	Thursday, May 4
Residence Halls Close	12:00 noon, Friday, May 5










Commencement	Saturday, May 6
Grades Due in the Registrar's Office	12 noon, Wednesday, May 10


**Note: Monday-only classes Spring 2023 add 10 minutes to each class session.**

## Graduate Degree Programs

The graduate programs of study at Montana State University Billings are centered around the activities of educating, serving, and communicating. Montana State University Billings is committed to promoting standards of excellence in graduate programs and services, assisting the graduate educational needs of all students, seeking resources to recruit and retain quality graduate students, promoting partnerships with the global community, and supporting research and facilitating creative and original endeavors. A research course is required in all degree programs.

Moratorium = MSUB is not currently taking students into the program.

Title	Level	College
Advanced Studies Option Applied Behavior Analysis Emphasis Master of Science in Special Education (p. 46)  (Offered online)	Master	College of Education
Advanced Studies Option Special Education Emphasis Master of Science in Special Education (p. 46)  (Offered online)	Master	College of Education
Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science (p. 56)	Master	College of Health Professions and Science
Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science (p. 57)	Master	College of Health Professions and Science
Applied Behavior Analysis Track (p. 47)	Endorsement	College of Education
Athletic Training Master of Science (p. 58)	Master	College of Health Professions and Science
Clinical Rehabilitation and Mental Health Counseling Master of Science (p. 70)  (Offered online)	Master	College of Health Professions and Science
Curriculum and Instruction Teacher Licensure Option Master of Education (p. 48)	Master	College of Education
Elementary Teacher Licensure Program (p. 49)  (Offered online)	Endorsement	College of Education
Generalist Option Master of Science in Special Education (p. 49)  (Offered online)	Master	College of Education
Health Administration and Leadership Certificate (p. 66)  (Offered online)	Certificate	College of Health Professions and Science
Health Administration Master of Health Administration (p. 66)  (Offered online)	Master	College of Health Professions and Science
Health and Human Performance Bachelor of Science/ Athletic Training Master of Science 3+2 Option (p. 59)	Dualtitledegree	College of Health Professions and Science
Interdisciplinary Studies Exercise and Sport Leadership Master of Science (p. 60)	Master	College of Health Professions and Science
Interdisciplinary Studies Master of Education (p. 50)	Master	College of Education
Outdoor Adventure Leadership Bachelor of Science/ Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science 3+2 (p. 61)	Dualtitledegree	College of Health Professions and Science
Outdoor Adventure Leadership Bachelor of Science/ Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science 3+2 (p. 63)	Dualtitledegree	College of Health Professions and Science
Psychology Master of Science (p. 77)	Master	College of Liberal Arts & Social Sciences
Public Relations Master of Science (p. 74)  (Offered online)	Master	College of Liberal Arts & Social Sciences
Reading Option Master of Education (p. 50)  (Offered online)	Master	College of Education
School Counseling (K-12) Graduate Endorsement (p. 51)	Endorsement	College of Education

School Counseling Option (K-12) Master of Education (p. 51)  (Offered online)	Master	College of Education
Secondary Teacher Licensure Program (p. 52)	Endorsement	College of Education
Special Education Supervisor Endorsement (p. 52)	Endorsement	College of Education
Teaching and Learning Online Certificate (p. 53)	Certificate	College of Education
Teaching Creative and Expository Writing Certificate (p. 75)	Certificate	College of Liberal Arts & Social Sciences
Teaching English to Speakers of Other Languages (TESOL) Certificate (p. 53)	Certificate	College of Education

# Course Delivery Modes

## Descriptions of Available Course Delivery Modes

### In-person

This class is delivered synchronously and face-to-face (F2F), with regular in-person attendance necessary. Students and faculty participate in person at assigned physical locations at specific times.

*Course registration codes begin with -00*

### Online

This class is delivered asynchronously and remotely, using MSUB's Learning Management System (LMS.) Students and faculty interact regularly but there is no synchronous requirement. These courses must comply with the MSUB Core Principles of Quality for Online Courses.

*Course registration codes begin with -80*

### Blended/Hybrid

This class is delivered partially online in an asynchronous format and partially through regular F2F interaction, typically in the classroom. There may also be some synchronous remote requirement. Both online and F2F interactions are required for the course. This delivery is characterized by the expectation of reduced F2F class meeting time when compared to the equivalent credit in-person course.

*Course registration codes begin with -60*

### HyFlex

This class allows fully flexible participation for students. Students may choose to participate fully online, fully in-person or a combination of both and may change their participation mode at any time. HyFlex courses must comply with the MSUB Core Principles of Quality for Online Courses.\* There is no synchronous requirement.

*Course registration codes begin with -70*



## Chancellor's Welcome

Welcome to the Graduate Studies Program at Montana State University Billings. As the Chancellor of Montana State University Billings, I am pleased you have chosen our University to undertake your advanced studies. During your time with us, you will be provided opportunities to enhance your academic experience in the classroom, as well as through field-based learning experiences, graduate seminars, special projects, and research opportunities. I encourage you to take advantage of these opportunities.

The benefits of a graduate education both personally and professionally, are clear. They include professional and career growth, potential for increased lifetime earnings, intellectual growth and development, and being prepared for the rapidly changing environment in which we live and work.

At Montana State University Billings, you will find excellent resources available to you, such as state-of-the-art computer labs, up-to-date library holdings, access to student support services, and comfortable classrooms. But more importantly, I am most proud of the amazing faculty with whom you will study. These extremely talented and dedicated scholars are recognized nationally and internationally for their expertise and scholarly contributions. They are here to help you achieve your graduate educational and career goals, and you will find them eager to share their knowledge and experience with you.

The College of Liberal Arts and Social Sciences, the College of Health Professions and Science, and the College of Education offer graduate degree programs in high demand fields. This Graduate Catalog details general and specific requirements of all advanced degrees offered by Montana State University Billings. In addition, the Graduate Catalog contains academic degree requirements, course descriptions, as well as provides information regarding admission procedures and criteria, registration, fees, financial aid information, and graduate research and teaching assistantship opportunities.

At Montana State University Billings, our vision is to educate students to impact an evolving global community. Please remember we want you to succeed and are here to assist you in every way possible.

Again, welcome to Montana State University Billings and the Graduate Studies Program. I wish you the best as you pursue your graduate education.

Sincerely,

Stefani Hicswa, Ph.D.

Chancellor

# Montana State University Billings Mission & Vision

## Mission

Montana State University Billings delivers a transformative education that empowers students from diverse backgrounds to succeed.

## Vision

Educating students to impact an evolving global community.

## Core Themes

**Theme I:** Build educational programs to support student needs

**Objective 1 – Educate:** Establish educational opportunities that address student needs and meet occupational demand

**Theme II:** Progressively grow the university

**Objective 2 – Recruit/Retain:** Recruit and develop a vibrant academic community focused on students, faculty, and staff

**Theme III:** Strengthen relationships with the community to enhance partnership opportunities

**Objective 3 - Partnership:** Reciprocal partnerships with public and private entities that promote innovation as well as foster dynamic educational and occupational opportunities

**Theme IV:** Unify, invigorate, and engage MSUB's structure and culture

**Objective 4 – Infrastructure:** Modernize MSUB facilities into an attractive hub that supports the community and student success

**Objective 5 – Stewardship:** Create a culture of collaboration and responsible stewardship of resources

## General Information

### Montana State University Billings

Montana State University Billings is a comprehensive, regional public university affiliated administratively with Montana State University in Bozeman. Montana State University Billings offers undergraduate programs in the arts and sciences, educator preparation, business and economics, counseling, human services, rehabilitation and related services, health promotion, health administration and other professional areas. Graduate programs through the master's level are offered in educator preparation (special education, school counseling, reading), psychology, public relations, rehabilitation and mental health counseling, exercise/sport, and related areas.

#### ***Assessment for Improvement: A way of life at Montana State University Billings***

Montana State University Billings is a student-centered learning environment that is enhanced by commitment to regular examination of the university's assessment processes. This dedication to assessment review means that the University faculty and staff continually re-examine programs and services to our students to provide an optimal educational experience. This persistent pursuit of quality improvement to assure excellence involves our students, staff, faculty, administration, and our community.

### Student Learning Outcomes

MSU Billings understands that student success and student learning takes place inside and outside the classroom. The ability to assess and measure that success is imperative. The university's challenges, now and in the future, are to refine student learning outcomes, develop a systemic process that is valid and reliable to collect the appropriate data, and then aggregate/ disaggregate that data. To assure that the university's programs continue to meet the needs of both the students and the community, MSU Billings engages in ongoing review and revision of its assessment processes. This regular review process has resulted in the revision of the university's academic programs as articulated in this catalog. Using the in-depth review of general education as a starting point, and working in close cooperation with the Colleges of Business, Education, Health Professions and Science, Liberal Arts and Social Sciences, and City College, the University has expanded assessment throughout the institution. Each program publishes objectives/student learning outcomes in the General Bulletin, the City College Catalog, or the Graduate Catalog, as appropriate. Program outcomes are reviewed through Annual Reports. Changes in programs result from review of objectives as they relate to student achievement, program/faculty/student data, and state/national specialty area standards.

### Institutional History

Montana State University Billings was established in 1927 as Eastern Montana State Normal School. At that time all the institutions of higher education were located in western Montana, so the university was designed to serve the needs of eastern Montana, especially with respect to preparing teachers for elementary schools. In 1966, the institution's name was changed to Eastern Montana College. In 1994, with the merger of the Billings Vocational Technical Center, the institution became Montana State University Billings. The University has grown with the city of Billings to become the major higher educational center in south-central and eastern Montana.

Today the University is the third largest of the six four-year-plus units of the Montana University System. The University consists of five academic colleges: the College of Business, the College of Education, the College of Health Professions and Science, the College of Liberal Arts and Social Sciences, and City College at Montana State University Billings.

## Location and Campus

The Yellowstone Region and the City of Billings: America's "last, best place" is undoubtedly an appropriate way to describe the region of the Yellowstone. Stretching from Yellowstone Park to where it joins the Missouri River, the Yellowstone River is the longest un-dammed river in the United States. Montana State University Billings shares the history, traditions, and quality of life that characterize the Yellowstone Region.

Montana State University Billings is located in the expanding city of Billings in the valley of the Yellowstone between rugged mountains and sweeping plains, with the population base of approximately 120,000. The city, the largest in Montana, offers all the conveniences of modern urban life, but has retained its cultural and historical Western tradition of friendliness.

Billings, the "Magic City," serves as a center for agriculture, finance, trade, medical care, education, tourism and energy-related industries for the people of eastern Montana and northern Wyoming. It is the largest health care and business hub in a four-state region. A downtown business district, well-planned shopping centers and malls, and a variety of smaller specialty stores provide ample opportunity for browsing and shopping.

MetraPark, Billings' major indoor complex, provides a number of entertainment opportunities such as major concert productions, trade shows and sporting events.

Historical sites, fishing streams, mountain trails, and downhill ski runs are within easy driving distance from Billings. World-famous Yellowstone National Park is nearby.

Billings has a number of churches, radio and television stations, movie theaters, a symphony and a community theater. Parks, tennis courts and golf courses offer recreational opportunities. The city is served by excellent transportation facilities. Among other assets are excellent hotels, motels, restaurants and residential districts.

## Accreditation

Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities (NWCCU). In addition, the University is accredited by the following specialized accrediting agencies: the Council for the Accreditation of Educator Preparation (CAEP), the Montana Board of Public Education, the Association to Advance Collegiate Schools of Business (AACSB), the National Association of Schools of Music (NASM), the National Association of Schools of Art and Design (NASAD), the Council for Accreditation of Counseling and Related Educational Programs (CACREP), and the Commission on Accreditation of Athletic Training Education (CAATE).

## Faculty

MSU Billings faculty have expertise in many academic disciplines and approximately ninety-one percent hold the highest degrees in their fields. They contribute a number of articles each year to academic and professional journals in their fields and participate with their peers regionally, nationally, and internationally at conferences and seminars. Each year they receive grants ranging from Fulbrights for study abroad to those for the investigation of human and scientific information. Because the faculty is involved in research, students may also become involved in research, including the presentation of findings at conferences and the publication of papers in journals. Also, because the faculty work with their colleagues around the country, they are able to expose MSU Billings students to the latest information in each degree.

## Graduate Faculty

Members of the graduate faculty are appointed by their department or program. The graduate faculty, through a shared governance process, have the responsibility

for reviewing and recommending graduate programs and changes thereto, and for assisting and maintaining the standards of the graduate program.

## Diversity

MSU Billings supports all members of the University community in their individual growth toward confidence, individual sense of purpose, and acceptance of civic responsibilities. MSU Billings' actions are ethical and principled to assure dignity and equity for all. MSU Billings seeks to increase staff, faculty and student awareness, understanding, and involvement in the international community. MSU Billings is committed to providing an intellectual and social environment that supports and nurtures diversity awareness and cultural consciousness.

## Campus Visits

### New Student and Retention Services

**McMullen First Floor East, (406) 657-2888 or 1-800-565-MSUB (ext. 2888)**

To schedule an individualized campus visit, call (406) 657-2888 or 1-800-565-6782 ext. 2888, email [admissions@msubillings.edu](mailto:admissions@msubillings.edu), or write to the Office of New Student and Retention Services  
Montana State University Billings  
1500 University Drive  
Billings, MT 59101-0298.

## University Policies

This catalog contains the academic regulations governing the graduate program. The Student Affairs Handbook contains the detailed policies and procedures governing rights and responsibilities of students in the academic community. Students are referred to that handbook for details concerning use of facilities, code of conduct, student complaint procedures, regulations for student organizations, and other useful information.

## Discrimination, Harassment, and Retaliation Policy and Grievance Procedures

Montana State University Billings is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran's status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere, because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, dating violence, domestic violence, stalking, and retaliation will be addressed by the university under its Discrimination, Harassment, and Retaliation Policy and Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy. ([www.montana.edu/equity/policies/index.html](http://www.montana.edu/equity/policies/index.html) (<http://www.montana.edu/equity/policies/>))

## Title IX of the Education Amendments of 1972

Title IX and its implementing regulation, at 34 C.F.R. § 106.31 (a), provide that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the university.

Discrimination based upon sex can include sexual harassment or sexual violence, such as sexual intercourse without consent, sexual assault, and sexual coercion.

Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

## Reporting, Filing a Complaint or Questions

Montana State University Billings affords any student, employee, applicant for employment or admissions, or person who believes he or she was discriminated against by the University, the right to file a grievance on grounds of discrimination.

Any student, faculty or staff member with questions or concerns about discrimination based on any of the protected classes listed above or who believes that he or she has been the victim of discrimination based on any of the protected classes should contact the Director & Title IX Coordinator in Human Resources Office for assistance or to file a complaint. The Director and Title IX Coordinator is available to discuss options, explain university policies and procedures, and provide education on relevant issues. Additionally, the Discrimination Grievance Procedures Accompanying the Discrimination, Harassment, and Retaliation Policy is found at: [www.montana.edu/equity/policies/grievanceprocedures.html](http://www.montana.edu/equity/policies/grievanceprocedures.html) (<http://www.montana.edu/equity/policies/grievanceprocedures.html>)

HR Director & Title IX Coordinator

Human Resources Office

Tel: (406) 657-2278

Email: [discrimination@msubillings.edu](mailto:discrimination@msubillings.edu)

Location: McMullen Hall 310

## MSU Billings Conflict of Interest Policy

This policy is adopted pursuant to Board of Regents Policy 770, Conflict of Interest, and applies to all 0.5 FTE or greater employees (hereafter, employees) at Montana State University Billings and Montana law, Standards of Conduct Code of Ethics, Title 2, Chapter 2, Part 1, MCA. Procedures for Conflict of Interest can be found at [www.msubillings.edu/humres](http://www.msubillings.edu/humres) (<http://www.msubillings.edu/humres/>)

A consensual romantic relationship in which one party is in a position to evaluate the work of the other is a potential conflict of interest. When such a potential conflict of interest results between employees or an employee and a student, the employee shall promptly disclose the potential conflict of interest to his or her supervisor. The supervisor and the employee shall take steps to ensure that there is no conflict of interest.

The employee's failure to promptly disclose such a potential conflict of interest may require appropriate resolution, including disciplinary action.

## Americans With Disabilities Act of 1990 Montana State University Billings Policy Statement

In accordance with ADA, Montana State University Billings also ensures academic program and building accessibility for all persons with disabilities. No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the campus services, programs, or activities, or be subject to discrimination by any such covered entity.

## Employees and Job Applicants

A qualified individual with a disability means someone who satisfies the required skill, experience, education and other job related requirements of a position and who, with

or without reasonable accommodation, can perform the essential functions of the position.

Montana State University Billings will make reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the selection process or an employee's ability to perform the duties of the job. Departments which are conducting recruitments to fill a vacant position who have issues with regard to a candidate with disabilities should coordinate with the Human Resources Office, McMullen Hall, room 310, (406) 657-2278.

The university has adopted a policy prohibiting discrimination on the basis of a disability. Individuals who have complaints alleging discrimination based upon a disability may file them with the following:

Human Resources Director  
Tel: (406) 657-2278  
Email: [discrimination@msubillings.edu](mailto:discrimination@msubillings.edu)  
Location: McMullen Hall 310

Or refer to the policy and procedure: [www.montana.edu/policy/discrimination/procedures/](http://www.montana.edu/policy/discrimination/procedures/) (<https://www.montana.edu/policy/discrimination/>)

## Students

In accordance with ADA, Montana State University Billings also ensures academic program accessibility as well as physical accessibility for all persons with disabilities.

No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Montana State University Billings, or be subject to discrimination by any such entity.

Any student and/or person with disabilities concerned about accessibility and/or accommodation issues should contact Disability Support Services, COE 135, (406) 657-2283 or City College Tech Building A016, (406) 247-3029.

Disability Support Services reviews complaints by students regarding discrimination and/or harassment on the basis of physical or mental disability relating to disability accommodations in the classroom and physical access to facilities. The full grievance policy is on the DSS website at [www.msubillings.edu/dss](http://www.msubillings.edu/dss) (<http://www.msubillings.edu/dss/>).

## University Police Department

The University Police Department serves as the primary law enforcement agency for Montana State University Billings. The University Police Department consists of a dedicated team of eight sworn police officers, one Clery Compliance Program Assistant, two office assistants and a number of student workers that assist with parking enforcement duties. All University police officers receive their Public Safety Officer Standards and Training certification through the Montana Law Enforcement Academy. Receiving the Oath of Office through Billings Municipal Court, Montana State University Billings has a Memorandum of Understanding with the City of Billings, granting University police officers city-wide jurisdiction. The University Police Department responds to and investigates all complaints of criminal activity that occur on and around University owned or leased property.

In addition, the University Police Department provides workplace safety training and education, fire safety and fire code inspections, emergency management coordination, and building safety inspections. The University Police Department is dedicated to policing with honor, integrity, courtesy and professionalism.

### Annual Security Report

The safety and security of the entire campus community is extremely important to Montana State University Billings. The Annual Security Report (ASR) publication represents the University's information and data in compliance with the provisions of

the Crime Awareness and Campus Security Act of 1990 and the Jeanne Clery Act of 1998.

Federal law mandates that this report include statistics for the previous three years concerning reported crimes that occurred on campus or on property owned or controlled by MSUB and on public property within, or immediately adjacent to and accessible from, the campus.

The ASR is available online at [www.msubillings.edu/police](http://www.msubillings.edu/police) (<https://www.msubillings.edu/police/>)

and at the University Police Department – (406) 657-2147.

## University Facilities and Support Services

The graduate faculty are at the heart of graduate education at Montana State University Billings. However, the University offers many other resources which support the graduate programs and enrich students' educational experiences.

### Library Services

**Library Ask Here Desk:** (406) 657-1662

**Web:** [www.msubillings.edu/library/](http://www.msubillings.edu/library/) (<http://www.msubillings.edu/library/>) - **Chat also available!**

**Email:** [library@msubillings.edu](mailto:library@msubillings.edu)

The Montana State University Billings Library, located in the heart of campus, provides materials and resources to support the informational and educational needs of MSU Billings faculty, staff, and students. In addition, the Library provides a center for intellectual, cultural, social, and economic enhancement of the University and greater Billings communities.

The Library is designed to help students at all levels with their information needs. Friendly and helpful staff at the Ask Here Desk will assist students in finding books, journal articles, websites, and other resources they need for classes. The MSU Libraries share an online catalog with twenty-four academic and tribal libraries across the State of Montana. The MSU Billings Library is part of several sharing groups that enhance access to needed research materials. Electronic resources are available 24/7/365 on and off campus.

Books, journals, federal and state government documents, and other information in the MSU Billings Library are supplemented by a wide variety of digital resources, such as electronic journals, electronic books, databases, online indexes, streaming video and internet resources. Interlibrary loan is available to provide materials from other libraries for students and faculty.

Library instruction is offered to students through many classes, and all faculty are invited to bring their classes to the Library for appropriate instruction sessions. Remote opportunities for library instruction are also available. Students and faculty may also schedule individual consultations with librarians for research guidance.

The Library has study rooms, some with collaborative technology, available for group use; printers; copy machines; scanners; and microfilm reader-printers. Students can use U-card money or purchase a print card for copies and printing in the Library. Students can add money to their U-card or print card by using a kiosk located in the Library that accepts currency, or add money to a U-card online at [get.cbord.com/msubucard](http://get.cbord.com/msubucard) (<http://get.cbord.com/msubucard/>)

The Library building has excellent access for people with disabilities. Students who need assistive technology are encouraged to use the computers with adaptive software and other equipment on computers on the Library's 2nd floor.

### Library Hours

For the most up-to-date or specific holiday hours, check the MSU Billings Library website at [www.msubillings.edu/library/](http://www.msubillings.edu/library/) (<http://www.msubillings.edu/library/>), or call (406) 657-1662.

### Copyright Warning

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy reproduction. One of these conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship,

or research." If a user exceeds "fair use," that user may be liable for copyright infringement.

Software licensing agreements are very specific, and may prohibit making copies for use by those who have not purchased the software.

Montana State University Billings reserves the right to refuse to accept a copying request if, in its judgment, fulfillment of the request would involve violation of copyright law, licensing agreements or fair use.

## Office of Information Technology

**Information Commons - 1st Floor of the Library, (406) 247-5700**  
[www.msubillings.edu/it/](http://www.msubillings.edu/it/) (<http://www.msubillings.edu/it/>)

Information Technology provides computer and technology services to students, faculty, and staff. The department supports nearly 800 student computers across both MSUB campuses. Students may go to the Information Commons located on the first floor of the Library to receive assistance with computer issues, software applications, and questions about their student login accounts. Assistance is also available by calling (406) 247-5700.

Information Technology provides student employment opportunities for assisting other students, staff, and faculty with their technology needs. Information Technology staff guide and mentor students in learning the latest technologies while support the current software and hardware. For information in becoming part of this program, please go to the Information Commons to discuss or apply online here (<https://www.msubillings.edu/it/studentapp.htm>).

### Student Computing Resources

#### Information Commons

**Library, City College Commons, and City College Health Science building (406) 247-5700**

The Information Commons, an open access computer lab for MSU Billings student use, is located on the first floor of the MSU Billings Library and is available during regular Library hours. The Information Commons is operated by the Information Technology (IT) department and has computers, printing, scanning, and technology support services. A wide variety of software is available for student use such as Microsoft Office, Adobe Creative Cloud, ArcGIS, SPSS, and specific software for various courses and programs. Students will need money in their U-card accounts to pay for printing services.

People who are not current students, faculty, or staff of MSU Billings will be asked to use the open access computers located on the second floor of the Library. Access is available to the internet, e-mail, and the Library's online catalog as well as other web-based Library resources. Disability accommodation resources are available in the Library.

The campus has wireless access available to students in common study areas, academic buildings, residence halls, and dining facilities. Students may bring their computers to the Information Commons on the 1st floor of the Library or the Information Technology staff at City College for assistance with connecting to the MSUB wireless network. Connect devices to the **MSUB-mobile** wireless network by logging in with a NetID and password. This wireless network provides a fast, secure connection to the internet.

## Summer Session

During the summer, Montana State University Billings traditionally offers a wide variety of graduate and undergraduate classes, as well as noncredit classes and camps and programs for people of all ages.



The Summer Session is designed for undergraduate and graduate students as well as working professionals. Courses are taught in the traditional classroom model as well as online and workshop formats.

For a copy of the latest Summer Session brochure, contact Admissions and Records at (406) 657-2158 or (800) 565-MSUB or go to [www.msubillings.edu/summer](http://www.msubillings.edu/summer) (<http://www.msubillings.edu/summer/>).

## Montana Center for Inclusive Education

COE 168, (406) 657-2312  
[www.msubillings.edu/montanacenter](http://www.msubillings.edu/montanacenter)

The Montana Center for Inclusive Education is a public service unit of Montana State University Billings whose vision is to create a fully inclusive society that values diversity. The Montana Center serves the diverse population of Montana and provides continuing professional development opportunities for educators and direct service providers. The Montana Center develops and administers programs for its awarded grants and contracts. These programs are funded by a variety of sources including Montana's Office of Public Instruction and Department of Public Health and Human Services, the National Science Foundation, and the Social Security Administration.

Staff members of the Montana Center have professional skills related to disability and diversity. Through its unique array of services and programs, the Center allows graduate students opportunities to apply skills in a supervised setting. In addition, the various programs of the Center offer unique opportunities for students to engage in study and applied research.

## Career & Employment Services

Library 100, (406) 657-2168

A full range of career services is available to help students gain experience and skills that will clarify career goals and facilitate entry into the job market. Services include career exploration, part-time and work study jobs both on campus and in the community, career resource library, job search skills including resume editing and mock interviewing, and career/job fairs and workshops. Visit us on the web at [www.msubillings.edu/careers](http://www.msubillings.edu/careers) (<http://www.msubillings.edu/careers/>)

## Internships

Library 100, (406) 657-2168

Cooperative Education Internships (Co-Op) create educational partnerships among Montana State University Billings, the business community, and students. This unique academic experience allows students to earn academic credit, combining classroom learning with practical work experience under supervision of both faculty and employer. Learn more at [www.msubillings.edu/careers/cooped/students.htm](http://www.msubillings.edu/careers/cooped/students.htm) (<http://www.msubillings.edu/careers/cooped/students.htm>)

## Native American Achievement Center

2630 Normal Avenue  
(406) 657-2144, (406) 657-2182  
[www.msubillings.edu/naac](http://www.msubillings.edu/naac) (<http://www.msubillings.edu/naac/>)

Sunny Day Real Bird, Director

The Native American Achievement Center (NAAC) assists American Indian students in making academic, cultural, and social adjustments to Montana State University Billings. Services include individualized assistance with relocation to Billings, advocacy and referral with campus-based services and off campus services, study skills coaching, and scholarship applications. The staff help students create internships that are relevant to the American Indian community. The Native American Achievement Center has a small classroom for some of the Native

American Studies classes, or meetings. The NAAC also has a satellite space on the City College campus on the second floor of the Tech Building. Students from either campus can use these spaces for individual or group study, club activities and to sponsor programs.

The center hosts the annual American Indian Heritage Day, Veterans Medicine Wheel, and the MSUB Powwow. The Director and Program Coordinators serve as liaisons with tribal educational representatives and other community organizations. These relationships foster collaboration with the surrounding communities to host events and many other social gatherings that help our students feel connected to their culture and other Native people in the Billings region. The Native American Achievement Center is a home away from home for Native students.

The establishment of the Native American Achievement Center demonstrates that MSUB recognizes and commits to cultural diversity. The center provides students a familiar setting in an effort to ensure continuing collegiate success.

**All Nations Club** is open to all interested students. The All Nations Club is a student organization, established to assist Native American students in their adjustment to university life, to promote scholastic ability, and to foster pride in the cultural heritage of the Native American. The club is involved with the planning and sponsorship of an annual Pow Wow, the largest student-sponsored campus event. Other activities include social events that are culturally appropriate to share in a campus environment such as Talking Circles, Drum Circles, dances, Native games, documentary films and discussions, and Native cuisine.

## Diversity Center

SUB 212, (406) 896-5902  
[www.msubillings.edu/diversity](http://www.msubillings.edu/diversity) (<http://www.msubillings.edu/diversity/>)

The Diversity Center is committed to providing a welcoming campus environment for all students, faculty, staff, and guests. The Diversity Center fosters social and professional opportunities, as well as advocacy for all multicultural students. The mission of this office is to ensure we are meeting the various needs of diversity and diverse population through fair and equal representation as well as increased opportunity for learning and understanding about diverse issues.

The Diversity Center offers leadership opportunities for students through clubs or organized meeting groups, such as All Nations Club and Hispanic Club. Each group is student focused and student driven with opportunities to engage in campus and community programs, events, and socials.

## Academic Support Center

SUB First Floor, (406) 657-1641  
[www.msubillings.edu/asc](http://www.msubillings.edu/asc) (<http://www.msubillings.edu/asc/>)

The Academic Support Center provides services to support the academic success of Montana State University Billings students. The Learning Lab provides tutors to assist all students in completing math and writing assignments. Graduate students may be particularly interested that writing tutors are available to assist students in the utilization of APA standard format. The Academic Support Center Learning Lab is open Monday through Thursday from 8:00 a.m. to 8:00 p.m., Friday from 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to noon.

## Disability Support Services

COE 135  
(406) 657-2283 (V)  
(406) 545-2518 (VP)

Disability Support Services (DSS) collaborates with faculty, staff, and students to make MSUB accessible to everyone. Students are encouraged to contact DSS to identify themselves and work one-on-one with DSS staff to remove both academic

and physical barriers. To learn more about the program, visit the website at [www.msubitillings.edu/dss](http://www.msubitillings.edu/dss) (<http://www.msubitillings.edu/dss/>)

## Jackets and Company

SUB, (406) 657-2121, 800-201-3794

Jackets and Company operates a retail outlet located on campus and provides the campus community with supplies and supplemental learning tools required in academic courses. Jackets and Company also carries a wide selection of imprinted apparel, computers, software, gifts, and sundries at competitive prices. You can visit Jackets and Company on line at [www.jackets-and-company.com](http://www.jackets-and-company.com) (<http://www.jackets-and-company.com/home/>).

## Physical Education Facility

(406) 657-2370

The Physical Education Building at MSU Billings includes two gymnasiums, a fitness center, a swimming pool, a racquetball court, a running track and other recreational and health facilities. During set hours each semester the facilities may be used by students and their families for swimming, workouts, etc. Use is free to students while family members pay a nominal charge.

## Recreational Activities

PE 016, (406) 657-2881

[www.msubitillings.edu/recactivities](http://www.msubitillings.edu/recactivities) (<http://www.msubitillings.edu/recactivities/>)

The Recreational Activities Program offers a wide range of activities. It provides all students, faculty and staff with recreational opportunities in competitive and noncompetitive events as well as organized and informal activities as regularly as their time and interest permit.

**Intramural Sports** Competition is scheduled for individual, dual and team sports. Participation is generally arranged in men's, women's and coeducational divisions for each activity. These range from the traditional team sports of flag football, volleyball, basketball and softball, to the popular individual and dual sports such as racquetball, tennis and golf. Everyone is encouraged to participate regardless of experience or skill.

**Leisure Recreation** This informal activity allows those not wishing to be a part of a structured program to make use of the fine recreational facilities. The Physical Education Building includes two gymnasiums, a swimming pool, six racquetball/handball courts, a weight/exercise room, an indoor jogging track, and locker rooms.

## Yellowstone Public Radio

406 Barbara Lane, (406) 657-2941

[ypradio.org](http://www.ypradio.org) (<http://www.ypradio.org>)

Yellowstone Public Radio (YPR) is a public radio network licensed to Montana State University Billings. The broadcast signal originates from the Joseph S. Sample Studios on the MSUB campus as KEMC-FM and can be heard on 10 stations and twenty-six translators throughout Montana and northern Wyoming. YPR provides regional, national, and international news and information and public affairs programming, as well as programming focusing on the arts and humanities, classical music, jazz, folk/bluegrass, and other musical genres to a weekly audience of more than 45,000 listeners.

Yellowstone Public Radio is affiliated with National Public Radio (NPR), Public Radio International (PRI), American Public Media (APM), and the WFMT Fine Arts Network.

**Yellowstone Public Radio can be heard at these frequencies in the following Montana communities:** Ashland 89.1, Big Sky 95.9, Big Timber 89.3/90.5, Billings 91.7, Bozeman/Gallatin County 102.1, Bozeman 95.9, Broadus 91.9, Chester & the

Sweetgrass Hills 100.1, Colstrip 88.5/88.9, Columbus 88.5, Conrad 91.3, Cut Bank 88.9, Emigrant & Paradise/Shields River Valleys 91.1, Forsyth 91.1, Glasgow 91.9, Glendive 88.5, Hardin 91.7, Havre 91.7, Helena 89.1, Livingston 88.5/90.1, Miles City 90.7, Red Lodge 89.1, Shelby 90.3, Stanford/Lewistown 89.5, Terry 91.9, Wolf Point 88.3.

**And in the following Wyoming communities:** Buffalo 91.9, Cody 88.5, Greybull, Lovell & Powell 91.5, Sheridan 88.1, Worland 88.5, Yellowstone Park 104.9.

**Yellowstone Public Radio can also be heard online at** [ypradio.org](http://ypradio.org) (<http://ypradio.org>)

## Student Health Services

Petro Hall, (406) 657-2153

[www.msubitillings.edu/studenthealth](http://www.msubitillings.edu/studenthealth) (<http://www.msubitillings.edu/studenthealth/>)

The Student Health Services (SHS) is an ambulatory health care facility which is available to students to care for illnesses and injuries, to promote improved mental health, and to encourage a healthy life style. With a staff of advanced practice professionals (some contracted through SCL Health), a Registered Nurse, mental health counselors, and wellness specialist, we provide health care, immunizations, mental health counseling, COVID-19 testing, and health education programs. SHS strives to encourage students to become responsible and knowledgeable consumers of health care.

## Student Health Insurance

All MSU Billings students enrolled in six or more credits are required to have some form of health insurance. A student health insurance policy is available to MSUB students. Before registering, students will be asked to elect or waive this insurance. All students taking at least six (6) credits are eligible for health insurance. **Students must elect or waive the health insurance before the 15th class day of fall or spring semesters.** The premiums are paid on a semester basis, along with tuition and fees. Each semester the premium is for a period of six months, therefore, enrolling in both semesters ensures twelve (12) months of coverage.

**Note: All students are eligible to use the Student Health Services, whether or not they enroll in the student health insurance.**

Insurance policy brochures are available at fee payment and at the Student Health Services office on the 2nd floor of Petro Hall.

Full information about the student health insurance program provided by the Montana University Insurance Consortium is available at [www.bcbsmt.com](http://www.bcbsmt.com) (<http://www.bcbsmt.com>)

Online-only students should contact Student Health Services regarding insurance coverage.

## International Studies

LA 700, (406) 657-1705

[www.msubitillings.edu/internationalstudies](http://www.msubitillings.edu/internationalstudies) (<http://www.msubitillings.edu/internationalstudies/>)

In this age of global interdependence, developing an international perspective among students is one of the essential components of a higher education. Montana State University Billings provides students exciting opportunities to study and live in other countries and to explore diverse cultures and societies. Studying abroad is the unique way to expand one's global awareness, and one's academic and personal growth.

In thinking about studying abroad, four issues are important to understand:

1. There are a number of study abroad opportunities for which students may pay *regular* MSU Billings tuition and fees. Besides these exchanges, there are some



other fairly low cost programs that the Office of International Studies can help students identify.

2. *Financial aid* is available for study abroad costs. Visit the Office of Financial Aid and Scholarships early in your planning process to ensure that details can be worked out in timely fashion.
3. Study abroad programs range in length from two weeks to a year. Fairly brief *summer* programs allow students both to study abroad and to earn money for the next year.
4. Study abroad programs can give one an experience in a foreign language, but many programs are available in *English* even in countries where English is not the native language.

Come to the Office of International Studies to find out about the variety of study abroad opportunities available to students. MSU Billings offers its own programs in China, Japan, Korea, Finland, the UK, Macedonia, Germany, Spain, Costa Rica, and other locations. Through MSU-Bozeman, with whom MSU Billings works closely, there are opportunities to study at universities in other locations. Many of these placements are competitive; therefore, a record of good academic performance is an advantage. MSUB students must apply directly to the Office of International Studies, LA 700. The deadline is October 1 for Spring semester programs and March 1 for Fall semester programs.

The Office of International Studies also helps recruit and assist international students at MSU Billings. English as a Second Language (ESL) courses are offered all year to help support international students achieve their academic goals. The Office of International Studies promotes international awareness by sponsoring such events as the International Food Fair, international movie nights, programs on specific countries, and advising the on-campus Multicultural Club, which is open to all students.

## Military and Veterans Success Center

COE 106 (406)657-2968

The Military and Veteran Success Center (MVSC) on the university campus is on the first floor of the College of Education in room 106. It is open weekdays from 8:00 a.m. to 5:00 p.m. for military affiliated students to use to relax, watch TV, play x-box, eat, meet, study, etc. The MVSC staff comprised of a Director, School Certifying Official and student workers serves all veterans and active duty of the military Reserves and Guard as well as their family members. The MVSC seeks to provide new and continuing students information and resources necessary for them to be successful in their pursuit of higher education. the MVSC provides a newcomer orientation, mentorship, work study opportunities and dedicated spaces with computers, free printing, snacks and microwave.

There is also a Veteran Lounge on the City College campus on the 1st floor of the Tech Building.

## Montana State University Billings Alumni Association

2712 Normal Avenue, (406) 247-5781 or (406) 657-2244

[msubfoundation.com/alumni/alumni](https://msubfoundation.com/alumni/alumni/) (<https://msubfoundation.com/alumni/alumni/>)

The Montana State University Billings Alumni Association spans the globe, with more than 31,000 alumni living and working worldwide. This dynamic group of leaders works to build affinity to the university through programming and events. Working with the MSUB Foundation, the MSUB Alumni Association serves to promote the university, build philanthropic outreach, and engage alumni wherever they may be.

## Montana State University Billings Foundation

2615 Virginia Lane, (406) 657-2244

[www.msubfoundation.com](http://www.msubfoundation.com) (<http://www.msubfoundation.com>)

### About Us

The Montana State University Billings Foundation is an independent, non-profit organization under Internal Revenue Service code 501(c)(3). A volunteer board of trustees, composed of community leaders, guides the foundation in achieving its mission. Our staff is dedicated to achieving the goals of the foundation and to serving and assisting donors, supporters, students, and faculty of Montana State University Billings.

### Mission

The Montana State University Billings Foundation was founded in 1968 to advance the goals of Montana State University Billings by:

- Establishing lifelong relationships with university students, parents, faculty, alumni, friends, and community partners.
- Creating pathways to success and sustaining them through philanthropy, stewardship, and community engagement.
- Seeking and nurturing innovative partnerships to support the realization of current and emerging university priorities.
- Fostering a culture of inclusivity that celebrates diversity on campus and beyond.

### Vision

The Montana State University Billings Foundation will reduce financial barriers to a quality education, enhance the campus experience, and encourage the growth of Montana State University Billings.

## Accessibility Data

### For Individual Buildings on Campus

#### General Accessibility

Building	Entrance ramped on ground level	Automatic entrance doors	Number of accessible floors	Stairs non-skid	Interior ramps available	Elevators
Apsaruke	yes	yes	3	yes	yes/F	P*
Art Annex	yes	yes	1		no	
Cisel Hall	yes	yes	4	yes	yes	P*
College of Business (McDonald Hall)	yes	yes	3		yes	P*
College of Education	yes	yes	4	yes	no	P*
City College Tech Building	yes	yes	2		yes	P*
City College Health Sciences Building	yes	yes	2	yes	no	P*
Facility Services	yes		1			
Family Housing	yes	no	1			
Liberal Arts	yes	yes	8	yes	no	P*

Library	yes	yes	3	yes	yes/F	P*
McMullen Hall	yes	yes	4	yes	no	P*
Parking Garage	yes			yes	yes	P*
Petro Hall	yes	yes	8	no	no	P*
Physical Education	yes	yes	2	yes	yes	P*
Rimrock Hall	yes	yes	6	no	no	E/G,P*
Science	yes	yes	3	yes	no	P*
Security	yes		1		yes	
Student Union	yes	yes	2	no	no	P*

F: Wheelchair lifts  
 G: Freight elevator does not have automatic doors  
 H: Lobby area  
 P: Passenger Elevators  
 \* Braille labels

### Restroom Facilities

Building	Restroom designed for wheelchair	Entrance door width = 32"	Wall accessories below 40"/A	Access to showers and tubs
Apsaruke	yes	yes	yes	
Art Annex	yes	yes	yes	
Cisel Hall	yes/B	yes	yes	
College of Business (McDonald Hall)	yes/F	yes	yes	
College of Education	yes	yes	yes	
City College Tech Building	yes	yes	yes	
City College Health Science Building	yes	yes	no	
Facilities Services	yes	yes	yes	
Family Housing	yes	yes	yes	yes
Liberal Arts	yes/C	yes	yes	
Library	yes/D	yes	yes	
McMullen Hall	yes	yes	yes	
Parking Garage				
Petro Hall	yes/H	yes	yes	no
Physical Education	yes	yes	yes	yes
Rimrock Hall	yes	yes	yes	yes
Science	yes	no	yes	
Security	yes	yes	yes	
Student Union	yes	yes	yes	

- A: In most restrooms, the sinks but not the towels are below 40"
- B: Off ramp between new and old building
- C: 1st floor, between Liberal Arts Building and Library/2nd & 5th floor Liberal Arts Building
- D: 2nd floor, between Library doors and stairs
- E: Stairs to basement

## Student Tuition and Fees

Student fees are based upon policies and decisions of the Montana University System Board of Regents. Information concerning tuition and fees may be obtained by accessing the Business Services website at [www.msubitings.edu/boffice](http://www.msubitings.edu/boffice) (<http://www.msubitings.edu/boffice/>) or calling (406) 657-2140.

Students are required to have adequate funds available to properly pay their tuition and fees and other related expenses. Forms of payment accepted are cash, check and credit card. Foreign checks are not accepted.

## Graduate Tuition and Fee Schedule Fall 2022

**Tuition and fees are subject to change by authorization of the Board of Regents of Higher Education.** If you have questions on the current fees, please call the MSU Billings Business Office at (406) 657-2140 or stop by McMullen Hall ground floor west. Comprehensive fee and extra fee tables are available through the MSU Billings website at [www.msubitings.edu/boffice](http://www.msubitings.edu/boffice) (<http://www.msubitings.edu/boffice/>) under Tuition & Fees.

Tuition and fees for graduate studies, extended studies, summer session, workshops, and conferences may be in addition to or in lieu of the required fees. Please consult the publications pertaining to the special session, course, workshop or conference to determine those fees.

## Determination of Resident Fee Status

The Montana University System classifies all applicants for admission and students as either in-state or out-of-state. The basic rules for making the classification are found in the Board of Regents' policy. Each residency determination is based on the unique set of facts found in each individual's case. It is the student's responsibility to secure and review a copy of the policy. Failure to be aware of the rules will not be cause for granting exceptions to them. A copy of the policy is available from the Registrar's Office at Montana State University Billings (McMullen first floor west, 406-657-2158). A complete explanation and residency questionnaire is found in the Montana University System's Student Guide to Montana's Residency Policy.

## Fee Schedule Explanation

### Required Tuition and Fees Per Semester

#### Registration Fee

A \$30.00 nonrefundable registration fee is assessed each enrolled student per semester.

#### Tuition Fee

Students are charged tuition each semester to pay for the delivery of the education they are receiving. Resident students are subsidized by the State of Montana and pay a reduced tuition rate.

#### Associated Students Activity Fee & Recreational Activity Fee

Students enrolled for seven credit hours or more each semester are required to pay for activities sponsored by the Associated Students of Montana State University Billings. Students enrolled for less than six credit hours pay a reduced activities fee each semester. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Academic Building Fee

The Academic Building fee varies based on the number of credit hours taken. The funds generated from this fee are used to pay a portion of the costs of repair, maintenance, and operation of the state owned buildings on campus.

#### Resident and Nonresident Building Renewal and Replacement Fee

All students are charged a building fee for the building and replacement of campus structures. A reduced rate is charged to students taking less than seven credits.

In addition, a nonresident building fee is collected from all students who are not residents of the State of Montana.

#### Equipment Renewal and Replacement Fee

Enrolled students are assessed an Equipment Renewal and Replacement Fee each semester. This fee is used to replace obsolete equipment with new equipment and cover costs of equipment repairs.

#### Student Union Fee

Each semester students are assessed a fee pledged for the operation of the Student Union.

#### Computer Fee

Students are assessed a computer fee to cover the expense of student used computer equipment and labs.

#### Library/Assessment Fee

All students are assessed a Library/Assessment fee. Funds generated from this fee are used for the purchase of electronic resources, new and replacement books, periodicals, and other materials for the Library. This fee is also used for assessment and accreditation tools for the university as a whole.

#### Athletic Fee

Students enrolled at MSU Billings are assessed a fee to subsidize the University's athletic department and associated activities. Students enrolled for seven credits or less pay a reduced athletic fee. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

#### Academic Support Center Fee

All students are assessed a per-credit Academic Support Center fee.

#### Technology Replacement Fee

All students are assessed a tech replacement fee. This fee is used to support the information technology infrastructure. All students accessing email or the web are utilizing and benefiting from the tech replacement fee.

#### Comprehensive Health Plan

Student health coverage consists of two parts:

##### Health Service

All students are entitled to services provided by the Student Health Service. Students enrolled in 7 or more credits are charged a mandatory fee. Students enrolled for 6 credit hours or less may have the benefits of the Student Health Service by paying the semester fee. Online only students outside of the following counties **do not** pay this fee: Yellowstone, Carbon, Treasure, Musselshell, Golden Valley, Stillwater, and Big Horn.

##### Health Insurance

All Montana State University Billings students enrolled in 6 or more credits are required to have some form of health insurance. Before registering, students will be asked to elect or waive the student health insurance. A student health insurance policy is available to MSU Billings students. All students are eligible for health insurance if enrolled for 6 or more credits. The waiver or election process must be completed by the 15th day of fall and spring semesters. The premiums are paid on a semester basis along with tuition and fees. Each semester the premium is for a period of 6 months, therefore, they will be covered whether or not they are taking summer semester classes. Online-only students should contact Student Health Services regarding insurance availability.

## Payment of Tuition and Fees

Tuition and fees may be paid after courses are selected. Tuition and fees are due by the first day of classes for each semester. Summer semester tuition and fees are due by the first day of classes for the first session which you are attending.

Tuition and fees may be paid by mail. Student bills may be accessed in MYINFO on the MSU Billings secure student website at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>).

Students may elect to pay their fees in installments. The installment payment method for Fall/Spring requires 1/4 down, 1/4 within 30 days, 1/4 within 60 days and 1/4 within 90 days. Summer session installments will require 1/3 down, 1/3 on June 1, and 1/3 on July 1. A \$30.00 administrative charge is assessed to students using the installment method. Students not paying in accordance with the terms of the deferred fee contract will be charged a \$15.00 late payment fee per installment, and may have their enrollment canceled. If a bank declines payment on a personal check and returns it to Montana State University Billings, a late registration fee shall be charged to the student offering the check as a payment of fees.

The student is responsible to pay all tuition, fees, and other associated costs, which may include, but are not limited to, housing, meals, fines, or incidental charges assessed as a result of course/housing registration and/or receipt of services. Any debt remaining must be paid before the student can re-enroll, graduate, or receive a transcript, and the student may be ineligible to defer payments in the future. All legal means will be used to collect any unpaid loans. Collection fees may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees the University incur in such collection efforts.

Payment may be made by credit card (VISA, MasterCard, or Discover) in person, or via the MSU Billings secure website through MYINFO at [www.msubillings.edu](http://www.msubillings.edu) (<http://www.msubillings.edu>).

### Late Registration Fee

A nonrefundable fee of \$40.00 is payable by all students who do not pay during the designated fee payment period unless their late payment was due to the fault of Montana State University Billings. If a bank declines payment on a personal check and returns it to Montana State University Billings, a late registration fee shall be charged to the student offering the check as payment of fees. The late registration fee applies to students enrolled for seven or more credits on the date specified in the Schedule of Courses. It applies to those enrolled for six credits or less beginning the second week of classes.

### Non-Payment of Fees

No person who owes Montana State University any fees, fines or other charges will be permitted to

1. receive academic credit or grades;
2. register;
3. secure a transcript, diploma, or other record; or,
4. access any MSU Billings facilities or services,

regardless of the relationship there of to the amount owed, until the full amount due has been paid or satisfactorily adjusted with Business Services. All legal means will be used to collect any unpaid loans. Collection fees may be based on a percentage at a maximum of 33% of the debt, and all other expenses, including reasonable attorneys' fees the University incur in such collection efforts. MSU Billings shall have the right to apply any portion of any amount it may owe such individual for any reason, including wages, to payment of the balance owed MSU Billings.

### Refunds

Unless otherwise required by the Higher Education Act of 1965 as amended, students withdrawing from Montana State University Billings are refunded the fees paid in

accordance with the schedule established by the Board of Regents. In order for a student to receive a refund under the Board of Regents' policy, an official withdrawal form must be on file in the Registrar's Office. The following policies govern the amount refunded:

1. Registration fee is nonrefundable.
2. 90 percent of all remaining fees will be refunded to the end of the fifth classroom day.
3. 75 percent of all remaining fees will be refunded to the end of the 10th classroom day.
4. 50 percent of all remaining fees will be refunded to the end of the 15th classroom day.
5. Refunds will not be made after the 15th day of classes.
6. Refunds are determined as of the day the student officially withdraws from college and not from the date of last class attendance.
7. Classroom days are determined by the college calendar, not by the student's class schedule.

MSU Billings students receiving Title IV funds and who officially or unofficially withdraw or are expelled, up to the 60% point of the semester, may be required to return federal funds. Students may also be entitled to a post withdrawal refund up to the 60% point of the semester. Examples of the Federal Title IV policy may be obtained at the MSU Billings Financial Aid Office. Financial aid recipients will not receive refunds until their financial aid is repaid (Pell Grant, SEOG Grant, SSIG Grant, Perkins Loan, FFEL Loans, fee waivers, and some scholarships). If the refund is insufficient to repay the financial aid programs, students will be billed for the over-awards.

Students who owe repayments to any federally sponsored student aid program cannot receive any type of federal student aid. Students are responsible for repayment of all financial aid returned on their behalf by the University. Students failing to make satisfactory repayment are responsible for all collection costs incurred in the collecting of the debt.

### Changes in Credit Load after Payment of Fees

Students adding classes after payment of tuition and fees are required to pay any additional tuition and fees created by the change in credit load.

Students dropping some classes (but not withdrawing) will receive a 100 percent refund on classes dropped before the end of the 15th classroom day. Refunds will not be made for classes dropped after the 15th classroom day. A \$5.00 drop processing fee will be assessed for each class dropped during any given semester.

## Other Fees

### Graduate Application Fee

A \$40.00 nonrefundable application fee is assessed each person applying for admission to Montana State University Billings for the first time as a graduate student or to take graduate courses. The applicant has one calendar year from the semester of initial application to apply for readmission without paying an additional application fee.

### Audit Fee

Any person not otherwise enrolled, and who does not want to register in a course for college credit, may, with approval, enroll upon payment of a per credit hour audit fee as outlined in the Inventory of Fees. Regularly enrolled students who elect to audit a course must pay the normal per credit hour fee as outlined in the student fee schedule. Audit fees are nonrefundable.

### Course-Related Fees

Several Montana State University Billings courses require additional fees. Examples of these include art materials, laboratory courses, or field trips. Some practicum

and internship classes require an extra fee for professional liability insurance. A complete schedule of course related fees is available from Business Services.

### **Field Based Liability Insurance**

During their internship and clinical practice, students in the Rehabilitation Counseling program or any student doing a field-based experience in a nonpublic school setting, must be covered by liability insurance. Business Services will add this fee (typically \$30.00 a semester) for professional liability coverage to the semester bill.

### **Graduation Fee**

A \$50.00 nonrefundable fee is assessed per degree for each application to graduate. Late graduation applications will be assessed a \$25.00 late fee.

### **Parking Permits**

All vehicles parked on University property must display a current Montana State University Billings parking permit on weekdays when classes are in session during the hours specified in the "Montana State University Billings Traffic and Parking Regulations" brochure.

### **Transcript Fee**

Students may receive one free official transcript. Each official transcript thereafter must be paid by the student. No charge is assessed for unofficial transcripts.

### **Returned Check Fee**

An administrative service fee is assessed each time a check is returned by a bank.

Any check tendered in payment of fees and returned by a bank may result in the postponement of a student's registration and a late registration charge. Student registration is not complete until all fees have been paid or arrangements made for payments. Tuition and fees are paid per semester.

# Financial Aid and Scholarships

## Office of Financial Aid and Scholarships

McMullen Hall First Floor East  
(406) 657-2188

[www.msubillings.edu/finaid](http://www.msubillings.edu/finaid) (<http://www.msubillings.edu/finaid/>)

Graduate students who wish to apply for financial assistance at Montana State University Billings must be enrolled for at least five credits in a graduate degree, (post bachelor licensure, re-licensure, teacher licensure or endorsement program requires six credits). Some aid is available for summer term, but most aid is allocated for the regular academic year. A non-degree graduate student is not eligible to receive financial aid.

Students applying for financial assistance are considered for all aid options for which they request and are eligible. The amount of financial aid awarded is generally a combination of loans and employment. The award is based on the evaluated financial need of the student. The estimated financial need is the difference between the cost of attending Montana State University Billings and the ability of the student to contribute to those education costs as determined by federal methodology.

To apply for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) financial aid application. Students can apply through FAFSA on the web at [fafsa.ed.gov](http://fafsa.ed.gov) (<http://www.fafsa.ed.gov>)

Priority awarding will be given to those students who have a complete FAFSA and have submitted the required documentation to the Financial Aid office by December 1st. Students should allow up to two weeks for the office to receive the FAFSA.

We will then begin communications with the student regarding any additional information that needs to be submitted before we can evaluate aid eligibility. After all requested documentation has been submitted, it can take four to six weeks before an award offer is generated. The FAFSA must be filed annually, and becomes available for the upcoming academic year (Fall/Spring) on October 1st of every year.

## What Does College Cost?

To help students make an evaluation of their financial needs, each year the Office of Financial Aid & Scholarships develops a financial aid budget, called the Cost of Attendance (COA). The COA is the **estimated** cost of completing a full year at MSU Billings. It is important to note that the COA is a tool used by the Office of Financial Aid & Scholarships to determine student eligibility for financial aid and does not reflect the actual bill that will be paid to MSU Billings. To review the COA, visit: [www.msubillings.edu/finaid/CostOfAttendance.htm](http://www.msubillings.edu/finaid/CostOfAttendance.htm) (<http://www.msubillings.edu/finaid/CostOfAttendance.htm>)

## General Eligibility Requirements

All financial aid recipients must meet the following eligibility requirements:

- Be enrolled/accepted for enrollment in a degree or certificate program.
- Be a citizen or eligible non-citizen.
- Maintain Satisfactory Academic Progress (see section below).
- Cannot be in default on Perkins Loans, Stafford Loans, or PLUS Loans at any institution.
- Cannot owe an overpayment of Pell or SEOG.
- If required, must register with the Selective Service.
- Cannot have borrowed in excess of loan limits.
- Have need, as defined by individual program requirements (except for unsubsidized Stafford Loans and PLUS Loans).
- Meet any other program-specific criteria.

## Aid Types

Students who apply for financial aid are considered for all aid programs for which they are eligible. Loans and work study must be applied for through the Financial Aid Office. Graduate scholarships, assistantships and waivers are administered by the Office of Graduate Studies working in concert with the Financial Aid Office. The most common types of financial aid received by graduate level students are listed below.

## Loans

Student loans, which have a lower interest rate than commercial loans, must be repaid after a student has graduated, ceased taking classes, or dropped below five-credit enrollment. Interest rates and repayment requirements vary according to the type of loan. For more information visit: [www.msubillings.edu/finaid/Loans.htm](http://www.msubillings.edu/finaid/Loans.htm) (<http://www.msubillings.edu/finaid/Loans.htm>)

Students who wish to be considered for a loan and/or work study must complete the FAFSA. Other forms of documentation (tax returns, verification form, etc.) may also be required.

The Financial Aid Office will generate a financial aid offer which is consistent with eligibility requirements and legal limits. The degree or certificate program in which the student is enrolled determines the types of aid and limits of aid available.

1. Graduate students can borrow up to \$20,500 a year in Federal Direct Unsubsidized Loans. In addition, students cannot borrow more than the cost of attendance minus any other financial aid. Federal Graduate PLUS Loans are awarded to students whose other aid does not cover the full cost of attendance; however this loan requires a credit check be conducted. A student who is enrolled for less than five credits is not eligible for any aid.
2. Students working toward licensure alone (and not simultaneously on a degree) or in a Fifth-Year Program, are limited to subsidized loans of \$5,500 per year and unsubsidized loans of \$7,000 and six credit hours are required.
3. There are aggregate loan limits that apply and can effect eligibility.

Eligibility for financial assistance ceases if a student's program plan is not approved within one calendar year of when the student takes the first post-baccalaureate class.

## Work Study Employment

Work study positions and part-time campus employment are available. To be eligible for work study, a student must show demonstrated need, be accepted for enrollment, and maintain satisfactory academic progress toward a degree while employed. Work study hourly pay varies with the type of work and student's experience. Work study students are paid every other week. Since work study is tied to demonstrated financial need, the amount a student earns can impact loan limits and other types of financial assistance. Graduate Assistantships are available as work-study positions. Graduate assistantships may include research, scholarly activity, professional service, assistance with campus programs or teaching assistance. A student must take at least six (6) credits to be eligible for an assistantship and must be accepted into a graduate degree program. A student may hold only one campus employment position per semester.

A Job Locator service is located in Career & Employment Services. The Job Locator assists any enrolled Montana State University Billings student to find part-time work with area businesses. This service is free to all Montana State University Billings students.

## Applying for Tuition Waivers and Assistantships

A unified application form for tuition waivers, graduate assistantships and teaching assistantships is available from the Office of Graduate Studies. Typically tuition waivers and assistantships are allocated on an academic year basis (for fall and



spring semesters). Only students accepted into a Graduate Degree program are eligible for Assistantships.

In order to receive a tuition waiver or an assistantship with tuition waiver for a second semester, students must maintain a 3.00 cumulative grade point average and continue to be enrolled for at least the **minimum nine credits**. Moreover, the supervisor, unit chair and/or dean must be satisfied with the recipient's performance.

## Partial Tuition Waivers

The purpose of tuition waivers is to recruit and retain good graduate degree students, reward academic achievement, and recognize service and benefit to the campus community. Students must be enrolled for at least nine credits in a **degree program** to be considered for a tuition waiver. Tuition waivers are considered to be part of a student's financial aid package and, therefore, may reduce loan eligibility. Tuition waivers apply to the tuition and registration fee only and do not reduce other mandatory fees.

## Graduate Assistantships

Graduate assistantships are offered in each college with graduate programs and in other divisions on campus. Graduate assistantships are varied and may include teaching, research, scholarly activity, professional service, or assistance with some campus program. Teaching assistants work with faculty in planning, delivering, and evaluating instruction. Graduate Assistantships should enhance the student's professional development, and supervisors have a responsibility to provide graduate assistants with training and support to enable the student to learn advanced skills. Please visit our website for a complete listing of job descriptions, graduate assistantships are also available as work-study positions ([www.msubillings.edu/grad](http://www.msubillings.edu/grad)) (<http://www.msubillings.edu/grad/>). Every attempt is made to award assistantships on the basis of alignment of the student's abilities and job description attributes.

Teaching assistantships typically do not exceed 15 hours per week, research assistantships typically do not exceed 10 hours per week. Other types of graduate assistantships are variable, but do not exceed 19 hours per week. A student must take **at least six (6) credits** to be eligible for an assistantship and must be accepted into a graduate degree program. A student may hold only one campus employment position per semester.

## Veterans' Benefits

Information concerning veterans' educational benefits may be obtained from Montana State University Billings Military and Veterans Success Center, 406-657-2968, located in COE 106 or the local office of the Veterans Administration.

# Montana State University Billings Scholarships

A number of scholarships at Montana State University Billings are awarded exclusively to graduate students. Application forms and additional details are available from the Financial Aid Office, the Graduate Studies office or online at [www.msubillings.edu/grad/scholarships.htm](http://www.msubillings.edu/grad/scholarships.htm) (<http://www.msubillings.edu/grad/scholarships.htm>).

## C. Rockne Cople Endowed Scholarship

The C. Rockne Cople Endowed Scholarship is available to a graduate student. The recipient must have Degree Candidacy status, must have a minimum overall GPA of 3.25 or above, be enrolled for a minimum of 9 credits fall and spring semester, and include three letters of reference with their application. This award is available to students working towards a Master's Degree in Clinical Rehabilitation and Mental Health Counseling or School Counseling.

## College of Education Graduate Scholarship

The College of Education is dedicated to preparing competent, caring and committed professionals for Montana's schools; conducting socially significant research to

improve the human condition; providing community services aimed at improving the quality of life experienced by Montanans; and providing graduate education designed for the continuing development of professionals. The College of Education Graduate Scholarship is available to a College of Education graduate student with a 3.75 overall GPA or above. The recipient's Plan of Study must be accepted. Additionally, the applicant must have demonstrated ability to provide leadership in Montana schools or human services and provide a letter of reference from their faculty advisor.

## Elaine Marie Smith Endowed Scholarship

The Elaine Marie Smith Endowed Scholarship is available to graduate students working towards a M.S. in Clinical Rehabilitation and Mental Health Counseling. If no Clinical Rehabilitation and Mental Health Counseling majors are eligible, a student working towards a M.S. in Special Education will be considered. Recipients must be a U.S. Citizen, have completed one year of graduate study or have candidacy for graduate program approved through an accepted Plan of Study, overall 3.0 GPA or above, participation in activities pertaining to field of study is a factor, full-time student, and financial need.

## Helen Wilson, Robert Waterman, and Robert McRae Endowed Scholarship for Graduate Studies

The Helen Wilson, Robert Waterman, and Robert McRae Endowed Scholarship for Graduate Studies is available to a graduate student with an overall GPA of 3.25 or better. The recipient must be a full-time graduate student (9 or more credit hours each semester) and have approved admission status. Additionally, applicants must provide (1) a one-page statement providing evidence of outstanding scholarship, research, and creativity, (2) a one-page statement providing evidence of commitment to community service and related accomplishments, (3) a one-page statement detailing professional experience and leadership, (4) a current resume or curriculum vita, (5) three letters of reference, (6) an undergraduate transcript (copies cannot be from the existing graduate file).

## Montana Center for Inclusive Education (MCIE) Graduate Scholarship

The Montana Center for Inclusive Education (MCIE) Graduate Scholarship is available to students with a disability that meets the definition of the Americans with Disability Act. The recipient must be a Montana resident, have a 3.25 overall GPA, and must have unmet financial need. Recipients must be enrolled for a minimum of 6 credits per semester.

## Shannon Weatherly Memorial Endowed Scholarship

The Shannon Weatherly Memorial Endowed Scholarship is available to a graduate student working towards a M.S. in Special Education. The recipient must have an overall 3.5 GPA or above, be a part-time female student, must have completed at least 9 graduate credits, and have Plan of Study approved by an advisor.

## Stepping Forward Foundation Scholarship - Graduate

The Stepping Forward Foundation Scholarship – Graduate is available to graduate students who exhibit a strong desire to succeed. Recipients must have a 3.0 overall GPA or above, must be enrolled for a minimum of 6 graduate credits per semester, and must have definite financial need.

## Montana Teacher of the Year Tuition Waiver Award

The annual winner of the Montana Teacher of the Year Award qualifies for a tuition waiver for graduate study at Montana State University Billings as follows:

1. The tuition waiver qualifies the recipient for a maximum of 24 credits to be applied toward a graduate degree in education.
2. The tuition waiver is available to the recipient for a maximum time of three consecutive years, including summer enrollments.

3. The tuition waiver may be used for non-degree graduate courses, but no more than nine graduate credit hours earned in non-degree status may be applied toward a graduate degree.
4. Recipients holding a master's degree may apply the 24 graduate credits toward a second master's degree or non-degree graduate course.
5. All requirements for admission to a graduate program must be met by the applicant.

Recipients of the Montana Teacher of the Year Award should contact the Deputy Commissioner for Academic and Student Affairs of the Montana University System for information about the tuition waiver award and processing of the tuition waiver.

All other fees and expenses are the responsibility of the Montana Teacher of the Year Award winner.

It is expected that while in residence, the Montana Teacher of the Year recipient will serve the program in some fashion at the request of the Department (e.g., speak in undergraduate education classes, work with faculty members in course revision or preparation).

## More Financial Aid Information

### Financial Aid Satisfactory Academic Progress Standards

Students are expected to maintain certain academic standards and make satisfactory progress toward a degree in order to receive federal and state financial aid.

In accordance with Federal and State laws and regulations, MSU Billings has established a policy to define and administer standards of academic progress for all students. Detailed information explaining the financial aid satisfactory progress standards, including the appeal and reinstatement process, is available on line at [www.msubillings.edu/finaid/SAP.htm](http://www.msubillings.edu/finaid/SAP.htm) (<http://www.msubillings.edu/finaid/SAP.htm>).

### Verification Process

Some students' FAFSA information will be selected by the Department of Education for a process called verification. The Financial Aid Office may complete the verification. We have also established a partnership with Inceptia (<https://www.inceptia.org/student-landing/verification-gateway-students/>) to expedite the federal verification process for Montana State University Billings. Verification Gateway (VG) from Inceptia is an online portal to guide students and parents through verification. If your FAFSA application is selected for verification by the U.S Department of Education, you will receive an email from [VGCS@inceptia.org](mailto:VGCS@inceptia.org), or postcard from Inceptia, containing Montana State University Billings's unique website link to start the verification process. After these documents have been reviewed and the student has been determined to be eligible, a financial aid package will be offered.

### Refund Policy

The institution's refund policy for students who withdraw from college ranges from a 90 percent refund for class days one through five; 75 percent for class days six through 10; 50 percent refund for class days 11 through 15; there are no refunds after the 15th day of classes. Students with financial aid may have to return some or all of the financial aid they received if they withdraw or if they do not begin attending classes. Always contact the Office of Financial Aid, [finaid@msubillings.edu](mailto:finaid@msubillings.edu) or 406-657-2188, if you have questions about how withdrawing will impact financial aid.

### Return of Title IV Funds Policy

If a student withdraws from college, officially or unofficially, he or she may be required to **repay** all or part of the financial aid that was received. Any refund will be used to repay the financial aid before any refund will be made to the student. (Refer to Refund Policy, above.) The amount of financial aid that must be returned to the Department of Education is based on a federal formula that takes into consideration the date of the withdrawal; the amount of federal financial aid received for the term; and the amount of institutional charges for the term. For a complete review of Return

of Title IV requirements, visit: [www.msubillings.edu/finaid/pdf/Return\\_of\\_Title\\_IV.pdf](http://www.msubillings.edu/finaid/pdf/Return_of_Title_IV.pdf) ([http://www.msubillings.edu/finaid/pdf/Return\\_of\\_Title\\_IV.pdf](http://www.msubillings.edu/finaid/pdf/Return_of_Title_IV.pdf))

### Financial Aid – Summer Session

Summer financial aid is based on the FAFSA information used to determine eligibility for the previous fall and spring semesters. Those students who are Pell eligible should also complete the upcoming FAFSA to ensure they receive their maximum Pell grant eligibility. To determine aid eligibility for summer, students must complete and submit the Summer Award Acceptance form to the Office of Financial Aid and Scholarships. For specific information please visit: [www.msubillings.edu/finaid/SummerFinAid.htm](http://www.msubillings.edu/finaid/SummerFinAid.htm) (<http://www.msubillings.edu/finaid/SummerFinAid.htm>)

### Financial Aid - Study Abroad

The Financial Aid Director will review requests for funding "Study Abroad" coursework after receiving the following information and documentation:

Document acceptance into the study abroad program.;

1. A copy of the course approval form;
2. A list of all necessary direct education expenses such as: tuition & fees, books, class supplies, room and board
3. A copy of the airline ticket or a letter from a travel agency listing the cost if the student is to incur airfare or travel expenses

The above information must be submitted to the Financial Aid Office **at least six weeks prior to departure**. Any adjustments to a student's award will be based upon eligibility and available funds. Most grant and loan programs have yearly limits which cannot be exceeded. These limits could affect a student's funding level, even if allowable expenses are documented.

### Consumer Information

In accordance with federal regulations set forth by the Higher Education Act of 1965, as amended, a summary of consumer information must be made available to all current and prospective students of Montana State University Billings. The information that must be disclosed can be obtained at: [www.msubillings.edu/finaid/Consumer\\_Information.htm](http://www.msubillings.edu/finaid/Consumer_Information.htm) ([http://www.msubillings.edu/finaid/Consumer\\_Information.htm](http://www.msubillings.edu/finaid/Consumer_Information.htm))

### Questions? Contact Us

Visit the Financial Aid Office on the University Campus (located on the 1st floor of McMullen Hall), or during scheduled hours at City College Jacket Student Central, or by calling (406) 657-2188, sending an email to [finaid@msubillings.edu](mailto:finaid@msubillings.edu) or visiting [www.msubillings.edu/finaid](http://www.msubillings.edu/finaid) (<http://www.msubillings.edu/finaid/>)



## Student Access and Success

Montana State University Billings provides academic and student support programs and extracurricular activities that enhance and enrich the total student life of the University. A wide range of services, resources, and opportunities are available for every student including programs delivered through the Division of Student Access and Success and other activities that affect student life from admission through graduation.

### MSU Billings Division of Student Access and Success Mission Statement

The Division of Student Access and Success provides exceptional service and cultivates an inclusive social and educational environment that enhances active student learning, engagement, development, and success.

### Student Rights, Responsibilities, and Conduct

Montana State University Billings statement regarding students' rights and responsibilities is as follows:

"Montana State University Billings is a community of scholars and members of such University communities have traditionally recognized their individual responsibilities in the development of a mature and sophisticated society. By enrolling in the University, the student neither loses the rights nor escapes the duties of a citizen.

Each student should conduct his/her personal life in the context of mutual regard for the rights, property, and privileges of others. Therefore, it is expected that students will demonstrate respect for the law and for the necessity of orderly conduct in the affairs of the local and campus community. In certain circumstances where this preferred conduct fails, the University will rely upon the rules and procedures described in its **Code of Student Conduct** to hold students accountable for maintaining the responsibilities that follow.

A brief summary of student notifications and policies are highlighted below. For a complete listing of all policy details, forms, and additional information, visit the website: [www.msbillings.edu/VCSA/StudentHandbook.htm](http://www.msbillings.edu/VCSA/StudentHandbook.htm) (<http://www.msbillings.edu/VCSA/StudentHandbook.htm>)

#### Student Rights

One of the priorities of Montana State University Billings is to provide each student the opportunity to learn. Therefore, some personal freedoms and rights of students include, but are not limited to:

1. Freedom of inquiry, speech, and assembly.
2. Freedom from threats.
3. Freedom from acts of violence.
4. Freedom from unfair or obscene treatment from others.
5. Freedom from interference from others in an unreasonable and unauthorized manner while in class, activities, and public events.
6. Freedom from theft and willful destruction of personal property.
7. Right to study and learn in an atmosphere of academic freedom.
8. Right to procedural due process in University misconduct action.
9. Right to be governed by justifiable academic regulations.
10. To be informed in writing of the academic requirements determined by individual instructors.
11. Right to be informed of the regulations for academic and social conduct, and graduation requirements of the University.
12. Right to petition for redress of grievances, academic and non-academic,

### Student Responsibilities

Each student has the responsibility:

1. To respect the rights and property of others.
2. To be fully acquainted and comply with the published rules and regulations of the University.
3. To comply with all local, state, and federal laws.
4. To recognize that student activities reflect upon the individuals involved as well as upon the entire University community.
5. To recognize the University's obligation to provide a safe environment conducive for learning and academic inquiry.
6. To adhere to the academic requirements determined by individual instructors.
7. To abide by the reasonable direction of a University official acting within the legitimate scope of his or her duties.

### Student Access and Success & Related Phone Numbers

Student Affairs	Phone Number
Academic Support Center	406-657-1641
Admissions	406-657-2888
Advising Center	406-657-2240
Associated Students of MSUB	406-657-2365
Athletics/Yellowjacket Sports	406-657-2369
Business Services/Cashier	406-657-2140
Campus Activities/Engagement	406-657-2387
Campus Police/Parking	406-657-2147
Campus Store	406-657-2121
Career & Employment Services	406-657-2168
City College Student Services (Jacket Student Central)	406-247-3012
D2L Support (Online Learning)	406-247-5755
Dean of Student Engagement	406-657-1696
Disability Support Services	406-657-2283
Diversity Center	406-896-5902
Educational Talent Search	406-657-2116
Financial Aid and Scholarships	406-657-2188
Housing & Residence Life	406-657-2333
Information Technology (Help Desk)	406-247-5755
Library	406-657-1662
Military & Veterans Success Center	406-657-2968
Native American Achievement Center	406-657-2182
New Student Services	406-657-2888
Registrar/Transcripts	406-657-2158
ROTC/Military Science	406-247-5733
Student Health Services	406-657-2153
Student Support Services/TRIO	406-657-2162
U-Card/ID Cards	406-657-2023
Upward Bound	406-657-2180
Vice Chancellor for Student Access & Success	406-657-2307

### Housing & Residence Life

SUB 225, (406) 657-2333

## Residence Halls

Montana State University Billings provides on-campus living facilities for students who are actively pursuing an education. The residence halls offer an environment which is desirable for those who are seeking a well-rounded education and campus experience. Participation in hall programming and community living is part of the complete experience the residence hall provides.

Students living in the residence halls may select from a variety of living options.

The residence halls offer a safe and fun-filled environment where students can live well, work well, and be well during their college experience. The residence hall experience includes some amazing benefits like wireless technology throughout the halls, in room sink, cable television in the floor lobby areas, laundry services (u-card and quarter accepted), and more. Visit [www.msbillings.edu/reslife](http://www.msbillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) for more information about the residence hall experience.

Students with disabilities are encouraged to make arrangements for any specific needs with Disability Support Services and Housing & Residence Life prior to moving on campus.

Residence hall living is available during Fall, Spring, and Summer sessions and during break periods to those students meeting the necessary requirements.

To apply for on-campus housing, call (406) 657-2333 or visit [www.msbillings.edu/reslife](http://www.msbillings.edu/reslife) (<http://www.msubillings.edu/reslife/>).

## Housing Application

Residents who complete their online housing application and pay their \$125 application fee to reserve a room have entered into a legally binding agreement with Montana State University Billings for the purchase of housing for the academic year. Once a student has moved into the residence halls and accepted or signed for a room key and has signed a contract, he/she is financially obligated by the contract for the entire year, and may only be released for the following reasons:

1. Withdrawal from Montana State University Billings
2. Graduation from Montana State University Billings
3. Internship or student teaching assignment out of the area
4. Medical condition
5. Extreme financial circumstances
6. Marriage
7. Academic suspension
8. Disciplinary suspension
9. Student is 21 years of age or older
10. Student has earned 30+ college credits
11. Student moves back home to live with family member (only permissible in Yellowstone County)

Any student wishing to cancel a Housing Contract for an upcoming term must complete the online Contract Release Request form at least two weeks prior to the first day of classes in order to receive a full refund of fees for the semester. Room and board rates, programs, and rules and regulations governing the residence halls are subject to change without notice. An optional installment plan is available for payment of room and board through Business Services. Students may pay room and board in full at the beginning of each term or select the installment plan. This selection is made in conjunction with regular fee payment.

## On-Campus Requirement

Required to live on campus: Traditional age students less than 3 years out of high school and under 30 credits at the start of the fall semester. Starting May 1, 2022 all students who are required to live-on campus who have not completed a housing application or housing exemption form will have a "Housing Registration Hold" placed

on their account. To remove the hold, the student will need to successfully complete the housing application or exemption form.

### Automatically exempt from housing if under 30 credits (no documentation is needed):

- Students over 21 years of age, as verified through MSUB student information systems
- Students with 30+ college credits, as verified through MSUB student information systems

### Exemptions to the live on requirement:

- Living with immediate family (legal guardian, parent, or grandparent) within Yellowstone County
- Married
- Physical custody of a dependent child
- Financial hardship
- Medical related condition
- Military Veteran/Active Duty
- Enrolled in 5 or fewer credits
- Online Student
- Non-Degree seeking student
- Completed one full year at another institution while living on campus
- Documented disability
- Unusual circumstances

**Note:** City College students are not exempt from the live on requirement and must sign up for housing accordingly or complete an exemption request that meets any other exemption area.

Please contact the Housing & Residence Life department, SUB 225, by calling 406-657-2333 or online at [www.msbillings.edu/reslife](http://www.msbillings.edu/reslife) (<http://www.msubillings.edu/reslife/>) for an exemption form.

## Family Housing

MSU Billings offers 10 family housing apartments for students currently enrolled at MSU Billings. Family housing eligibility includes: married students, single parent with children, or married students with children. Family housing apartments include 6 three-bedroom apartments and 4 two-bedroom apartments. There is an application and \$25.00 application fee to place your name on the waiting list for an available apartment.

To obtain more information about family housing apartments, contact the Housing & Residence Life Office at (406) 657-2333 or visit [www.msbillings.edu/reslife](http://www.msbillings.edu/reslife) (<http://www.msubillings.edu/reslife/>).

## Dining Services

(406) 657-2383

Montana State University Billings Dining Services offers five separate dining locations on campus. Rimrock Cafe offers all-you-care-to-eat breakfast, lunch, and dinner options. Rimrock Cafe features The Grille; a Salad Bar; from-scratch Soups; Fresh Creations, featuring made-to-order deli sandwiches and wraps; Chef's Table, featuring fresh prepared cooked-to-order entrees; classic home-style entrees at Culinary Corner; fresh, hot pizzas; and assorted beverages and desserts including Wilcoxson's ice cream. Stingers Bistro, also located in the SUB, features Starbucks barista made beverages, Jamba Juice smoothies, assorted bottled beverages, and convenient Simply to Go grab-n-go items including bakery, salads, sandwiches, fruit, and yogurt parfaits. Jazzman's and SubConnection, located in the Liberal Arts Building, offer a variety of food and beverage items including barista made

beverages, signature bakery items, grab-n-go beverages and snacks, and made-to-order subs on a variety of fresh baked breads. City College Cafe features barista made beverages, fresh bakery selections, grab-n-go items, daily grill options, pizza, made from-scratch soups, made-to-order subs, and a fresh salad bar.

Residence hall students are required to purchase one of six different meal plans each semester for dining service use. Meal Plans consist of Meals and Dining Dollars. Meals are used in Rimrock Café, while Dining Dollars can be used in any of our dining venues throughout campus, including Rimrock Café, Stingers Bistro, Jazzman's, SubConnection, Stingers City College, and City College Cafe. Faculty, staff and commuter students may purchase "U-Card" dining dollars that are placed on their ID card, and the ID card then serves as a prepaid debit card. "U-Card" dining dollars may be used to purchase snacks or meals in any of the dining operations. Additionally, faculty, staff, and commuter students may purchase a small block of 6, 12, or 18 meals for a discounted rate from the door rate to use in Rimrock Cafe for all-you-care-to-eat dinners. "U-Card" dollars and Block Meals can be purchased from the MSU Billings Business Operations Office located McMullen Hall or the Housing and Residence Life Office, SUB 225.

## Center for Engagement & Campus Activities

SUB 219, (406) 657-2387

[www.msubillings.edu/engagement/](http://www.msubillings.edu/engagement/)

The Center for Engagement serves as the community hub for students, faculty, staff and guests visiting the Montana State University Billings campus. The Student Union is centrally located on the campus with easy access to University services and facilities.

### Offices and Programs Housed in the Student Union

In addition to the Center for Engagement Office, the Student Union provides space for MSU Billings Campus Store, Campus Dining Services, Stingers Bistro, ASMSU Billings, Housing and Residence Life, Diversity and Wellness Center, Academic Support Center, Petro Theater, The Retort (campus newspaper), Student Activities Board, and student organization offices.

### Student Organizations

[www.msubillings.edu/studentlife/](http://www.msubillings.edu/studentlife/)

The Center for Engagement coordinates and supervises the registration of over 50 student organizations. The office provides organizations with support, consultation services, resources, leadership development and recognition programs. The Office is also the University contact for students seeking assistance to charter and organize new student organizations on campus. Students are encouraged to get involved in at least one student organization during their collegiate career. Many co-curricular activities are related to coursework and thus provide opportunities for applying knowledge and skills learned in the college classroom, in the studio, or in the laboratory. **For more information on student organizations or how to get involved, contact the Center for Engagement, (406) 657-2387.**

### Meeting, Conference, Display, and Lounge Space

[www.msubillings.edu/events/](http://www.msubillings.edu/events/)

MSU Billings provides meeting and conference rooms, space for art exhibits, event posting and displays, and public lounges. The Center for Engagement coordinates the scheduling of most non-academic space on campus. Students are welcome to use available conference rooms and spaces throughout the Student Union Building for all of their study needs: study groups, tutoring sessions, a quiet place to study alone.

## Civic and Community Engagement

MSU Billings strives to connect students to the community through meaningful service and educational opportunities. We believe community involvement strengthens a sense of responsible and productive citizenship, which creates a lifelong commitment to service and leadership.

The Center for Engagement will assist students in connecting to volunteer opportunities both on campus and in the community. Students can utilize volunteerism to enhance their academic experience, to help in meeting other students, to get involved as a student and to help prepare to become a civic leader within the community following graduation. The Center for Engagement coordinates monthly Service Saturday projects, MSUB Night on the Van in partnership with the Salvation Army, Blood Drives and many more opportunities. Students can also utilize the Center for Engagement to connect to volunteer opportunities on an individual basis or students can access a community volunteer database at [www.youcanvolunteer.org](http://www.youcanvolunteer.org) (<http://www.youcanvolunteer.org>).

## Associated Students of Montana State University Billings

SUB 213, (406) 657-2365

[www.msubillings.edu/asmsub/](http://www.msubillings.edu/asmsub/)

The Associated Students of Montana State University Billings (ASMSUB) are governed by the Student Senate, the functions of which are to administer and to distribute student activity fees; to formulate policies concerning student affairs and programs; to act as liaison among students, faculty, and administration; to protect the privileges and the rights of students; and to act as a central agent for student opinion.

## Student Activities Board (SAB)

SUB 219, (406) 657-2387

[www.msubillings.edu/sab/](http://www.msubillings.edu/sab/)

The Student Activities Board coordinates a balanced program of cultural, social, and entertainment events appropriate to the educational goals and needs of the campus community. The board consists of 13 selected student members and two advisors.

# Graduate Programs and Admissions

## Office of Graduate Studies

Dr. Jana Marcette, Director

Phone: (406) 657-2238

Fax: (406) 657-2302

[gradstudies@msubillings.edu](mailto:gradstudies@msubillings.edu)

The Office of Graduate Studies is the administrative center for graduate studies at Montana State University Billings. All applications for admission to the different graduate programs, petitions for exceptions to University regulations, and related paperwork are processed through this office. Information and applications regarding scholarships, fee waivers, and assistantships for graduate students are available through the Office of Graduate Studies.

After all required application materials have been received, students who are accepted will be assigned an academic advisor.

### Mission Statement

The mission of the Graduate Studies Office is to advocate for students and faculty so as to foster and sustain an environment of academic excellence through strong commitment to promote graduate education, research, creative activity, and collaborative endeavors.

- Serves as the administrative center for graduate studies: handling student files from application through graduation, providing information on financial aid and responding to all inquiries and requests for information.
- Furnishes educational and career counseling and information to new, returning, transfer, and non-degree graduate students.
- Provides service and support to graduate programs for recruiting, marketing, research, and creative endeavors.
- Provides service, support, and information to students, faculty, staff, and other constituents.
- Assists programs and the Graduate Committee in developing and implementing admissions and graduate policies.

## Montana State University Billings Graduate Committee

The Graduate Committee, appointed by the Academic Senate, consists of two graduate faculty members from each college offering graduate program(s) and one

## Program Admission Requirements for Master's Degree

Complete details of admission requirements for each Master's Degree are found in the pages of the College offering the degree. The tables below provide a quick checklist of requirements.

### College of Education

M.Ed. = Master of Education including M.Ed. Curriculum & Instruction, Interdisciplinary Studies, School Counseling, Reading

M.S.S.Ed. = Master of Science in Special Education including Advanced Studies Option Applied Behavior Analysis Emphasis, Advanced Studies Option Special Education Emphasis, Generalist Option (The M.S.S.E Generalist Option additionally requires teaching license documentation)

Requirements	M. Ed. Curr. & Instruc.	M. Ed. Interdisc. Studies	M. Ed. School Cnsl.	M. Ed. All others	M.S.S.E.
Standardized Exam	no	yes	waived if GPA 3.0 or better	waived if GPA 3.0 or better	waived if GPA 3.0 or better
Admission Essay/Letter of Interest	no	no	yes	no	yes
Resume/Vita	no	no	yes	yes	yes

graduate student, selected by ASMSUB. Deans from each college with a graduate program and the Director of Graduate Studies serve on the committee as ex-officio members. The Graduate Committee is responsible for serving as a curriculum review body for graduate programs, for developing policies related to the Graduate Program, for recommending membership on the graduate faculty, for acting on post-baccalaureate student petitions for deviations from policies, and for advising the Director of Graduate Studies on all aspects of graduate studies.

### Accreditation Statement

MSU Billings is institutionally accredited by the Northwest Commission on Colleges and Universities. As such, all graduate college-level coursework from institutions accredited by the following list of agencies will be received and reviewed for graduate degree requirements.

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- WASC Senior College and University Commission

Students who transfer credit from institutions not accredited by the agencies in the above list (excluding foreign institutions) will not be accepted for transfer. Policy and procedure information may be obtained from the Registrar's Office.

Students transferring from institutions in pre-approval status must earn at least 20 credits at MSU Billings with a minimum 2.0 institutional GPA before their credits from the former institution will be considered for acceptance.

International coursework (except from institutions where English is the language of instruction) may require evaluation by a foreign credential evaluation company.

### Graduate Degree Programs

The graduate programs of study at Montana State University Billings are centered on the activities of educating, serving, and communicating. Montana State University Billings is committed to ensuring that all its graduate students complement the theoretical study of a subject matter with personal investigation and practical application. A research course is required in all degree programs.

Letters of Reference	no	no	yes, 4	no	yes, 2
Criminal Background Check	yes	yes	yes	yes	yes
Exit Requirement	PRAXIS	PRAXIS	PRAXIS, School Counseling	PRAXIS	PRAXIS, Special Education

## College of Liberal Arts and Social Sciences

M.S. Psyc. = Master of Science in Psychology

M.S.P.R. = Master of Science in Public Relations

Requirements	M.S.P.R.	M.S. Psyc
Standardized Exam	yes	waived if GPA 3.0 or better
Admission Essay/Letter of Interest	yes	yes
Resume/Vita	yes	yes
Letters of Reference	yes, 3	yes, 3
Criminal Background Check	no	no
Application Deadline		April 15
Exit Requirement	comprehensive exam	

## College of Health Professions and Science

M.H.A. = Master of Health Administration

M.S.A.T. = Master of Science in Athletic Training

M.S.C.R.M.H.C. = Master of Science in Clinical Rehabilitation and Mental Health Counseling

Requirements	M.H.A.	M.S.A.T.	M.S.C.R.M.H.C.
Standardized Exam	no	waived if GPA 3.0 or better	waived if GPA 3.0 or better
Admission Essay/Letter of Interest	yes	yes	yes
Resume/Vita	yes	no	yes
Letters of Reference	yes, 3	yes, 3	yes, 3
Criminal Background Check	no	yes	no
Interview	yes	yes	possible
Exit Requirement	capstone	research project or thesis	

## Graduate Programs other than Master's Degree Programs

### Second Master's Degree

A student may earn a second master's degree from Montana State University Billings.

A student seeking the second degree from Montana State University Billings must have earned the first master's degree at an institution accredited by a regional accrediting (p. 28) association.

Whether the first master's degree was earned at Montana State University Billings or at another accredited institution, students enrolling for a second master's degree may, where appropriate, count from the first master's degree a maximum of 12 semester (18 quarter) credits. Credits must meet the transfer credit rule of "B" (3.0) or higher.

A student enrolling for two master's degrees simultaneously will complete all requirements for both degrees, with the provision that **up to 9 semester credits** of professional core credits may be common to both degrees.

### Courses common to multiple degree programs

The professional core courses are common for all degree programs in the College of Education. In addition, many courses are required for more than one degree program.

Those students interested in earning a second master's degree should examine the degree requirements outlined in the "Graduate Degree Programs" section of this catalog to assess courses common to the degrees they are seeking. Students

should also consult with their advisor regarding the procedures for earning a second master's degree.

### Teacher Licensure

A post-baccalaureate student who returns to school to seek initial teacher licensure only may use either graduate or undergraduate courses to meet requirements. It is often to a student's advantage to take 500-level courses while seeking initial licensure because those courses may help advance the student on a school district pay scale and may often be used toward a graduate degree.

Acceptable courses in the plan for licensure may also be used simultaneously or subsequently on a master's degree plan so long as they contribute to the degree option chosen and fit within master's degree guidelines.

Those entering the graduate degree program and planning to teach, but are not yet licensed or whose license has lapsed, must complete the initial licensure requirements as either part of the master's degree plan or concurrent with it. The same advisor will work with the student on a plan for licensure as well as on the master's degree plan.

### Endorsements

A teaching endorsement is an official notation applied to the Montana Educator License that defines the areas in which the holder of the license is qualified to teach or to serve in a professional service position in the public schools of Montana. The graduate program at Montana State University Billings includes a Graduate Endorsement in School Counseling. The Supervisory Endorsement program at the



post-master's level in Special Education is also available. Application for one of these programs must be made through the Office of Graduate Studies. Students in the post-baccalaureate licensure and endorsement programs are held to the same admission and satisfactory academic progress standards as those in the M.Ed. Curriculum & Instruction program.

## General Admission Procedures for Graduate Students

An individual who is a graduate of an accredited college or university may apply for admission to Graduate Studies. MSU Billings Graduate Studies has a holistic graduate admissions policy that considers previous coursework, in-field work experience, and community involvement. For prospective candidates with a 3.0 undergraduate and graduate GPA or higher, admissions test scores are waived with the following exceptions: Master of Science in Public Relations, Master of Education in Interdisciplinary Studies. The online application link is available in the Application and Admission section of the MSU Billings Graduate Studies website ([www.msubillings.edu/grad/](http://www.msubillings.edu/grad/) (<http://www.msubillings.edu/grad/>)). Paper applications are available upon request from the Office of Graduate Studies. Application materials not attached to the online application must be submitted directly to the Office of Graduate Studies.

A Montana State University Billings identification number will be assigned to all applicants at the time of application.

**Note:** Returning former Montana State University Billings students will fill out a Returning Montana State University Billings application. Returning students have an identification number.

## For All Applicants

All applications must include the following:

1. a completed graduate student application form;
2. payment of a non-refundable application fee of \$40.00 (no application will be processed without the fee);
3. official transcripts reflecting all baccalaureate and post-baccalaureate work including degrees earned.

Some programs require additional items that may include:

1. admission test scores when required (a photocopy will suffice to accommodate the evaluation process but applicants must instruct the testing service to supply official copies);
2. a letter of intent or essay;
3. letters of recommendation;
4. a vita or resume.

In order for a student's graduate degree application to be reviewed for admission, all of the required documents must be submitted. Incomplete applications will not be reviewed by programs and students will run the risk of not being admitted for the semester for which they are applying.

## Graduate Application Fee

A \$40.00 nonrefundable application fee is assessed for each person applying for admission to Montana State University Billings for the first time as a graduate student or to take graduate courses. The applicant has one calendar year from the semester of initial application to apply for readmission without paying an additional application fee.

## Non-Degree Applicants

The applicant must complete an application form available in the Office of Graduate Studies or online. The completed form must be submitted to the Office of Graduate Studies. A \$40.00 non-refundable application fee is required. Should a student change to degree-seeking, this fee will be applied.

## Application Deadlines

Most programs have continuous admission. However, applications that arrive close to the start of the semester may encounter problems with Financial Aid, closed courses, or full admission. The best way to avoid these issues is to apply as early as possible.

One program has a set deadline for applications.

Psychology: April 15th for fall admission

## Admission Test Scores

Although the applicant may submit a copy of his/her admission test scores in the application packet, the applicant must request an official score report from the testing service to be sent directly to MSU Billings. Registration at MSUB will be withheld until an official test result is received if required by the degree/program.

A photocopy of the applicant's admission test scores will be accepted from another accredited academic institution in lieu of official exam scores only under the following circumstances:

1. the copy must be reproduced by an official of that institution on the institution's original letterhead stationary;
2. the copy must bear an original imprint of the institution's official stamp;
3. the copy must bear the original signature of a designated officer of the institution.

Minimum test scores for acceptance into specific graduate programs are determined by individual graduate programs.

## General Guidelines

Admission decisions are made for each applicant individually by the program. Before admission is granted, each application is reviewed by the appropriate faculty, who determine if the applicant's academic history and preparation are satisfactory.

Students may be admitted with regular or provisional standing. Admission is subject to a favorable recommendation by the degree-granting program. Additionally, program directors reserve the right to grant an admission status other than full admission. Applicants should consider themselves admitted **only when official notification** has been received from the Office of Graduate Studies.

## Regular Admission

Students must hold a four-year baccalaureate degree from a regionally accredited (p. 28) institution, have demonstrated potential for graduate study, and have a 3.0 average (based on a 4 point scale) or better undergraduate cumulative Grade Point Average (GPA).

The student must have met all requirements of admission to Montana State University Billings as listed in the catalog. These include a complete application, official transcripts, admission test scores (if required), proof of immunization (if required), and any requirements of a specific program.

## Provisional Admission

Applicants who do not meet the minimum MSUB academic standards with respect to GPA but show evidence in their other application materials that suggest the potential for graduate academic success may be given provisional admission status. This

status provides the academic program with an opportunity to further evaluate the applicant's potential for graduate work. Provisional requirements are set by each individual program and department. Students have a maximum of one academic year to satisfy the provisional admission conditions.

1. Provisional admission may be granted to a student when some type of deficiency is noted in the applicant's academic work, such as:
  - a. the applicant has a less than 3.0 cumulative GPA in undergraduate work;
  - b. the applicant has not met required admission test scores;
  - c. the program director, chair, or admission committee identifies other academic weaknesses that may adversely impact the applicants graduate career.
2. Provisional admission may be granted with up to fifteen (15) credits of deficiency coursework needed. The following stipulations apply:
  - a. The deficiency coursework must be listed *in writing* on the official acceptance letter from the Office of Graduate Studies. The acceptance letter will also state that the program may require additional prerequisites or deficiency work;
  - b. The program monitors acceptable progress of deficient coursework and ensures completion of such coursework;
  - c. The student must earn a "B" (3.0) on any post baccalaureate course.
3. Provisional status will be granted for one academic year. If deficiencies are not cleared within that time, the student will need to reapply to the program.

## Petition to Consider Exemptions to Graduate Degree Program Admission Requirement(s)

Students who fail to meet the minimum GPA or test score requirements for admission to a graduate degree program may petition to consider exemption to the requirement(s). To appeal an admission requirement, the student must complete a Petition to Waive Graduate Admission Requirement form, available on the website ([www.msubillings.edu/grad](http://www.msubillings.edu/grad) (<http://www.msubillings.edu/grad/>)). The student will complete the petition and return it to the Office of Graduate Studies. The petition will then be sent to the chair of the department of the College for review. When completed, the petition will be returned to the Office of Graduate Studies and the student will be notified if the requirement has been waived.

## Non-Degree Graduate Status

### General Criteria

Non-degree graduate students are those who have earned baccalaureate degrees and meet one of the following criteria:

1. do not wish to pursue graduate programs leading to an advanced degree at MSU Billings but wish to take courses;
2. have been denied regular or provisional admission;
3. have non-degree standing through the recommendation of a program;
4. whose formal degree applications are pending final action;
5. who applied too late to be admitted for the intended term.

### Non-Degree Application Requirements

Non-degree seeking applicants must complete an application form available from the Office of Graduate Studies or online and submit to the Office of Graduate Studies.

All applications must include the following:

1. The completed application form
2. A \$40.00 non-refundable graduate application fee. (This will be applied should the student decide to pursue a graduate degree.)

## Non-Degree Registration

New non-degree students will be eligible to register for classes as soon as the completed application is processed. This is generally 24 to 48 hours after receipt of the completed application.

A non-degree student may register for undergraduate or graduate level courses that are not restricted or above level. In such cases, students must contact the individual program for assistance in registering.

Non-degree graduate students are not eligible for graduate assistantships or financial aid.

Applicants who have never before attended MSU Billings must submit the following items to the Office of Admissions:

1. A completed Application for Admission to MSU Billings form (obtained from the Office of Admissions or the Office of Graduate Studies).
2. A nonrefundable \$40.00 admission fee.
3. Before enrolling for an initial term, all post-secondary students must comply with immunization requirements of ARM 37.114.701-721:
  - a. Students born in 1957 or later must provide evidence that they have received two measles and two rubella immunizations, with dose one administered at 12 months of age or later and dose two administered at least 28 days after dose one. No measles vaccination before 1967 is valid. No rubella vaccination before 1969 is valid. As an alternative, a student may supply a laboratory report from a CLIA approved laboratory indicating that the student is immune to measles and/or rubella.
  - b. Under ARM 37.114.711, the prospective pupil must receive a second dose of live measles and rubella vaccine before the beginning of the succeeding school term and no earlier than 28 days after administration of the first dose of measles and rubella vaccine.
  - c. A student may be exempt from the above requirements for medical reasons (ARM 37.114.715) providing the student supplies a statement from a physician (MD or DO) holding a license to practice in the United States or Canada stating:
    - i. The specific immunization that is contraindicated;
    - ii. The time period the immunization is contraindicated; and
    - iii. The reasons for the contraindication.
  - d. A student may be exempt from the above requirements for religious reasons providing the student supplies MT Department of Public Health and Human Services Form HES-113 that immunizations are contrary to the student's religious beliefs. This document must be submitted annually by any student claiming a religious exemption (ARM 37.114.716).

## Special Graduate Admissions International Students

International students must meet all admission requirements of Montana State University Billings International Studies in addition to the following:

1. Complete the International Graduate Student Application.
2. Application Fee (\$40.00): Graduate applicants are required to send \$ 40 by money order, check, credit card, or wire transfer (cash is not encouraged). Please note that the application fee is non-refundable. Applicants will not be considered without the application fee.
3. English Proficiency Proof: Students from non-English speaking countries must provide evidence of proficiency in English by submitting an approved score from one of Montana State University Billings' approved English Proficiency tests. See list of approved English Proficiency tests below. Individual programs may have individual differences in how they weight these qualifications. Official

results should be sent to the Office of Admissions and the Office of Graduate Studies.

**Provisional Admission:** Applicants who do not have the required English language proficiency test score for full admission to Montana State University Billings but are academically qualified may be considered for admission through required attendance in the intensive English Language Program.

4. Successful completion of an undergraduate or graduate program at a college or university outside of the United States in which English is the language of administration and instruction. English must be used for all administrative functions and for all areas of instruction (with the exception of foreign language courses) including course lectures, materials, discussions, readings, and writing assignments. Applicants must submit an original official document from the undergraduate or graduate institution certifying that all of the administrative functions and instruction are conducted in English. The document must be signed by an officer of the institution and carry an official seal. The director of graduate studies and program chair will review the submitted documentation and inform the applicant if he or she has satisfied the English requirement.
  - a. If a student receives a bachelor's, master's, or doctorate from an institution in the U.S. or a country listed below, an English proficiency examination is not required and will be automatically waived.
    - i. Anguilla, Antigua & Barbuda, Australia, Bahamas, Barbados, Belize, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, Falkland Islands, Gibraltar, Grenada, Guernsey, Guyana, Ireland, Isle of Man, Jamaica, Jersey, Liberia, Montserrat, New Zealand, St. Kitts & Nevis, St. Lucia, St. Vincent and the Grenadines, Trinidad & Tobago, Turks & Caicos Islands, United Kingdom, United States Territories.
5. Certified copies of all certificates, degrees, and diplomas with a certified translation of the records.
6. An evaluated transcript from a credit evaluation service. All records of academic work completed outside of the United States or in non-English speaking countries must be submitted for a course by course evaluation to one of the following services: American Association of Collegiate Registrars and Admissions Officers (AACRAO) or Educational Credential Evaluators (ECE).
7. Letter of intent: Statement of degree objectives related to degree choice. Individual programs may require a more specific letter.
8. Resume
9. GRE score (see individual program requirements)
10. Three letters of recommendation
11. Copy of passport
12. For I-20 purposes:
  - a. Financial Statement: Complete the financial statement form and have it signed by a parent or sponsor. All future international students must attest that funds are available for full-time study at Montana State University Billings. The United States government requires international students to show proof of funds to at least cover the first year of study. An official letter from a banking institution showing the amount of funds available for the first year must accompany this form. The official letter must be in English.
  - b. Health History Form: All students are required to complete the health questionnaire and have it signed by a physician to verify immunization history.

International degree seeking application

Fall semester: June 1st

Spring semester: October 1st

Summer semester: February 1st

## Montana State University Billings Approved English Language Proficiency Tests

TOEFL Minimum Required Score: 79 [www.ets.org/toefl](http://www.ets.org/toefl) (<https://www.ets.org/toefl/>)

IELTS Minimum Required Score: 6.5 [www.ielts.org/en-us](http://www.ielts.org/en-us) (<https://www.ielts.org/en-us/>)

Duolingo Minimum Required Score: 100 [englishtest.duolingo.com](http://englishtest.duolingo.com) (<https://englishtest.duolingo.com/>)

iTEP Minimum Required Score: 3.5-3.9 [www.itepexam.com](http://www.itepexam.com) (<https://www.itepexam.com/>)

PTE Minimum Required Score: 58 [pearsonpte.com](http://pearsonpte.com) (<https://pearsonpte.com/>)

## Senior Undergraduate Students

Undergraduate seniors at Montana State University Billings who are within one semester of completing all requirements for their undergraduate degree will be allowed to enroll for up to nine (9) semester credits at the 500 level. Undergraduate students are not permitted to enroll in courses numbered 600 and above.

Enrollment must be approved by the advisor, instructor of the course(s) and when appropriate by a financial aid officer. The student must complete the Application for Undergraduate Students to Take Graduate Level Classes (available on the website [www.msubitings.edu/grad](http://www.msubitings.edu/grad) (<http://www.msubitings.edu/grad/>)). A student must have a minimum cumulative undergraduate grade point average of at least 3.0 (based on a 4 point scale) in his/her major.

The above credit limit will not apply to students in a graduate 3+2 program. Students in such a program will be allowed to take the prescribed classes as the program has designed.

If a student takes graduate coursework as an undergraduate, those credits may be applied subsequently toward a graduate degree only if they are not used to meet undergraduate requirements for graduation.

## Extension Credits

In order to take graduate level extension courses through Montana State University Billings and receive graduate credit, students must complete the following forms prior to the first class session:

1. Extension Credit Application form available from Extended Campus.
2. An Application for Admission to Graduate Study form if the student has not previously taken graduate courses for credit at Montana State University Billings. Using this form, the Office of Graduate Studies will assign all extension graduate students Graduate Non-degree Status.

## Advisors and DegreeWorks Plans

After a prospective student has made application to Graduate Studies and has been admitted to a program, the student will be assigned an academic advisor.

Students should schedule an appointment with their advisor as soon as possible after being admitted. Students admitted to graduate studies in spring semesters should contact their academic advisors to set up an initial advising meeting before the end of spring semester. Students admitted to graduate studies during summers may need to check with the department chair/dean and/or the support staff in those offices on the availability of faculty advisors during the summer months, holidays, or other breaks from academic schedules. The student and advisor will develop the DegreeWorks Plan during the student's first semester of graduate work.



DegreeWorks guides the progress of the student toward the graduate degree. The specific required and elective courses the student must take to fulfill the requisites of the degree program are listed along with the semesters that each of these courses were taken and the grade received. Additionally, it denotes any courses transferred into the degree program that were approved by the advisor.

The student should meet regularly with his or her advisor to discuss any changes or additions to the Plan.

## Western Regional Graduate Program

Montana State University Billings is a participant in the Western Regional Graduate Program (WRGP) of the Western Interstate Commission for Higher Education (WICHE). Under the program, residents of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, New Mexico, Nevada, North Dakota, Oregon, South Dakota, Utah, Washington, Wyoming, as well as the following Pacific Island territories: Guam, The Commonwealth of the Northern Mariana Islands (CNMI), the Republic of the Marshall Islands (RMI), the Federal States of Micronesia (FSM), are eligible for admission to designated graduate programs in the other states and territories at reduced rates.

The Master of Science in Clinical Rehabilitation and Mental Health Counseling, Master of Science in Athletic Training, Master of Science Special Education Advanced Studies with Applied Behavioral Analysis, Master of Education Reading, Master of Health Administration, Master of Science in Psychology, and Master of Science in Public Relations are the programs at Montana State University Billings that have been approved as part of the WRGP. Students from qualifying states need to fill out an application for WICHE consideration. The application can be found on the Graduate Studies web page at [www.msubillings.edu/grad/forms.htm](http://www.msubillings.edu/grad/forms.htm) (<http://www.msubillings.edu/grad/forms.htm>). Students receiving WICHE must maintain a 3.0 or better cumulative GPA each semester in order to maintain WICHE funding for the following year.

Please direct inquiries regarding the WRGP program to:  
 Director of Graduate Studies  
 Montana State University Billings  
 1500 University Drive  
 Billings, MT 59101-0298  
 (406) 657-2238

## Falsification of information

Each student is responsible for knowing and for complying with all regulations regarding admission procedures. Failure to be informed or to comply will not excuse a student from responsibility or from any penalty or difficulty that may be encountered.

Misrepresentation or falsification of a student's enrollment status will be sufficient grounds to cancel a student's current registration and to suspend the student for two semesters. It is the student's responsibility to know his/her enrollment status at his/her former institution(s).

## Denial of Admission

Under Board of Regents' policy (301.10), Montana State University Billings "may deny or condition admission, re-admission, or continuing enrollment of any individual who, in the judgment of the unit, presents an unreasonable risk to the safety and welfare of the campus and persons thereon."

## Registration Procedures

Directions and exact dates for pre-registration are issued each year in the Schedule of Courses found on the MSU Billings web page.

## Late Registration

Students are expected to complete registration within the dates stated. For any delay beyond that period, unless University officials cause such a delay, a late registration fee of \$40.00 will be charged as stated in the General Bulletin. Students permitted to register late must pay the full fees. Students who fail to pay fees or fail to have their fee payment arranged before the final fee payment day will have their classes deleted for that semester.

## Repeated Courses

When a course in which a student has previously attempted credit is repeated, the credit and the first grade received are canceled. The credit and second grade are recorded, even if the second grade is lower. Students must have the permission of their advisor before repeating any class and courses may be repeated only once.

## Adding Courses

Students may add courses during the first seven instructional days of each semester. Students may add courses after the 7th instructional day and up to the 15th instructional day only with the approval of the instructor and the department chairperson.

## Final Examinations

Final examinations are scheduled during the last week of each semester. A final examination schedule is published in the Schedule of Courses and a copy of the schedule is available at the Registrar's Office.

## Culminating Experience

Each degree requires a culminating experience determined by the program that serves to demonstrate the candidate's proficiency in the field of study. The nature of the final requirement should be discussed with the program advisor early in the graduate program.

## Withdrawal Procedures

Please refer to the "Student Fees" section regarding the University refund schedule and policy procedures for students withdrawing from either courses or Montana State University Billings.

## Dropping a course

Withdrawal from a course (drop) is permitted through the 7th week, 35th class day of the semester. Withdrawal from a course is permitted through the 13th week and up until 10 class days from the official end of the semester with the approval of the student's academic advisor and course instructor. There is no penalty for failing work through the drop period. After the 13th week students may not drop courses, and the instructor will assign a letter grade other than a "W."

## Withdrawal from the University

Students who withdraw from the University during a semester are required to fill out a withdrawal form and complete an exit interview in Advising and Career Services. Students who officially withdraw from school for the current semester will receive a grade of "W" (Withdrew Passing) in all classes. Students who do not officially withdraw from classes will receive letter grades (other than a "W" grade) to be determined by the instructor of each class.

## Satisfactory Academic Progress

All graduate students are expected to make systematic progress toward the completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual degree and non-degree programs. If a student fails to satisfy the requirements of the degree program and/or the benchmarks outlined below, the student may be suspended from his or her program.

1. Students must maintain a minimum 3.00 (3.25 for MSPR) GPA. If the GPA falls below 3.0 (3.25 MSPR) the student must develop with his/her advisor, an academic improvement plan (IP) that includes the conditions and timelines for making satisfactory academic progress in his/her program. Students will be placed on Academic Warning when the GPA falls below 3.0.
2. Students receiving two "F" grades will be suspended from their program regardless of cumulative GPA.
3. Students must successfully pass comprehensive exams, qualifying exams, culminating experiences, and oral defense of the thesis if required by their program.

Students failing to make satisfactory progress in their program, such as continuous enrollment or timely completion of incomplete grades, can be dismissed by the program. Students who do not attend for a two-year period without an official leave of absence will be withdrawn from the program. If they wish to return, they will need to reapply under the current rules in place for the program. Transfer credit rules will apply should they be readmitted to the program.

## Continuous Enrollment

Once admitted to a graduate degree program, students must be registered for a minimum of one credit hour during all phases of their graduate education. This includes periods when students are engaged in research, working on or defending theses, taking comprehensive examinations, or in any other way utilizing University resources, facilities, or faculty time. Students called into military service, stricken by serious illness, or other cases of extenuating circumstances may apply for a Leave of Absence (see Leave of Absence, below).

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, or defending theses. Graduate Students are required to satisfactorily complete the minimum number of credit hours in thesis, capstone, or research projects as established by their program, but must remain continuously enrolled in at least one credit hour until completion.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's Program or
- Be research or capstone (574, 597, 598, 697, 698), thesis (599, 699), or comprehensive exam (595), or
- Be a graduate#level course.

Students that fail to maintain continuous enrollment and are re-admitted to the degree program, graduate under the degree requirements and policies in effect at the time of the new admission date.

Students who take an unapproved break in registration by failing to maintain continuous enrollment will relinquish their graduate standing in the University. Students who wish to be reinstated will be required to file a new Application to Graduate Studies and pay the application fee. Reinstatement is not automatic in such instances and will depend on a full review by the applicable program director of the student's past record upon receipt of the application.

## Leave of Absence

Graduate students planning to discontinue enrollment for more than a semester must request approval for a leave of absence. This request must be filed and approved before the anticipated absence. The maximum leave of absence that will be granted will be for one calendar year except for cases of extenuating circumstances. A request for a leave of absence should be filed on the form obtained from the Graduate Studies forms web page ([www.msubillings.edu/grad/forms.htm](http://www.msubillings.edu/grad/forms.htm) (<http://www.msubillings.edu/grad/forms.htm>)); it must be approved by the advisor and/or

program director, and reviewed by the Dean of the College and Director of Graduate Studies. There will be only one leave of absence granted for a student.

An approved leave of absence will enable students to re-enter their program without re-applying to the program. Students who do not enroll for a fall or spring semester without an approved leave of absence are considered withdrawn from the University under the assumption that they have decided to discontinue their program. Students who do not attend for four semesters (two years) are considered dropped from their program and must re-apply under current admission policies. A student is not permitted to place any demands on University faculty or use any University resources for academic assistance during the leave.

## Academic Policies

### Class Attendance and Student Absences

Each faculty member determines class attendance policy. Any absence can only be excused on a basis of negotiation between student and faculty member.

### Excused Official Absence

An official absence occurs when a student officially represents the University through an academic department, sponsored University program, or officially registered student organization. An official absence must be recognized as excused by a faculty member. Requests for an official absence shall be submitted to the Vice Chancellor for Student Affairs on the Student Travel Authorization form. This form should be obtained from the Vice Chancellor for Student Affairs (McM 201) at least one week in advance of the expected absence. This procedure will assure students the opportunity to make up examinations given when official University activities are scheduled.

### Extent of Official Absence

When issued, an official absence is an excuse for time only and does not mean that a student is excused from the study assignment for that period. Each student is responsible for making up all work missed, as required by the instructor.

### Class Enrollment Lists

At the beginning of each semester, the Registrar's Office furnishes each instructor with a list of students who have registered in each course. Only students who are regularly registered for a course may attend. No grade or credit will be given to students for any course in which they are not properly registered.

### Course Load Limits

The normal full load for a graduate student is 9 graduate credits with a maximum of 12 graduate credits per semester. Overloads of up to 15 graduate credits must be approved by the advisor/program director and Dean and reviewed by the Director of Graduate Studies. An overload exceeding 15 graduate credits must submit an appeal to the Graduate Committee.

## Grades

For the purpose of computing a grade point average, grade points are as follows:

Letter Grade	Description
A	4.0
A-	3.70
B+	3.30
B	3.0
B-	2.70
C+	2.30
C	2.0
C-	1.70
D+	1.3

D	1.0
F	0

No credit for the master's degree will be allowed for grade less than "2.0" even though the grade is computed into the student's grade point average.

## Incomplete ("I") Grades

Upon request, a grade of incomplete ("I") may be given in a course for which the course requirements are normally expected to be completed in the semester of enrollment. To qualify, a graduate student must have been in attendance for at least three-fourths of the semester, have completed at least three-fourths of the course requirements, and have been prevented from completing all of the requirements for the course. Prior to the time the instructor submits grades, the student must provide adequate written evidence to the instructor as to the reason(s) why he/she was unable to complete the course requirements. All work for removal of the deficiency must be specified in writing by the instructor and must be completed within one calendar year from the end of the enrollment semester, or earlier if required by the instructor. Extensions to this time allotment may be requested by a student appeal, recommended by the instructor and unit chairperson, and approved by the MSU Billings Graduate Committee.

An incomplete grade not made up within the prescribed length of time will automatically be converted to an "F" grade. Once the grade of incomplete has been converted to an "F" grade, the course must be repeated in order to have the grade changed. An "I" grade will not be included in the computation of the GPA.

In instances involving extended leave or resignation of the instructor of the incomplete course, the unit chairperson may act to establish an appropriate grade and verify completion of the coursework within the approved time frame.

## Work in Progress "T" Grades

A grade of "T" (work in progress) is given by the instructor to indicate that the graduate student's work in a course is in progress and the requirements of the course are of such a nature that the assignment(s) could not be completed by the end of the semester of enrollment.

"T" grades will be allowed for the following courses: Thesis, Internship, Capstone, and Clinic. Enrollment/registration in these courses is restricted to students who have an approved program plan previously discussed with their advisor.

All work for removal of the "T" grades must be completed before graduation. A "T" grade will not be included in the computations of the GPA. A "T" grade that has not been completed before the end of the time limit will turn to an "F." A "T" grade given for a pass/no pass course that has not been completed before the end of the time limit will turn to an "X."

## Pass/No Pass (P/NP) Grades

Courses in a student's degree program may not generally be taken on a Pass/No Pass basis. Each program has exceptions to this which are articulated in the program pages of the catalog.

A Pass ("P") grade indicates that a student has satisfied all course requirements and has earned the course credits. A No Pass ("NP") indicates that the student's performance in the course is below passing. The grade received (P or NP), however, is not calculated into the MSU Billings grade point average. Pass/No Pass grades from other institutions will not normally be used in the program. Courses taken on a P/NP basis at MSU Billings may not be changed to a letter grade at some future time.

A Pass is indicated on the academic transcript as a "P." An "X" indicates a No Pass.

## Grade Reports

Students' grades are available over the web. Students who wish to have their grades mailed must leave a self-addressed stamped envelope at the Registrar's Office.

## Academic Conduct Guidelines and Grievance Procedures

Please refer to Academic Conduct Guidelines and Grievance Procedures for Students: [www.msubitings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf](http://www.msubitings.edu/provost/pdf/academic-affairs-policies-and-procedures.pdf)

## Student Resolution Officer

The Associated Students of MSU Billings employ a Student Resolution Officer to assist students with various academic and nonacademic questions and concerns. The purpose of the Student Resolution Officer is to help students resolve problems or refer them to the appropriate University officer for assistance. Procedures of the grievance process are available from the Student Resolution Officer in the ASMSU Billings office in the Student Union Building.

## Student Progress - Academic Probation

Graduate students are placed on academic probation when their cumulative graduate GPA falls below 3.0. Students on academic probation who fail to earn at least a 3.0 GPA during the next semester in courses on the approved program are suspended from the graduate program. Students receiving below a "C" (2.0) on courses on their approved plan must repeat the course the next time it is offered. Students receiving two or more "F" grades will be suspended regardless of cumulative GPA. All students on academic probation must meet with their academic advisors to fill out an improvement plan (IP) within 10 days of the start of the next semester. The IP must be approved and signed by either the student's academic advisor or department chair and submitted to the Office of Graduate Studies. A hold will be placed on the student until the IP is received. Students may not graduate on academic probation.

## Academic Suspension

Students academically suspended from a graduate program may apply for readmission after waiting one academic year. At the time of readmission the student's application will be evaluated based upon programmatic guidelines. Students who are suspended from a program must meet with their advisor to reapply for admission. Graduate students academically suspended a second time will be dismissed and may not be readmitted.

## Appeal Process:

Students who are suspended or denied readmission may petition to appeal the decision. To petition, the student should coordinate with their advisor and must submit the Petition of Waiver of Graduate Policy form available on the website ([www.msubitings.edu/grad](http://www.msubitings.edu/grad) (<http://www.msubitings.edu/grad/>)) to the Office of Graduate Studies within ten University working days of the date the student was notified. The petition must clearly state why the student is appealing and provide evidence that supports this request.

The petition will be reviewed by the department chair or their designee, and the Graduate Committee at its next scheduled meeting during the academic year. The Graduate Committee may deny the appeal. The Committee may also choose to grant the appeal with specific criteria outlined in a written decision to the student. The specific criteria outlined may not be appealed.

At the end of the returning semester, if the student has met all the requirements, he or she will be reinstated. However, should all the requirements not be met, the student will be dismissed a second time. This dismissal will be final, no appeal will be granted.

During the appeal process, if a student would like to register for classes, they must meet with their advisor and have those classes approved.

Students failing to make satisfactory progress in their program, such as continuous enrollment or timely completion of the incomplete grades, can be dismissed by the program.

## Academic Dishonesty

Students at Montana State University Billings are expected to do their own work in their own words and with their own ideas. If they quote or paraphrase the words of others, they are expected to indicate whom it is they are quoting or paraphrasing.

An instructor who believes that a student has claimed the work of someone else as his or her own may take what steps he or she wishes up to failing the student and referring the student to others on campus for further discipline. The Student Handbook contains more detailed information about the policy on Academic Dishonesty. Please refer to Part IX, section B of the student handbook for further information.

## Student Records

### Academic Records

Official academic records of each student's scholastic achievement are kept on file in the Registrar's Office and include the following:

1. A Signed "Official Class Roll and Final Grade Report" from the instructor of each class in which the student is enrolled each semester.
2. An "Official Academic Record" (transcript) for each student officially enrolled.
3. Directory information of a student currently enrolled (See the Family Educational Rights and Privacy Act).

### Transcripts

A transcript is a copy of the complete, unabridged educational record of a student who has been or is currently enrolled. An official transcript is issued only to the student upon the student's written request. An official transcript is distinguished from an unofficial

copy of the student's record in that the official transcript carries the signature of the Registrar and bears the seal of Montana State University Billings.

As often as possible, transcripts are issued within five days following receipt of the transcript request and payment of the fee. During periods of registration, changes in registration, grading periods and Commencement, the Registrar's Office staff has to devote full time to such activities. Consequently, a longer time than usual is required for the issuance of transcripts.

All current and former Montana State University Billings students are entitled to one free official transcript; thereafter, each official transcript is processed only upon the receipt of a \$3.00 fee. The student's signature and/or personal request is required for the release of any transcript except when the transcript is released to those individuals who are considered to have a legitimate reason to have access to the student's transcript.

## Transfer Credits

Non-degree credits can be transferred into a graduate program if they are approved by the program director or advisor and are from an institution accredited by one of the listed agencies (p. 28). Each graduate program has limits on the number and type of transfer credits accepted. Non-degree graduate students may be eligible to transfer credits toward a master's degree contingent upon advisor and program review of official transcripts. A copy of the official transcripts recording the transfer courses must be sent directly to the Office of Graduate Studies. All non-degree graduate credits earned at Montana State University Billings may be eligible for transfer. Non-degree graduate credits earned at other institutions must meet the rules stated below. Transfer credits must be equivalent to courses in the student's graduate program at MSU Billings. All transfer credits must meet the standards of transfer credit eligibility.

### All Transfer credits:

- Must have a grade of "B" (3.0) or higher. This includes courses from a previous MSUB graduate degree or a graduate degree from another accredited institution.
- Cannot be more than six (6) years old when transferred or ten (10) years old upon completion of the degree. No exceptions to the time limit will be granted.
- Cannot have been used to fulfill the undergraduate degree requirements.
- Cannot be undergraduate level.
- Cannot be pass/fail, credit, or satisfactory.
- Cannot be credits for life experience.

### The following are credits that will be determined by individual programs:

- Credits awarded by postsecondary institutions for noncredit courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education or professional development programs.
- Credits used for completion of a graduate degree at another institution.

## College of Health Professions and Science

Transfer credits for the **Master of Health Administration** are accepted on a case-by-case basis in consultation with the student's advisor.

Transfer credits for the **Master of Science in Athletic Training** are accepted on a case-by-case basis in consultation with the student's advisor, department faculty, and chair. A maximum of nine semester hours may be accepted. All transfer courses must be documented with proof of completed competencies/proficiencies from another accredited Athletic Training program.

For the **Master of Science in Clinical Rehabilitation and Mental Health Counseling**, a maximum of twelve semester hours from another master's level CACREP accredited program or relevant counseling program can be accepted as transfer credits.

Transfer credits must also meet the following conditions:

1. The courses must be relevant to the degree program as a whole as approved in the program plan review process.
2. All transfer courses on a plan must be approved by the advisor and/or advisory committee and be documented by course descriptions and/or course outlines.

## College of Liberal Arts and Social Sciences

Programs will approve transfer credits on a case-by-case basis. A copy of the official transcripts recording the transfer courses must be sent directly from the registrar of that institution to the Office of Graduate Studies.

If approved, a student may transfer a maximum of six to nine semester hours of approved graduate credit from an accredited institution as determined by the program.

## College of Education

A maximum of one-fourth of the credits earned in post-baccalaureate courses at other accredited graduate degree-granting institutions may be used on a program plan for the **Master of Education** or **Master of Science in Special Education** at Montana State University Billings. Transfer credits must meet the following conditions:

1. The courses must be relevant to the degree program as a whole as approved in the program plan review process.
2. All transfer courses to be used on a student's plan must be approved by the advisor and/or advisory committee and be documented by course descriptions and/or course outlines.



## Montana State University Professional Education System Collaborative Courses for the Graduate Core in the Master of Education Degree

Three campuses of Montana State University that offer the Master of Education Degree have agreed upon a collaborative graduate core of courses to facilitate better access for individuals seeking this degree. Candidates for the Master of Education degree may use up to 12 credits, solely or in combination, from any of the campuses at Billings, Bozeman, or Havre as part of their program plan if approved by the student's committee. These credits are treated as credits in residence and do not count against the transfer limit of credits from other institutions of higher education.

However, at least fifty percent of all credits used on a plan must be from the campus awarding the degree.

The following courses constitute the MSU collaborative graduate core for students earning the Master of Education degree at MSU Billings (all are 3 credit courses):

### MSU Billings

Code	Title	Credits
EDF 501	Research Dsgn & Interpretation	3
EDF 530	Adv Human Dev & Learning	3
EDCI 610	Curr Theory: Analysis & Pract	3
EDF 515	Social & Phil Issues in Educ	3

### MSU-Bozeman

Code	Title	Credits
EDCI 506	Applied Educational Research	3
EDCI 532	General School Curriculum	3

### MSU-Northern

Code	Title	Credits
EDUC 517	Research Methods	3
EDPY 604	Applied Classroom Psychology	3
EDUC 603	Curriculum Foundations and Design	3

## Extension Credits

All extension credits earned through Montana State University Billings are considered as resident credits. Extension credits earned at any other accredited institution may be eligible for transfer according to graduate transfer policies.

## Special Courses Independent Study

(Includes all 591/691 courses)

Independent study courses permit investigation into topics not covered by existing courses or allow more concentrated study of topics than is possible in existing courses. A maximum of six semester credits may be used in a program plan.

The following policies govern graduate independent study:

1. A Graduate Student Independent Study Agreement must be approved by the instructor, advisor, unit chairperson and Dean. The Graduate Student Independent Study Agreement forms are available online at [www.msubillings.edu/grad/forms](http://www.msubillings.edu/grad/forms) (<http://www.msubillings.edu/grad/forms.htm>). The original copy of the approved agreement for the graduate independent study

must be provided to the Registrar and copies given to the student, instructor, unit chair and Office of Graduate Studies for inclusion in the student's file.

2. The agreement submitted by the student must include the following:
  - a. A clear statement of the nature and direction of the investigation;
  - b. The method to be used in carrying out the investigation;
  - c. If appropriate, a preliminary bibliography of resources to be studied; and
  - d. The basis for evaluation of the work. It is recommended that a written report serve as a culminating activity for the project.
3. Only students whose plan has been approved or who already have a master's degree will be permitted to enroll for graduate independent study. The specific college dean may grant deviations from this requirement.
4. Courses listed in this catalog as regularly offered courses may not be under the designation "591/691 Independent Study." When a faculty member, unit chairperson, and dean agree to provide to a student a regularly numbered course by an independent study method, the enrollment will be by the regular course number, but the same independent study agreement form will be used as described in part one and two above.
5. If for a valid reason a student is unable to complete the independent study in the term of enrollment, the student may request that the instructor assign an incomplete ("I") grade if requirements previously stated for incompletes are met. A Work in Progress grade ("T") is not allowable for Independent study. For more information, see Incomplete and Work in Progress Grades, above.

## Internships and Clinics

Many degree programs require completion of at least one practicum or supervised field-based experience. The aim of the internship or clinic is to allow the candidate to utilize advanced skills in an applied setting under the supervision of a graduate faculty advisor. Students must have an approved plan and meet all other program requirements before an application for field-based experience is processed. Students should plan to spend a minimum of 45 hours on-site for every semester credit earned.

All field experiences, including all 590/690, 594/694, 595/695, 597/697 courses, with the exception of RD 590, will be graded according to program grading policies.

Applications for all such field experiences at the graduate level must be processed and approved in the term before the experience is to begin. Prior approval through the advisor and the department chairperson is required before pre-registration or registration is allowed.

Application forms for field experiences are available online at [www.msubillings.edu/grad/forms.htm](http://www.msubillings.edu/grad/forms.htm) (<https://www.msubillings.edu/grad/forms.htm>). Students in the rehabilitation counseling program or any student doing a counseling field-based experience in a non-public school setting must be covered by liability insurance during their period of internship or clinical practice. The medical professional liability policy coverage expense (variable, but commonly \$30 per semester) will be added to the semester bill by the Business Office. Students are advised that professional participation at a field site prior to the start of (or continuing beyond the end of) a semester may be uninsured during such periods of time.

All practica, internships, and supervised field experiences in the College of Education require a valid criminal background report and notarized Self-Disclosure prior to beginning course work. Students cannot be registered and placed in any field experience until the criminal background report is on file with MSU Billings. The background check must be current through the duration of the semester or field experience, whichever ends later.

The criminal background report obtained from the Criminal Justice Information Services Bureau is a fingerprint based report that provides both state and federal reports. Information on the criminal background process can be found on the Educational Theory and Practice webpage: [www.msubillings.edu/coe/FingerprintInfo.htm](http://www.msubillings.edu/coe/FingerprintInfo.htm) (<http://www.msubillings.edu/coe/FingerprintInfo.htm>)

All questions concerning the process can be directed to the Licensure Officer at 406-657-2293.

## Cooperative Education

Cooperative Education (Co-Op) links students and employers in planned, credit-bearing work experiences (at local, state, and national sites) related to the student's major/minor field of study. Cooperative Education (406-657-1717) enables students to apply theory to the real world of work, acquire career experience, and enhance personal growth while earning credit.

## Human Subjects Protocol

All research conducted by any person affiliated with MSU Billings and involving human participants as subjects must be reviewed whether or not the project is part of a formal course. The information on the review process and application form are available on the Office of Research Compliance web site ([www.msubitings.edu/orc](http://www.msubitings.edu/orc)) or at the Office of Grants and Sponsored Programs, McM 203.

## Thesis

A thesis is an extended written analysis and interpretation of a specific topic or subject matter. It articulates a unique perspective or specific claim with respect to the topic and attempts to substantiate the legitimacy of the perspective or claim through research. The research must be informed by a literature search and produce qualified conclusions, which contribute to the discipline. The project must meet the expectations for research as defined by the academic discipline.

Preparation of a thesis may be of great value for some graduate students and for the profession because research projects are a crucial step in improving education.

The desired outcome is to produce a paper of such quality and currency that it might be published in a professional journal or otherwise disseminated to the field.

The student, advisor, and thesis committee have shared responsibility for defining the objectives and scope of the thesis. The presentation and oral defense of either project will be open to the academic community and are designed to give public recognition for the student's achievement.

An approved graduate plan of study must be on file in the Office of Graduate Studies prior to enrollment in Thesis 599/699.

Graduate students submit the thesis in electronic format to the Office of Graduate Studies.

## Committee and Prospectus

Before a student begins a thesis, the student's thesis committee must approve a prospectus for the project. The thesis committee will consist of a minimum of three (3) members, one of whom will be from outside the student's department. The thesis committee may be called together to review project progress at the discretion of the advisor.

Research projects involving human subjects must comply with the MSU Billings IRB policies. Policy guidelines and protocol forms may be obtained from the Office of Grants & Sponsored Programs ([www.msubitings.edu/grants](http://www.msubitings.edu/grants)) (<http://www.msubitings.edu/grants/>).

## Thesis Timeline

The thesis process from determining a committee, developing a prospectus and having it approved, conducting the study, drafting the thesis, the defense, and revisions typically takes a year to complete.

The student begins discussions with his/her Advisor, files an approved Plan of Study, and declares intent to do a thesis. The student consults with advisor for approval to form a Thesis Advisory Committee. The Examining Committee Chair must have a terminal degree in the field. After a Committee is formed, the student submits a

thesis prospectus for approval. This process will involve registering for thesis credit. In order to use the library, faculty advisor, and other campus facilities, students must be enrolled in the thesis for the semester. Students must be enrolled every semester they are involved in work on the thesis including defense. In consultation with the advisor, the number of credits per semester will be determined based on the work being done up to the maximum credits of the program.

In consultation with the advisor, the student develops the thesis and periodically submits drafts for critique to the Thesis Committee.

- Eight (8) weeks prior to the end of the intended semester of graduation, the final draft should be submitted to the thesis committee.
- Four (4) weeks prior to the date of the defense and with the committee's approval, the student and advisor schedule the thesis defense with the Office of Graduate Studies.
- Two (2) weeks prior to the date of the defense, the student and advisor notify the Office of Graduate Studies of the date, time, place, and title of the thesis. The Graduate Studies Office notifies the campus faculty, staff, and students of the planned defense.

After a successful defense, it is the student's responsibility to obtain required signatures on the Signature Page. Signatures include the Chairperson of the Examining Committee, Members of the Examining Committee, the Dean of the College, and the Director of Graduate Studies.

The student will deliver the completed thesis with the completed signature page in the approved electronic format to the Office of Graduate Studies.

## Defense and Final Disposition

To complete the process, the student must do the following:

- Sign and date the Ownership and Non-plagiarism Affirmation form.
- Schedule the oral defense with the advisory committee no later than eight weeks prior to the end of the intended graduation semester. Members of the advisory (examining) committee must have a copy of the paper for review no later than one week prior to the final examination.
- Make revisions required by the advisory committee, as necessary.
- Obtain the signed approval page with the revised, final copy of the paper from advisor and advisory committee.
- Deliver the approved Thesis, including Publishing Page and Ownership and Non-plagiarism affirmation page in the approved electronic format to the Office of Graduate Studies. The Office of Graduate Studies will deliver the Thesis for publication as specified on the Publishing Page.

## Preparing the Thesis

The program will determine which professional style is appropriate for its disciplines.

Example Style Guides include the following:

- University of Chicago stylebook, Kate L. Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*.
- *Handbook for Writers of Research Papers*
- *Publication Manual of the American Psychological Association*

## Sequenced Order of Thesis Contents

Each bulleted item below should follow the professional format designated by the program of study.

- Format and page numbers
- Page for committee, dean and director signatures and dates
- Preliminary pages

- Title page
- Abstract:
- Table of contents
- List of tables
- List of illustrations
- Text
- References
- Appendices
- Bibliography
- Footnotes
- Maps, graphs, and photos
- Non-plagiarism form
- PDF format for electronic submission

## Appeal to Consider Having Graduate Degree Program Requirement(s) Waived

Certain problems encountered by graduate students may result in a request to have an exception made to academic standards of the Graduate Program as stated in this catalog. A graduate student may request such an exception by filing a special appeal which may be obtained online at [www.msubillings.edu/grad/forms.htm](http://www.msubillings.edu/grad/forms.htm). (<http://www.msubillings.edu/grad/forms.htm>)

To appeal a requirement, the student must complete a "Petition to Waive Graduate Policy" form available on the website. The student will complete the top portion of the appeal. The appeal should be given to the student's academic advisor who will forward to the chair of the department, followed by the dean of the College for review. When completed, the appeal will go to the Office of Graduate Studies and will then be presented to the Montana State University Billings Graduate Committee for consideration.

## Time Limit and Update Process for the Graduate Degree Programs

All work toward the master's degree, including any credit transferred from another graduate program, a thesis, and final comprehensive examinations must be completed within six consecutive years from the date the student is admitted to the program. No coursework may be more than ten years old at the time of degree completion. There are no exceptions to the ten year rule and no waiver of policy. Courses older than 10 years must be retaken.

If extenuating circumstances keep the student from completing his or her degree requirements within this six year time period, an extension may be considered. Students who exceed or expect to exceed the time limit on a graduate degree may petition for an extension if he or she is not beyond the seventh year. A waiver from the time limit policy is not automatic; the student must show and document in the petition the reasons for not finishing in the six year time limit. The extension may be as long as two semesters and one summer session. Waiver requests that are initiated past the seventh year will not be considered. (See Part 2 and 3 below.)

### 1. Updating Courses as Part of the Program Plan

As part of the process of completing the program plan, a student must provide evidence of currency of knowledge in courses included in a plan that will be older than six years but not older than ten years when the plan is completed. Under these conditions, requests for permission to update must be filed on the "Graduate Course Update Request" form found on the web at [www.msubillings.edu/grad/forms.htm](http://www.msubillings.edu/grad/forms.htm) (<http://www.msubillings.edu/grad/forms.htm>). The conditions and restraints governing these requests are as follows:

1. Requests to update graduate coursework will be restricted to coursework applicable to the degree from an accredited institution carrying a letter grade of "B" (3.0) or better. This includes course work from previous graduate work at MSU Billings.
2. Requests to update graduate coursework will be limited to no more than 10 semester credits.
3. Attached to the form requesting that a course be updated shall be a statement of update objectives, activities, products, and evaluation process. The student, instructor, advisor, and the chairperson must sign it.
4. When the updating process for a course has been completed, the faculty member responsible for supervising the updating will forward to the Office of Graduate Studies a signed and dated copy of the request form specifying the satisfactory completion of the updating review process.

### 2. Time Extensions of a Plan Prior to Expiration Date

A time extension for any graduate degree program may be requested with the Appeal for Time Extension found on the graduate studies web page, [www.msubillings.edu/grad/forms.htm](http://www.msubillings.edu/grad/forms.htm) (<http://www.msubillings.edu/grad/forms.htm>). Once the appeal is complete, it will be presented to the MSU Billings Graduate Committee for consideration. The petition for a time extension must be presented to the Committee prior to the end of the term in which the regular six-year time limit expires. The petition must include clearly stated justification for the time extension and carry the signed recommendations of the student's advisor and department chairperson. The petition will have as appendices duly executed "Graduate Course Update Request" forms for each course, up to a maximum of 10 semester credits, which will be out-of-date by the adjusted time of expected graduation. If an extension is granted it will be a one-time extension and cannot be extended.

### 3. Time Extensions after Expiration Date of a Program

Waiver requests that are initiated past the seventh consecutive year since the start date will not be considered. Consideration for time extension for an uncompleted and expired program within the seven year limit may be given using the same review process as appropriate for an original plan. The student should begin by discussing his/her objectives and circumstances with the advisor or department chairperson. Requests to update certain courses, repeat courses, or substitute more recent courses are typical avenues to be explored. Under no circumstance will an extension be granted for courses exceeding the ten year time limit. Any courses past the ten year limit will have to be retaken or substituted with current coursework. If an extension is granted it will be a one-time extension and cannot be extended.

### 4. Maintaining Matriculation Status

Students out more than four semesters (spring and fall for two years) must reapply and start the program from the beginning. Courses cannot exceed the amount of transfer credits allowed by the program. Courses already taken may transfer if they meet the six and ten year requirements.

### 5. Effective Date of Graduation Requirements

Within the six-year period, the student must meet the graduation requirements in effect in the catalog current at the time the plan of study was approved. Requests to change to the requirements of a different catalog must be approved by the advisor, academic department chairperson, and Dean and be placed on file with the Office of Graduate Studies. The form entitled "Request to Change Catalog in Effect" should be used and is available online at [www.msubillings.edu/grad/forms.htm](http://www.msubillings.edu/grad/forms.htm) (<http://www.msubillings.edu/grad/forms.htm>)

## Graduation Requirements

In order to graduate from Montana State University Billings with a graduate degree, a student must satisfy certain requirements. The following list is a general guideline for graduation requirements. Please see the individual program section for specific or additional degree requirements:

1. A graduate student must have fulfilled all curricular requirements specified in the program of study or in the student's approved plan as modified by any approved changes, or the program requirements as stated in this catalog with changes and electives approved by the advisor, department chairperson, college dean, and Director of Graduate Studies.
2. The student must have a 3.00 GPA, or 3.25 GPA for Public Relations, for all courses included in the plan. For graduate students in education, this includes both the Professional Core and Professional Specialization courses. No student may have below a "C" (2.0) on any coursework. Students must meet any "C" requirements of the program regarding the number allowed. No student may graduate on Academic Warning or with a cumulative GPA below 3.0.
3. The student must have passed all written and oral comprehensive examinations required in the student's program.
4. Any student opting to write a Thesis must provide the Office of Graduate Studies with the final paper in the acceptable format along with signed approval sheets.
5. The student must file a formal Application for Graduation with the Office of Admissions by the deadlines set for each semester. The application must be signed by the faculty advisor and be accompanied by a \$50.00 graduation fee. Application forms are available from the Office of Admissions as well as online. On receipt of the application, the Office of the Registrar will circulate a Final Evaluation for Graduation that will be utilized to ensure that the student has met all degree requirements.

Once all requirements are completed and all required signatures on the Final Evaluation for Graduation are obtained, the student's graduation date and degree will be posted on the student's Official Academic Record (transcript). The student will be sent a letter certifying the student's graduation and providing a final transcript.

If all requirements are not satisfied by the end of the term for which the student applied to graduate, the date of graduation will be delayed until the end of the semester or session in which all requirements are completed. Students should be aware of the seven-year limit within which all requirements must be met.

## Commencement

Commencement is held once each year at the end of the spring term. Those students earning an undergraduate or graduate degree will be publicly recognized.

A student who intends to complete all requirements for a master's degree by the end of the Summer Session will be permitted to participate in the preceding spring commencement ceremony so long as the student complies with the following procedures:

1. The student must file a formal Application for Graduation with the Registrar's Office and must have paid the \$50 graduation fee.
2. The student must meet by the end of the Summer Session all of the requirements for graduation, demonstrating this intention by pre-registering for all remaining required courses in the Summer Session by April 1.

Participating in the Commencement does not necessarily signify a student has graduated. Diplomas will be issued and graduation recorded on the transcript only after all degree requirements are certified to have been met by the Director of Graduate Studies.



# The College of Education

Ms. Tami Haaland, Interim Dean

Dr. Kurt Toenjes, Interim Associate Dean of Faculty

Dr. Cheri Johannes, Interim Associate Dean of Operations

COE 291, (406) 657-2315

## Academic Departments

- Department of Educational Theory and Practice

## Accreditations and Affiliations

The educator preparation programs at Montana State University Billings are accredited by the Council for the Accreditation of Educator Preparation (CAEP) and the Montana Board of Public Education.

## Mission

The College of Education is dedicated to:

- Preparing incomparable, caring, and committed professionals for schools in Montana and beyond;
- Conducting socially significant applied research to improve the human condition;
- Providing community service to improve the quality of life experienced by Montanans; and
- Providing graduate and continuing education for career-long professional development.

## Educator Oath

- I dedicate myself to the life of an educator, nurturing others to fulfill their potential, live meaningful lives, and fully participate in our society.
- I dedicate myself to assuring excellent educational opportunities for all individuals.
- I pledge to make the well-being of my students the fundamental value in my professional decisions and actions.
- I recognize parents and community as integral to education and pledge to encourage their involvement.
- I dedicate myself to teaching the virtues of honesty, respect, trust, and courage.
- I commit myself to continue my own personal growth and professional development, for I must bear witness in my life to the ideals being encouraged in others.
- In cooperation with my colleagues, I pledge to advance education professions.
- I pledge myself to serving both educational and larger community needs.
- I pledge to fulfill these professional responsibilities with diligence, integrity, and dedication.

## Montana State University Cooperative Programs

The Montana State University campuses at Billings and Bozeman have developed cooperative programs to better serve students who want to earn endorsements and degrees not offered through the authorized curricula on one or the other campus. For Bozeman, MSU Billings offers the special education endorsement program and the Master of Science in Special Education program. For Billings, MSU-Bozeman offers the school administration endorsement for elementary education and secondary education and the Master of Education in Educational Administration.

MSU Billings is part of a cooperative agreement with the Montana Office of Public Instruction, MSU-Bozeman, the University of Montana, and Rocky Mountain College to offer the Special Education or Reading Supervisory endorsements. Students

enroll at one of the institutions offering administrative licenses for general school administration courses and then complete the specialty course and internship through MSU Billings. Contact the Office of the Dean of Education at either campus for additional information.

## The Educator Preparation Program

The faculty of Montana State University Billings recognizes that the preparation of educators is an all-University responsibility. Therefore, the various programs for the preparation of teachers represent a cooperative effort by the colleges and departments involved in educator preparation.

All candidates from the University who wish to be recommended for State of Montana Licensure must be formally admitted to the Educator Preparation Program and meet all of the Educator Preparation requirements.

The overall purpose of the Educator Preparation Program is to develop competent educators to meet the challenges of contemporary education. The faculty in the Educator Preparation Program recognizes the fact that teaching competence at every level requires steadily changing patterns and greater depths of preparation in order to meet the rising standards of study. Therefore, the faculty assumes responsibility for the selection and admission of those who wish to prepare to teach, for the advisement and retention of those admitted, and for the development of curricula designed for the preparation of educators.

Certain requirements are of major importance:

1. a broad background in general education in the traditional liberal arts;
2. in-depth content preparation in specific teaching fields;
3. mastery of professional education knowledge, skills, and dispositions; and
4. demonstration of the competencies of the COE expected performance outcomes.

In order to accomplish these objectives, the prospective teacher must acquire a scholarly mastery of the field to be taught and the ability to use methods of critical inquiry. This implies that prospective educators acquire a superior fund of knowledge and enhanced scholarly ability in their respective academic disciplines. Moreover, prospective educators must secure knowledge and understanding of the process of human development and behavior; competence in the techniques of instruction; knowledge of school organization and administration; an understanding of education as a social institution in historical and philosophical perspective; knowledge, understanding, and experience in culturally diverse settings; and an ability to work with a diverse group of learners.

The Educator Preparation Program includes not only a base of general education and mastery of specific teaching fields, but also an in-depth education in the philosophical processes and organization of public education through a program of combined theory and direct experience.

## Field-Based Experiences

The College of Education provides a number of supervised clinical and field-based experiences designed to prepare students to work effectively in the education professions. All field-based experiences are systematically designed and selected to provide students with opportunities to observe, plan, and practice in a variety of community settings including schools and social service agencies. The major aim of these experiences is to apply principles and theories from the professional knowledge base in supervised environments. Through a sequence of field-based experiences, students develop skills that allow them to assume full responsibility as a beginning professional.

All clinical and field-based experiences require a minimum of 45 contact hours per semester credit. In some degree programs, the contact hours may be greater than 45 hours per semester credit and students should clarify expectations with their faculty advisor prior to registration. It is highly recommended that students purchase

a liability insurance policy during the field experience. In some cases the school or agency provides insurance.

All practica, internships, and supervised field-based experiences require a valid criminal background report and notarized self-disclosure prior to beginning course work. Students cannot be placed in any field experience until the criminal background report is on file with MSU Billings. The background report on file must meet current policy requirements to participate in any field-based experience.

The criminal background report obtained from the Criminal Justice Information Services Bureau is a fingerprint based report that provides both a state and federal report. Information on the criminal background process can be found on the Educational Theory and Practice webpage: [www.msubillings.edu/coe/FingerprintInfo.htm](http://www.msubillings.edu/coe/FingerprintInfo.htm) (<http://www.msubillings.edu/coe/FingerprintInfo.htm>)

All questions concerning the process can be directed to the Licensure Officer at 406-657-2293.

## Student Teaching

The student teaching requirement is the culminating experience in the Educator Preparation program at Montana State University Billings for students seeking initial licensure or adding an endorsement. Student teaching provides a guided teaching experience in a school setting on a fulltime basis. Student teaching is required for all content teaching majors and teaching minors. During the student teaching term, students concurrently participate in the student teaching seminars. For further information and basic policies regarding the student teaching experience, students should meet with their faculty advisors and refer to the Student Teaching Handbook found at: [www.msubillings.edu/coe](http://www.msubillings.edu/coe) (<http://www.msubillings.edu/coe/>)

## Internship

Field-based internships offer students the opportunity for enhanced experiences in school and community settings. Proposals for internships must be planned by students and their faculty advisor.

## Application Process

In order to provide the highest quality field experience placements for students majoring in elementary, secondary education, reading, special education, or school counseling deadlines have been set for accepting field placement applications. Field experience placements are the product of a number of elements including student needs, school district requests, and recommendations from faculty. To coordinate these elements in a timely fashion and meet all participants' needs to the fullest extent possible, there must be sufficient lead-time. Application deadlines are posted throughout the College and online each semester. Students who plan to enroll for student teaching must have completed their required coursework prior to the term they plan to student teach.

## Teacher Licensure Requirements

Specific teacher licensure requirements for the State of Montana have been established by the Office of Public Instruction and approved by the Montana Board of Public Education. All licenses are endorsed by the State Superintendent of Public Instruction for the appropriate level(s) and area(s) of professional competence based upon the recommendation by the Licensure Officer of the College of Education. Curriculum programs at MSU Billings prepare students for standard and professional licensure in elementary and secondary teaching and school counseling. Education students who take sufficient credits in a specific field and meet all the endorsement requirements, including student teaching and a qualifying score on the required Praxis Subject Assessment Exam, may receive an endorsement on their teaching license for the field of teaching upon recommendation of the Licensure Officer of the College of Education.

## Processing Procedures for Licensure and Endorsement

1. Direct all applications for licensure to the College of Education Licensure Officer.
2. All applications for teaching licensure, teaching endorsements, and supervisory endorsements must be reviewed and receive final approval by the Licensure Officer prior to institutional recommendation and final consideration by the State Licensure Office in Helena, Montana.
3. The same regulation applies to applicants seeking licensure outside the state of Montana.

## Drug and Alcohol Course Requirement

Chapter No. 396, Section 3, Montana Session Laws 1971 "All units of the Montana University System and all private colleges and universities in Montana that offer any degree in education shall require that any person who receives any degree in education from that unit, private college, or university must have successfully completed a course in health education to include drug and alcohol education and abuse prior to being awarded his or her degree."

## Indian Education for All (IEFA)

The State of Montana requires licensed personnel to have instruction pertaining to the history, traditions, customs, values, beliefs, ethics, and contemporary affairs of American Indians, particularly Indian tribal groups in Montana. While one two-credit course is an Educator Preparation requirement, IEFA is infused throughout the program.

The College of Education graduate programs have specific outcomes expected of graduate students. These outcomes are delineated in the following Initial Outcomes for students seeking initial licensure and Advanced Outcomes for students seeking advanced graduate degrees.

## Background Check

All students seeking a degree or post-baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.

## Educator Preparation Program Appeals

Candidates proposing a deviation from the program appeal to the College of Education Educator Preparation Program Appeals Committee. Candidates should contact their faculty advisor for assistance with this process. The Committee makes recommendations to the Dean of the College of Education, who has final decision-making authority.

## College of Education Initial Licensure Performance Outcomes The College of Education

The College of Education Faculty has adopted the Charlotte Danielson *Framework for Teaching* which includes the following domains:

1. Planning and Preparation
2. The Classroom Environment
3. Instruction
4. Professional Responsibilities

The Educator Preparation program is also aligned with the Montana Professional Educator Preparation Program Standards (PEPPS)

[opi.mt.gov/Leadership/Assessment-Accountability/Educator-Preparation](http://opi.mt.gov/Leadership/Assessment-Accountability/Educator-Preparation) (<http://opi.mt.gov/Leadership/Assessment-Accountability/Educator-Preparation/>)

## College of Education

### Advanced Degree Performance Outcomes

#### Research and Professional Inquiry

Locate, read, and evaluate relevant professional and academic literature.

#### Human Development and Learning

Demonstrate an understanding of similarities and differences in human learning and development.

#### Professional Knowledge Base

Demonstrate mastery in subject area content knowledge, understanding, and skill in applying that knowledge and understanding.

#### Professionalism

Demonstrate professionalism that extends beyond technically accurate knowledge and effective skills.

Integrate extant theory and evidence into one's professional activities.

Critically analyze policy and one's own practice in light of professional standards and applicable policy.

#### General Structure of Graduate Degree Programs in the College of Education

### The Graduate Advisor

Every graduate student will plan his or her graduate program with the help of a member of the graduate faculty who serves as an advisor. The relationship between student and advisor is distinctive in graduate education. Ideally, the advisor is both mentor and advocate for the student. Although a faculty advisor may be initially assigned for a student, it is the student's prerogative to change advisors. When a need or desire to change an advisor arises, the Request for Advisor form is used to make the change formal. This form is available at the Educational Theory and Practice office in the College of Education. All affected parties should be contacted by the student seeking a change, which must be approved by the Department Chair.

### Graduate Level Coursework

For any master's degree in education or counseling, at least 50 percent of the total credits (including electives) included in an approved plan must be coursework at the 500 level or above. In addition, at least 50 percent of the total credits (including electives) must be within the College of Education.

The remainder of the total credit requirements (including electives) must be chosen from any post-baccalaureate or upper division undergraduate courses (300-499) subject to approval by the faculty advisor and advisory committee (if required by the student's program). Elective courses proposed in the plan must clearly contribute to overall program coherence in keeping with the degree and option designation.

### The Professional Core

The Professional Core has been designed to build upon undergraduate professional education courses and provides a foundation for graduate study in specific disciplines within the fields of teacher education and counselor education.

The Professional Core consists of six semester credits required of all candidates for the Master of Education Degree, or the Master of Science in Special Education Degree. The core has been designed to provide graduate students with advanced knowledge and application of:

- Human growth, development, and diversity; and
- Research design, interpretation, and analysis.

Code	Title	Credits
Select one of the following:		6

EDF 501 & EDF 530	Research Dsgn & Interpretation and Adv Human Dev & Learning	
SPED 502 & SPED 533	Research in Special Programs and Lrning & Exp Anlysis of Bhvr <sup>1</sup>	

<b>Total Minimum Credits</b>	<b>6</b>
------------------------------	----------

1

Specific to the Advanced degree in Special Education Applied Behavioral Analysis Option.

### The Graduate Advisory Committee

Students electing the Thesis Track or the Interdisciplinary Studies Option must have an advisory committee. Recommendations for members of the advisory committee are submitted by the student and student's advisor to the department chairperson and Dean for approval as part of the individual's program plan.

The advisory committee will include at least three faculty members. The chairperson of the committee must be a full member of the Graduate Faculty, and at least one other graduate faculty member from the same unit will serve on the committee. The third graduate faculty member may be drawn from outside the major field. Additional members from beyond the graduate faculty and/or the campus community may be included as the need for such diversity warrants. If the members of the advisory committee need to be changed, all affected parties should be informed.

## Procedures for Completing a Master's Degree in Education or Counseling

### Plan of Study Approval Procedure

Each graduate student who intends to complete a master's degree in the College of Education must prepare, in consultation with her or his advisor, an individualized plan of study. Regular admission students may file this plan during their initial semester and must do so by the time the second semester is underway. The plan is used by the Dean of the College of Education as a basis for Admission to Candidacy of students for their particular degrees.

Those students who include more than 12 credits of work from Montana State University Billings when they submit their plan for approval have increased risk of having course work they have taken not accepted toward their degree. Moreover, if a student's plan has not been approved by the end of the student's first semester of full-time attendance at MSU Billings, he or she ceases being eligible for financial aid.

Once the plan is approved by the appropriate individuals and the Dean of Education, the student is accepted into Candidacy Status. This approved plan serves as an agreement between the student and the University.

### Changes in the Plan of Study

Students who wish to initiate a change in the plan of study must do so by submitting a "Change to Plan of Study" request. When approved by advisor, department chairperson, and Dean, and reviewed by the Director of Graduate Studies, the change will be effective. The student has the right to follow the program requirements outlined in the Graduate Catalog in effect when the plan was approved.

### Oral Thesis Defense

Those students writing a thesis will orally defend their thesis. The date, time, and place of the defense will be arranged by the student in consultation with the advisory committee. All defenses are to occur at least two weeks before the last day of classes in the term in which the student expects to graduate. Defenses are open to anyone in the academic community who might wish to attend. The Office of

Graduate Studies is responsible for informing the MSU Billings community of the date, time, and location of the defense.

## College of Education Convocation

Each spring on the Friday before Commencement ceremonies, a special convocation is held during which all graduating undergraduate and graduate students in the College of Education are honored.

### A

- Advanced Studies Option Applied Behavior Analysis Emphasis Master of Science in Special Education (p. 46)
- Advanced Studies Option Special Education Emphasis Master of Science in Special Education (p. 46)
- Applied Behavior Analysis Track (p. 47)

### C

- Curriculum and Instruction Teacher Licensure Option Master of Education (p. 48)

### E

- Elementary Teacher Licensure Program (p. 49)

### G

- Generalist Option Master of Science in Special Education (p. 49)

### I

- Interdisciplinary Studies Master of Education (p. 50)

### R

- Reading Option Master of Education (p. 50)

### S

- School Counseling (K-12) Graduate Endorsement (p. 51)
- School Counseling Option (K-12) Master of Education (p. 51)
- Secondary Teacher Licensure Program (p. 52)
- Special Education Supervisor Endorsement (p. 52)

### T

- Teaching and Learning Online Certificate (p. 53)
- Teaching English to Speakers of Other Languages (TESOL) Certificate (p. 53)

# The Department of Educational Theory and Practice

*Programs in Elementary/Secondary Education, Special Education, Reading Education, Early Childhood Education, and School Counseling*

Dr. Susan Gregory & Dr. Kari Dahle-Huff, Department Co-Chairs  
(406) 657-2315

## Mission

The College of Education is dedicated to:

- Preparing incomparable, caring, and committed professionals for schools in Montana and beyond;
- Conducting socially significant applied research to improve the human condition;
- Providing community service to improve the quality of life experienced by Montanans; and
- Providing graduate and continuing education for career-long professional development.

## Admission Considerations

The following criteria are considered for program admission decisions. Additional or different criteria may be included for specific programs.

1. Undergraduate GPA of at least 3.0.
2. Graduate GPA of at least 3.0
3. If a graduate student earned a 2.99 undergraduate GPA or below, the GRE (Graduate Record Examination) will be required. The total score of 290 (verbal + quantitative) and written score of 3.5. The Post Baccalaureate Endorsement Plans of Study do not require the GRE, but do require PRAXIS II Content Exams for exit and licensure.

Provisional admission may be considered for students who do not meet these criteria.

**All students seeking a degree or post-baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Initial Licensure/Endorsement Programs






- English/Language Arts Teaching Major/Minor
- Students with Disabilities (Special Education) Teaching Major/Minor
- World Languages Spanish Teaching Major/Minor
- Health and Physical Education K-12 Major/Minor
- Mathematics Teaching Major/Minor
- Reading Specialist K-12 Major/Minor
- Biology Teaching Major/Minor
- Chemistry Teaching Major/Minor
- Earth Science Teaching Minor
- Physics Teaching Minor
- Broadfield Science Teaching Major
- Broadfield Social Studies Teaching Major
- Geography Teaching Minor
- Political Science Teaching Major/Minor
- History Teaching Major/Minor
- Psychology Teaching Minor

- Sociology Teaching Minor
- Early Childhood Education P-3 Minor
- Elementary Education Major


## The following programs are Nationally accredited

- Art K-12 Teaching Major/Minor
- Music K-12 Teaching Major/Minor

## Advanced Programs that were accredited in 2017 by CAEP and State of Montana

- School Counseling K-12
- Special Education Supervisor
- Advanced Studies Option Applied Behavior Analysis Emphasis Master of Science in Special Education (p. 46)  Offered Online
- Advanced Studies Option Special Education Emphasis Master of Science in Special Education (p. 46)  Offered Online
- Curriculum and Instruction Teacher Licensure Option Master of Education (p. 48)
- Generalist Option Master of Science in Special Education (p. 49)  Offered Online
- Interdisciplinary Studies Master of Education (p. 50)
- Reading Option Master of Education (p. 50)  Offered Online
- School Counseling Option (K-12) Master of Education (p. 51)  Offered Online
- Teaching and Learning Online Certificate (p. 53)
- Teaching English to Speakers of Other Languages (TESOL) Certificate (p. 53)
- Applied Behavior Analysis Track (p. 47)
- School Counseling (K-12) Graduate Endorsement (p. 51)
- Special Education Supervisor Endorsement (p. 52)

Please see [www.msubillings.edu/coe/fieldexper/Licensure.htm](https://www.msubillings.edu/coe/fieldexper/Licensure.htm) (<https://www.msubillings.edu/coe/fieldexper/Licensure.htm>)

- Secondary Teacher Licensure Program (p. 52)
- Elementary Teacher Licensure Program (p. 49)  Offered Online



# Advanced Studies Option Applied Behavior Analysis Emphasis Master of Science in Special Education

## ☐ Offered Online

The Master of Science in Special Education Advanced Studies Option is designed for individuals who have a bachelor's degree from an accredited institution and desire to pursue advanced studies in special education applied behavior analysis, but do not wish to use this degree to gain an endorsement in special education on an educator license. This advanced degree prepares candidates to become behavior analysts, as completion of this Master's degree would qualify them to apply for the Board Certified Behavior Analyst professional exam.

Students are highly encouraged to have some background in the field of applied behavior analysis, psychology, or special education before starting the program.

The degree program includes a Verified Course Sequence, approved by the Association for Behavior Analysis International ([www.abationinternational.org](http://www.abationinternational.org) (<https://www.abainternational.org/welcome.aspx>)) and the Professional Practice track is a BACB University Intensive Practicum.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Admission Requirements

1. Undergraduate GPA of at least 3.0. Applicants that already have a Master's degree from an accredited institution are not required to meet the GRE requirement.
2. Current resume or CV.
3. Statement of purpose describing the applicant's professional goals and the purpose of pursuing the degree program. One page maximum in narrative format, not bulleted
4. Two academic or professional letters of recommendation. Recommendations from those who have a personal relationship with the applicant (such as family members, friends, doctors, or clergy) are not accepted.
5. Criminal background report submitted to the College of Education Licensure Officer.

Note: Only 400-level courses or above and one "C" grade can be counted in coursework leading to the Master of Science in Special Education Advanced Studies, Master of Science in Special Education Advanced Studies Option Applied Behavior Analysis Emphasis, and Master of Science in Special Education Generalist.

Note: Master of Science in Special Education Generalist option PRAXIS in special education is required for exit and special education endorsement.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions of an applied behavior analyst
- Follow the ethical codes applicable to their profession
- Implement applied behavior analysis practices that are evidence and researched based
- Understand the need to be a life-long learner in the applied behavior analysis profession

## Required Courses

Code	Title	Credits
<b>Professional Core</b>		
SPED 502	Research in Special Programs	3
SPED 533	Lrning & Exp Anlysis of Bhvr	3
Subtotal		6
<b>Professional Specialization</b>		
SPED 515	Ethics in Educ & Human Svcs	3
SPED 520	Applied Behavior Analysis	3
SPED 550	Tchnlg Stdnts w Emtnl/Bhvr Dis	3
SPED 551	Assessment & Planning	3
SPED 574	Data-Based Instruction	3
SPED 580	Autism Spctr Dis: Char & Intrv	3
SPED 586	Cncptl Iss in Radical Behvrism	3
SPED 592	Seminar	3
SPED 599	Thesis (two semesters, 3 credits each semester)	6
<b>Total Minimum Credits</b>		<b>36</b>

Note: Only one "C" grade can be counted in coursework leading to a degree in the Master of Science in Special Education Advanced Studies Option.

# Advanced Studies Option Special Education Emphasis Master of Science in Special Education

## ☐ Offered Online

The Master of Science in Special Education Advanced Studies Special Education Emphasis degree plan is designed for individuals who have an undergraduate degree in special education, have a special education endorsement on their educator license, or who wish to pursue advanced studies in special education but do not wish to teach P-12 special education. This is a non-endorsable plan of study.

This degree prepares candidates to teach in a categorical or cross-categorical area of special education, advance toward administrative positions, pursue positions in related fields, do research in special education, or pursue a doctoral degree.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Admission Requirements

1. Undergraduate GPA of at least 3.0. Applicants with a lower GPA may be provisionally admitted but are required to take the GRE within the first semester. Scores of 145 verbal, 145 quantitative, and 3.5 writing are expected. Applicants that already have a Master's degree from an accredited institution are not required to meet the GRE requirement.
2. Current resume or CV.
3. Statement of purpose describing the applicant's professional goals and the purpose of pursuing the degree program. One page maximum in narrative format, not bulleted
4. Two academic or professional letters of recommendation. Recommendations from those who have a personal relationship with the applicant (such as family members, friends, doctors, or clergy) are not accepted.

5. Criminal background report submitted to the College of Education Licensure Officer.

Note: Only 400-level courses or above and one "C" grade can be counted in coursework leading to the Master of Science in Special Education Advanced Studies, Master of Science in Special Education Advanced Studies Option Applied Behavior Analysis Emphasis, and Master of Science in Special Education Generalist.

Note: Master of Science in Special Education Generalist option PRAXIS in special education is required for exit and special education endorsement.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate knowledge, skills, and dispositions the role of a special educator with advanced knowledge and skills
- Follow the ethical codes applicable to their profession
- Implement special education practices that are evidence and researched based
- Understand the need to be a life-long learner in the special education profession

## Required Courses

Code	Title	Credits
<b>Professional Core</b>		
EDF 501 or SPED 502	Research Dsgn & Interpretation Research in Special Programs	3
EDF 530	Adv Human Dev & Learning	3
Subtotal		6
<b>Professional Specialization</b>		
SPED 550	Tchnng Stdnts w Emtnl/Bhvr Dis	3
SPED 560	EBP:Stdnts with Learning Disab	3
SPED 570	EBP: Intell & Dev Disabilities	3
SPED 600	Facilitating Positive Behavior	3
Subtotal		12
<b>Electives</b>		
Select 9 credits from SPED, RD, or EDCI courses.		9
<b>Professional Practice</b>		
<i>Select one of the following options:</i>		
SPED 590	Internship	
and one elective course		
<i>OR</i>		
SPED 599	Thesis	
Subtotal		6
<b>Total Minimum Credits</b>		<b>33</b>

Note: Only one "C" grade can be counted in coursework leading to a degree in the Master of Science in Special Education Advanced Studies Option.

## Suggested Plan of Study

Code	Title	Credits
Fall		
EDF 501 or SPED 502	Research Dsgn & Interpretation Research in Special Programs	3
Elective		
Spring		
SPED 550	Tchnng Stdnts w Emtnl/Bhvr Dis	3

Elective		
Summer		
SPED 570	EBP: Intell & Dev Disabilities	3
Fall		
SPED 600	Facilitating Positive Behavior	3
Elective		
Spring		
SPED 560	EBP:Stdnts with Learning Disab	3
Elective		
Summer		
EDF 530	Adv Human Dev & Learning	3
Fall		
Thesis or Elective		
Spring		
Thesis or Internship		

## Applied Behavior Analysis Track Verified Course Sequence for BCBA Only For Non-Degree Seeking Students

MSU Billings offers a Verified Course Sequence with or without Experience sanctioned by the Behavior Analyst Certification Board ([www.bacb.com](http://www.bacb.com) (<http://www.bacb.com>)). Coursework covers content from the 5th Edition Task List involving 315 hours of study in 7 courses.

Courses in the VCS and UIP require students to have a cleared Criminal Background Report on file in the College of Education Licensure Office.

In order to apply for this option, students must already possess a qualifying Master's Degree (in education, psychology, or applied behavior analysis). Qualifying degrees can be determined by contacting the Behavior Analyst Certification Board directly at [www.bacb.com](http://www.bacb.com) (<http://www.bacb.com>). Applicants wishing to take the behavior analyst exams are encouraged to contact the BACB. The information is provided to assist students who wish to benefit from BACB courses.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills and dispositions of an applied behavior analyst
- Follow the ethical codes applicable to their profession
- Implement applied behavior analysis practices that are evidence and researched based
- Understand the need to be a life-long learner in the applied behavior analysis profession

## Required Courses

Code	Title	Credits
<b>Applied Behavior Analysis Courses</b>		
SPED 502	Research in Special Programs	3
SPED 515	Ethics in Educ & Human Svcs	3
SPED 520	Applied Behavior Analysis	3

SPED 551	Assessment & Planning	3
SPED 574	Data-Based Instruction	3
SPED 586	Cncptl Iss in Radical Behvrism	3
<b>Subtotal</b>		<b>18</b>
<b>Competency Elective</b>		
Select one course from the following:		3
SPED 550	Tchnng Stdnts w Emtnl/Bhvrl Dis	
SPED 580	Autism Spctr Dis: Char & Intrv	
<b>Total Minimum Credits</b>		<b>21</b>

Note: Only one "C" grade can be counted in coursework for the ABA non-degree track.

## Suggested Plan of Study

Code	Title	Credits
Fall		
SPED 520	Applied Behavior Analysis	3
Spring		
SPED 574	Data-Based Instruction	3
SPED 580	Autism Spctr Dis: Char & Intrv	3
or SPED 550	Tchnng Stdnts w Emtnl/Bhvrl Dis	
Fall		
SPED 502	Research in Special Programs	3
SPED 551	Assessment & Planning	3
Spring		
SPED 586	Cncptl Iss in Radical Behvrism	3
SPED 515	Ethics in Educ & Human Svcs	3

# Curriculum and Instruction Teacher Licensure Option Master of Education

This program is designed for persons with baccalaureate degrees from accredited institutions who wish to become secondary, K-12, and elementary education teachers. The additional required teaching major content core coursework can be located in the undergraduate advising worksheets under the content area teaching option. The master licensure program offers many evening and some online courses.

All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.

## Admission Requirements

The following criteria are considered for program admission decisions for the Master of Education (M.Ed.):

1. Undergraduate GPA of at least 3.0.
2. Graduate GPA of at least 3.0
3. The Master of Education Curriculum and Instruction Licensure Option and Post Baccalaureate Endorsement Plans of Study do not require the GRE, but do require PRAXIS II Content Exams for exit and licensure.

Provisional admission may be considered for students who do not meet these criteria.

## Required Courses Elementary Specialization

Code	Title	Credits
<b>Advanced Professional Core</b>		
EDCI 610	Curr Theory: Analysis & Pract	3
EDCI 697	Critical Issues in Education	3
EDF 501	Research Dsgn & Interpretation	3
<b>Subtotal</b>		<b>9</b>
<b>Licensure Professional Core</b>		
EDCI 500	Curriculum Development	2
EDCI 519	Graduate Practicum	2
EDCI 572	Intro Educational Technology	3
EDCI 584	Student Teaching (K-12)	6
or EDCI 585	Student Teaching (Elementary)	
or EDCI 586	Student Teaching (Secondary)	
EDF 515	Social & Phil Issues in Educ	3
EDF 530	Adv Human Dev & Learning	3
SPED 540	Educ of Exceptional Learners	3
<b>Subtotal</b>		<b>22</b>
<b>Elementary Specialization</b>		
EDCI 511	Inst Strtgs Lang Arts/Chld Lit	2
EDCI 512	Inst Strtgs in Social Studies	2
EDCI 513	Inst Strtgs in Mathematics	2
EDCI 514	Inst Strtgs in Science	2
EDCI 517	Intgrtng Arts Across Elem Curr	4
HTH 412	Drugs and Alcohol	1
HHP 518	Hlth Enhncmnt Mthd & Mtrls K-8	2
RD 510	Instructional Practices	2
<b>Subtotal</b>		<b>17</b>
<b>Total Minimum Credits</b>		<b>48</b>

The additional required teaching major content core coursework can be located in the undergraduate catalog under the content area teaching option. In addition, Indian Education for All requirements must be met prior to licensure.

## Secondary and K-12 Specialization

Code	Title	Credits
<b>Advanced Professional Core</b>		
EDCI 610	Curr Theory: Analysis & Pract	3
EDCI 697	Critical Issues in Education	3
EDF 501	Research Dsgn & Interpretation	3
<b>Subtotal</b>		<b>9</b>
<b>Licensure Professional Core</b>		
EDCI 500	Curriculum Development	2
EDCI 519	Graduate Practicum	2
EDCI 572	Intro Educational Technology	3
EDCI 584	Student Teaching (K-12)	6
or EDCI 585	Student Teaching (Elementary)	
or EDCI 586	Student Teaching (Secondary)	
EDF 515	Social & Phil Issues in Educ	3
EDF 530	Adv Human Dev & Learning	3
SPED 540	Educ of Exceptional Learners	3

Subtotal	22
<b>Secondary and K-12 Specialization</b>	
Content Area Methods (dependent upon discipline)	3-6
HTH 412      Drugs and Alcohol	1
RD 520      Content Area Rd & Writing	3
Subtotal	7-10
<b>Total Minimum Credits</b>	<b>38-41</b>

The additional required teaching major content core coursework can be located in the undergraduate catalog under the content area teaching option. In addition, Indian Education for All requirements must be met prior to licensure.

## Elementary Teacher Licensure Program

☐ Offered Online

### (Non-Degree Teacher Licensure)

This non-degree program is designed for persons with baccalaureate degrees from accredited institutions who wish to become elementary education teachers.

The additional required teaching major content coursework can be located in the undergraduate catalog under the content area teaching option. The licensure program offers many evening and some online courses.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

Code	Title	Credits
<b>Licensure Professional Core</b>		
EDCI 500	Curriculum Development	2
EDCI 519	Graduate Practicum	2
EDCI 572	Intro Educational Technology	3
EDCI 585	Student Teaching (Elementary)	6
EDF 515	Social & Phil Issues in Educ	3
EDF 530	Adv Human Dev & Learning	3
SPED 540	Educ of Exceptional Learners	3
Subtotal		22
<b>Elementary Specialization</b>		
EDCI 511	Inst Strtgs Lang Arts/Chld Lit	2
EDCI 512	Inst Strtgs in Social Studies	2
EDCI 513	Inst Strtgs in Mathematics	2
EDCI 514	Inst Strtgs in Science	2
EDCI 517	Intgrtng Arts Across Elem Curr	4
HHP 518	Hlth Enhncmnt Mthd & Mtrls K-8	2
HTH 412	Drugs and Alcohol	1
RD 510	Instructional Practices	2
Subtotal		17
<b>Total Minimum Credits</b>		<b>39</b>

In addition, Indian Education for All requirements must be met prior to licensure.

## Generalist Option Master of Science in Special Education

☐ Offered Online

The Master of Science Degree in Special Education Generalist Option is designed for individuals with teaching degrees who have had no undergraduate preparation in special education and who wish to pursue an endorsement in special education while also achieving a master's degree. Individuals receiving this degree are prepared to teach special education, advance toward administrative positions, do research in the field, or prepare for a doctoral degree. The degree may be added as an endorsement to an educator license in either elementary or secondary education. Candidates pursuing this degree must have taken SPED 540 within six years of beginning the master's program. To achieve an endorsement in special education for licensure purposes, candidates must take 6 credits of SPED 584.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

### Admission Requirements

- Undergraduate GPA of at least 3.0. Applicants with a lower GPA may be provisionally admitted but are required to take the GRE within the first semester. Scores of 145 verbal, 145 quantitative, and 3.5 writing are expected. Applicants that already have a Master's degree from an accredited institution are not required to meet the GRE requirement.
- Current resume or CV.
- Statement of purpose describing the applicant's professional goals and the purpose of pursuing the degree program. One page maximum in narrative format, not bulleted.
- Two academic or professional letters of recommendation. Recommendations from those who have a personal relationship with the applicant (such as family members, friends, doctors, or clergy) are not accepted.
- Criminal background report submitted to the College of Education Licensure Officer.

Note: Only 400-level courses or above and one "C" grade can be counted in coursework leading to the Master of Science in Special Education Advanced Studies, Master of Science in Special Education Advanced Studies Option Applied Behavior Analysis Emphasis, and Master of Science in Special Education Generalist.

Note: Master of Science in Special Education Generalist option PRAXIS in special education is required for exit and special education endorsement.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions of a special educator
- Follow the ethical codes applicable to their profession
- Follow special education laws and practices
- Implement special education practices that are evidence and researched based
- Understand the need to be a life-long learner in the special education profession

### Required Courses

Code	Title	Credits
<b>Professional Core</b>		
EDF 501	Research Dsgn & Interpretation	3
or SPED 502	Research in Special Programs	

EDF 530	Adv Human Dev & Learning	3
Subtotal		6
<b>Professional Preparation</b>		
RD 517	Diagnostic Aspects	3
SPED 504	Multitiered Systems of Support	3
SPED 505	Assessment Stdnts-Special Need	3
SPED 510	Spec Ed Law Procedur & Practic	3
SPED 530	Curr Adapt Spec Populations	3
SPED 550	Tchnng Stdnts w Emtnl/Bhvr Dis	3
SPED 560	EBP:Stdnts with Learning Disab	3
SPED 570	EBP: Intell & Dev Disabilities	3
SPED 600	Facilitating Positive Behavior	3
Subtotal		27
<b>Professional Practice</b>		
SPED 584	Student Teaching	6
Subtotal		6
<b>Total Minimum Credits</b>		<b>39</b>

Only one "C" grade can be counted in coursework leading to a degree in the Master of Science in Special Education Generalist Option.

## Interdisciplinary Studies Master of Education

This degree program allows students to develop a comprehensive plan for advanced study in an area of education other than those specifically designed programs described elsewhere in this catalog. Programs of study in this option must include coursework from a minimum of two programs, selected in consultation with the student's advisor. The Program of Study below is not applicable for educator licensure.

Students pursuing degrees in this program area will have an Advisory Committee that consists of faculty from at least two programs. The Advisory Committee will meet with the student and approve the Program of Study.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

### Admission Requirements

The following criteria are considered for program admission decisions for the Master of Education (M.Ed.):

1. Undergraduate GPA of at least 3.0.
2. Graduate GPA of at least 3.0
3. GRE (Graduate Record Examination) total score of 290 (verbal + quantitative) and written score of 3.5.

Provisional admission may be considered for students who do not meet these criteria.

Note: Students in the Master of Education Interdisciplinary Studies program must meet minimum GRE scores of 145 verbal, 145 quantitative, and 3.5 writing.

## Required Courses

Code	Title	Credits
<b>Professional Core</b>		
EDF 501	Research Dsgn & Interpretation	3
EDF 530	Adv Human Dev & Learning	3
Subtotal		6
<b>Professional Specialization</b>		<b>24</b>
Programs of study will include coursework from at least two programs. Students should meet with a faculty member to determine specific requirements in their areas of interest.		
<b>Capstone</b>		
Select one of the following options:		6
Option 1:		
EDCI 699	Thesis	
Option 2:		
EDCI/EDF 698	Directed Research Project	
EDCI 697	Critical Issues in Education	
Option 3:		
EDCI 690 & EDCI 697	Internship and Critical Issues in Education	
<b>Total Minimum Credits</b>		<b>36</b>

## Reading Option Master of Education

 Offered Online

The Reading Option provides learning opportunities for teachers, reading supervisors, and principals. Obtaining an endorsement is optional and may require additional courses to meet licensure standards.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

### Admission Requirements

Undergraduate GPA of at least 3.0. Applicants with a lower GPA may be provisionally admitted but are required to take the GRE within the first semester. Scores of 145 verbal, 145 quantitative, and 3.5 writing are expected. Applicants that already have a Master's degree from an accredited institution are not required to meet this requirement.

1. Current resume or CV.
2. Official transcripts.
3. Criminal background report submitted to the College of Education Licensure Officer.
4. Immunization documentation as required by state law.
5. A complete application submitted to the Office of Graduate Studies.

Note: Provisional admittance may be considered. Students with a provisional admittance must achieve grades above a "B" in all of their coursework.



## Required Courses

### Thesis Track

Code	Title	Credits
<b>Professional Core</b>		
RD 502	Research in Special Programs	3
EDF 501	Research Dsgn & Interpretation	3
EDF 530	Adv Human Dev & Learning	3
Subtotal		9
<b>Professional Specialization</b>		
RD 505	Psychological Proc in Rd	3
RD 506	Literacy Leadership & Coaching	3
RD 513	Developing Student Writing	3
RD 514	Teaching Reading K-3	3
RD 517	Diagnostic Aspects	3
RD 518	Lit Rural/Multctrl Settings	3
RD 532	Teaching Reading 4-12	3
SPED 560	EBP:Stdnts with Learning Disab	3
Subtotal		24
<b>Thesis</b>		
RD 599	Thesis	6
Subtotal		6
<b>Total Minimum Credits</b>		<b>39</b>

### Professional Practice Track

Code	Title	Credits
<b>Professional Core</b>		
RD 502	Research in Special Programs	3
EDF 501	Research Dsgn & Interpretation	3
EDF 530	Adv Human Dev & Learning	3
Subtotal		9
<b>Professional Specialization</b>		
RD 505	Psychological Proc in Rd	3
RD 506	Literacy Leadership & Coaching	3
RD 513	Developing Student Writing	3
RD 514	Teaching Reading K-3	3
RD 517	Diagnostic Aspects	3
RD 518	Lit Rural/Multctrl Settings	3
RD 532	Teaching Reading 4-12	3
SPED 560	EBP:Stdnts with Learning Disab	3
Subtotal		24
RD 597	Action Rsrch Project & Seminar	3
<b>Total Minimum Credits</b>		<b>36</b>

## School Counseling (K-12) Graduate Endorsement

The School Counseling Endorsement can be added to a valid Class 1 Montana Educator License. The School Counseling Endorsement does not qualify for a Class 6 School Counseling License.

All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background

reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions of a school counselor
- Follow the ethical codes applicable to the profession
- Implement school counseling practices that are evidence and researched based
- Understand the need to be a life-long learner in the school counseling profession

## Required Courses

Code	Title	Credits
<b>Professional Core</b>		
Research course selected in consultation with advisor.		3
Human Development course selected in consultation with advisor.		3
Subtotal		6
<b>School Counseling Core</b>		
SCOU 505	Theories of Counseling	3
SCOU 506	Pract: Coun & Thrpy Techniques	1
SCOU 507	Ethical & Prof Issues Sch Coun	3
SCOU 508	Pract: Mltctrl/Gndr Issues	1
Subtotal		8
<b>Professional Specialization</b>		
SCOU 504	Career & Lifestyle Development	3
SCOU 520	Group & Individual Eval	3
SCOU 527	Counseling in Elem & MS	3
SCOU 554	Org & Admin School Counseling	3
SCOU 557	Group Process: Thry & Prctc	3
Subtotal		15
<b>Internship and Capstone</b>		
SCOU 590	Internship: School Counseling (Elementary)	6
SCOU 590	Internship: School Counseling (Secondary)	6
SCOU 597	Capstone in School Counseling	1
Subtotal		13
<b>Total Minimum Credits</b>		<b>42</b>

## School Counseling Option (K-12) Master of Education

 Offered Online

The School Counseling option for the Master of Education Degree meets the licensure requirements established by the Office of Public Instruction (OPI) for professional school counseling in a K-12 school setting in Montana. Completion of this program provides eligibility for the Montana Class 6 School Counselor Specialist license. The program (K-12 OPI licensure) prepares individuals to work with elementary and secondary students in a professional, compassionate manner to promote positive intellectual, behavioral, and emotional change.

All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.

## Admission Requirements

- Undergraduate GPA of at least 3.0. Applicants with lower GPA may be provisionally admitted but are required to take the GRE within the first semester. GRE total score of 290 (verbal and quantitative) and written score of 3.5 are expected. Applicants that already have a Master's degree from an accredited institution are not required to meet this requirement.
- Current resume or CV.
- Statement of purpose describing the applicant's professional goals and the purpose in pursuing the degree program. One page maximum in narrative format, not bulleted.
- Four letters of recommendation, two academic and two professional. Recommendations from those who have a personal relationship with the applicant (such as family members) are not accepted.
- Official transcripts.
- Criminal background report submitted to the College of Education Licensure Officer.
- Immunization documentation as required by state law.
- A complete application submitted to the Office of Graduate Studies.

Note: Master of Education in School Counseling and Graduate Endorsement PRAXIS in school counseling is required for exit and endorsement.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions of a school counselor
- Follow the ethical codes applicable to the profession
- Implement school counseling practices that are evidence and researched based
- Understand the need to be a life-long learner in the school counseling profession

## OPI Licensure Professional Practice Track Required Courses

Code	Title	Credits
<b>Professional Core</b>		
	Research course selected in consultation with advisor	3
	Human Development course selected in consultation with advisor	3
	Subtotal	6
<b>School Counseling Core</b>		
SCOU 505	Theories of Counseling	3
SCOU 506	Pract: Coun & Thrpy Techniques	1
SCOU 507	Ethical & Prof Issues Sch Coun	3
SCOU 508	Pract: Mltctrl/Gndr Issues	1
	Subtotal	8
<b>Professional Specialization</b>		
SCOU 504	Career & Lifestyle Development	3
SCOU 520	Group & Individual Eval	3
SCOU 527	Counseling in Elem & MS	3
SCOU 554	Org & Admin School Counseling	3
SCOU 557	Group Process: Thry & Prctc	3
	Curriculum course selected in consultation with advisor .	3
SPED 540	Educ of Exceptional Learners	3
	Subtotal	21
<b>Internship and Capstone</b>		
SCOU 590	Internship: School Counseling (Elementary)	6

SCOU 590	Internship: School Counseling (Secondary)	6
SCOU 597	Capstone in School Counseling	1
	Subtotal	13
<b>Total Minimum Credits</b>		<b>48</b>

## Secondary Teacher Licensure Program (Non-Degree Teacher Licensure)

This non-degree program is designed for persons with baccalaureate degrees from accredited institutions who wish to become secondary or K-12 education teachers.

The additional required teaching major content core coursework can be located in the undergraduate catalog under the content area teaching option. The licensure program offers many evening and some online courses.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Required Courses

Code	Title	Credits
<b>Licensure Professional Core</b>		
EDCI 500	Curriculum Development	2
EDCI 519	Graduate Practicum	2
EDCI 572	Intro Educational Technology	3
EDCI 584	Student Teaching (K-12)	6
	or EDCI 586 Student Teaching (Secondary)	
EDF 515	Social & Phil Issues in Educ	3
EDF 530	Adv Human Dev & Learning	3
SPED 540	Educ of Exceptional Learners	3
	Subtotal	22
<b>Secondary and K-12 Specialization</b>		
	Content Area Methods (dependent upon discipline)	3-6
HTH 412	Drugs and Alcohol	1
RD 520	Content Area Rd & Writing	3
	Subtotal	7-10
<b>Total Minimum Credits</b>		<b>29-32</b>

*In addition, Indian Education for All requirements must be met prior to licensure.*

## Special Education Supervisor Endorsement

Supervisory Endorsement programs of study at the post-master's level are available as an administrative endorsement in Montana for specific fields of teaching. Montana State University Billings offers a supervisory program in Special Education.

For candidates who meet all criteria below, this plan must be developed with a faculty advisor; it is subsequently approved by the Department Chair and the Dean of the College of Education. Upon completion of all program requirements and with a minimum program GPA of 3.00, the endorsement candidate is responsible to file an official Montana State University Billings transcript with the College of Education Licensure Officer and request to have the added endorsement approved by the Department Chairperson and Dean for transmission to the Office of Public Instruction in Helena.

The Supervisory Endorsement in Special Education is intended for individuals who are pursuing advanced studies in Special Education and plan to be employed as a director of special education.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Admissions Requirements

Each applicant must meet the criteria listed below:

1. Completion of a master's degree from an accredited university or college, in Special Education, or a master's degree in a special education related service field.
2. Full licensure in the field of specialization.
3. Eligible for the Montana Educator Elementary/Secondary License with the Special Education Endorsement or an educator license/license endorsement for providing related services—e.g., speech and language pathologist, school psychologist.
4. Minimum of three years special education teaching experience or five years as a related services provider.
5. Recommendation of the Chairperson of the Department of Educational Theory and Practice.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate the knowledge, skills, and dispositions of a special education supervisor
- Follow the ethical codes applicable to their profession
- Follow special education laws and practices
- Supervise the implementation of special education practices that are evidence and researched based
- Understand the need to be a life-long learner in the special education supervisory profession

### Prerequisites:

Undergraduate or graduate educational curriculum course  
Undergraduate or graduate special education law course

**Students may take the required general administration courses through any accredited Educational Leadership program. In Montana, the following institutions have accredited programs: MSU-Bozeman, Rocky Mountain College, University of Montana.**

## Required Courses

Code	Title	Credits
	Foundations of Education Leadership	3
	Supervision of Instruction	3
	Montana School Law	3
	Montana School Finance	3
	Data Driven Decisions	3
<b>The following courses are taken through MSU Billings:</b>		
SPED 611	Admin/Sprvsn Spec Prog	3
SPED 690	Internship	5
<b>Total Minimum Credits</b>		<b>23</b>

## Teaching and Learning Online Certificate

This program is no longer accepting new students.

The Certificate of Teaching and Learning Online is designed for students who are involved with preparing instructional materials offered online. The intent is to assist students with the development of sound pedagogical practices on how to teach and deliver an online course or program.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Required Courses

Code	Title	Credits
EDCI 572	Intro Educational Technology	3
EDCI 573	Pedagogical Instructional Dsgn	3
EDCI 574	Adaptations for Diverse Lnrs	3
EDCI 575	Asmnt of Online Lrng Outcms I	3
EDCI 576	Instructional Materials Design	3
EDCI 577	Asmnt of Online Lrng Outcms II	3
EDF 501	Research Dsgn & Interpretation	3
<b>Total Minimum Credits</b>		<b>21</b>

## Teaching English to Speakers of Other Languages (TESOL) Certificate

This program is no longer accepting new students.

Interested individuals must apply for admission separately for this program. Please contact Extended Campus for more information.

**All students seeking a degree or post baccalaureate program through the Department of Educational Theory & Practice must obtain criminal background reports by submitting fingerprints to the Licensure Office upon application to Graduate Studies.**

## Required Courses

Code	Title	Credits
EDCI 554	TESOL Lang, Culture & Pedagogy	3
EDCI 555	TESOL Second Lang Acquisition	3
EDCI 556	TESOL Methds, Assessmnt,& Eval	3
LING 494	Seminar/Workshop	3
<b>Total Minimum Credits</b>		<b>12</b>

# The College of Health Professions and Science

Dr. Kurt Toenjes, Dean  
YSHB 112A, (406) 896-5831

The College of Health Professions and Science is comprised of undergraduate and graduate programs that are designed to prepare individuals for careers in the health professions and natural sciences. Academic programs in the Health Professions, such as the behavioral sciences (e.g., health promotion, human services, rehabilitation), therapeutic sciences (e.g., athletic training and RN-BSN) and support services (e.g., health administration) prepare students with the technical skills needed to work in the dynamic healthcare field. Academic Programs in the Natural Sciences, such as B.S. in Biology, Chemistry, Health and Human Performance and the B.A. in Biology, prepare students for post-baccalaureate programs in medicine, dentistry, veterinary, pharmacy and physical therapy as well as providing them with the skills needed for careers in analytical chemistry, biochemistry and biology. These programs also prepare students to be critical thinkers in their chosen profession, develop a historical consciousness, broaden their understanding of the diversity of the profession and individuals, and develop a defined sense of values that will guide them in their career.

The College of Health Professions and Science is comprised of the following academic departments:

- Health and Human Performance
- Health Care Services
- Rehabilitation and Human Services
- Biological and Physical Sciences

## College of Health Professions and Science Mission

The mission of the Montana State University Billings College of Health Professions and Science is to prepare health and STEM professionals for their chosen field, and to meet the needs of society through education, discovery, and service.

## Advisement of Students

Upon admission to graduate programs, students are assigned an advisor in the department that administers the degree program they have chosen. Students then work with the assigned advisor to develop their DegreeWorks program of study and meet any admission requirements not initially met in order to be formally admitted to their program and proceed to candidacy. Students are informed by letter from the Office of Graduate Studies on the status of their admission (provisional or regular) and the name and phone number of their advisor.

### A

- Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science (p. 56)
- Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science (p. 57)
- Athletic Training Master of Science (p. 58)

### C

- Clinical Rehabilitation and Mental Health Counseling Master of Science (p. 70)

### H

- Health Administration and Leadership Certificate (p. 66)
- Health Administration Master of Health Administration (p. 66)
- Health and Human Performance Bachelor of Science/Athletic Training Master of Science 3+2 Option (p. 59)

### I

- Interdisciplinary Studies Exercise and Sport Leadership Master of Science (p. 60)

### O

- Outdoor Adventure Leadership Bachelor of Science/Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science 3+2 (p. 61)
- Outdoor Adventure Leadership Bachelor of Science/Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science 3+2 (p. 63)

# The Department of Health and Human Performance

Dr. Suzette Nynas Chairperson  
PE 119, (406) 657-2370

## Mission

The Department of Health and Human Performance through excellent instruction, innovative research, and community outreach to the local and global community is dedicated to preparing exemplary professionals who promote health and human performance.

## Graduate Degree Programs

### Master of Science in Athletic Training

This is a clinical degree program where the curriculum is based on both cognitive and psychomotor learning experiences. The master of science Athletic Training Program (ATP) is designed to prepare students for the Board of Certification (BOC) Exam and to become athletic training professionals. In order to become eligible to sit for the BOC examination, students must successfully complete the didactic coursework and clinical competencies and proficiencies, and complete clinical education experiences each semester over the course of the two year (including summers) program. Each new ATP cohort begins in June.

## Transfer Credit

A maximum of twelve (12) graduate credits may be accepted for transfer from approved accredited educational institutions. Copies of official transcripts must be sent directly from the registrar to the Office of Graduate Studies. No course credit may be transferred unless the grade received was at least a "B." Transfer credits will be evaluated by the faculty, the program director, and the Health and Human Performance Department. Copies of syllabi from transfer courses may be required to accurately judge the equivalency of courses.

## DegreeWorks Program of Study

Once admitted to one of the above programs, students meet with their advisor during the first semester of coursework and develop a DegreeWorks program of study that reflects their area of professional interest.

## Research Project or Thesis

Students must complete a research project or a thesis. Though both involve personal research that includes development of a research question, formulation of appropriate inquiry methods, data collection, analysis, interpretation, and communication skills, a thesis differs from a research project by having greater scope and greater potential contribution to the larger profession beyond personal interest.

Students should consult with the faculty prior to deciding between the research project or thesis.

## Research Project/Thesis and Defense

The student will meet with an advisor to explore a master's thesis topic and design a suitable project. A formal proposal, the format of which is to be determined by the advisor, will be written and presented before the graduate faculty. Following completion of the project, a defense of the project will be conducted before the graduate faculty.

The most current descriptions and requirements for these academic programs including course syllabi are available at the Department of Health and Human Performance Website: [www.msubillings.edu/chps/hhp/index.htm](http://www.msubillings.edu/chps/hhp/index.htm) (<https://www.msubillings.edu/chps/hhp/>)

- Health and Human Performance Bachelor of Science/Athletic Training Master of Science 3+2 Option (p. 59)
- Outdoor Adventure Leadership Bachelor of Science/Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science 3+2 (p. 61)
- Outdoor Adventure Leadership Bachelor of Science/Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science 3+2 (p. 63)
- Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science (p. 56)
- Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science (p. 57)
- Athletic Training Master of Science (p. 58)
- Interdisciplinary Studies Exercise and Sport Leadership Master of Science (p. 60)



# Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science

This program to be placed on moratorium. No new students admitted.

## Prerequisite Courses

Students entering this graduate program are expected to have appropriate academic preparation prior to beginning academic coursework in athletic training. Transcript evaluation will be done by the graduate faculty to determine fulfillment of prerequisite knowledge in these areas. The course description and/or syllabus may be used to determine acceptance.

## Core Prerequisites

- Methods of Adapted Health Enhancement (HEE 310)
- Foundations of Exercise Science w/Lab (KIN 105/KIN 106)
- Motor Learning w/Lab (KIN 330/KIN 331) or Exercise Physiology w/Lab (KIN 320/KIN 321)
- Statistics (STAT 216)
- All students must maintain a current 80-hour Wilderness First Responder certification while in the program (ECP 312)

## Adventure Leadership Option Prerequisite Courses

- Introduction to Business (BGEN 105A or BGEN 105B)
- Principles of Marketing (BMKT 325)

The ALiHR Program is a two year (five semester) program with new cohorts beginning in June.

## Program Admission Requirements

1. Undergraduate GPA of 3.0 (GPA below 3.0 may be considered)
2. Graduate Record Exam (GRE) or an equivalent exam.
3. Completed graduate application form and application fee.
4. Three (3) letters of recommendation.
5. Application essay.
6. Official transcripts from each institution attended.
7. Student must complete technical standards and a background check once accepted into the program.

**Admission into the ALiHR Program is a competitive process.** MSUB ALiHR program will accept applications after the deadline; however, that applicant will be at a disadvantage. A student may be considered for the program after the application deadline if the student meets the requirements and a position exists.

## Student Learning and Outcomes Assessment

The National Council for Therapeutic Recreation (NCTRC) has set the benchmarks for education, exam preparation, and professional practice for therapeutic recreation.

The MSU Billings ALiHR program seeks to meet and exceed the educational requirements presented in the NCTRC Training Education Competencies. The program further seeks to produce adventure leaders who possess the ability to function as professionals in accordance with the current role NCTRC Job Analysis, but also have the ability to conduct and evaluate research in the adventure recreation field.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students will demonstrate safe and effective leadership and planning consistent with professional standards, including risk management.
- Students will meet or exceed minimal requirements for professional certifications.
- Recreation Therapy option students will ascertain and demonstrate the required skills for all NCTRC recreation therapy competencies and clinical integration proficiencies.
- Students will display critical thinking skills and formulate sound decisions in their field experiences.
- Students will establish professional relationships with governmental and private adventure recreation organizations and/or relevant medical and allied health care providers.
- Students will develop, design, and execute independent research projects or participate in an extended experiential/clinical internship.

## Required Courses

Code	Title	Credits
<b>Core Requirements</b>		
ALHR 501	Orientation to ALiHR	1
ALHR 502	Adventure Skills Training	1
ALHR 503	Cont Iss Hlth/Rec Ther/Adv Ldr	3
HHP 502	Rsrch in Exercise & Sport Sci	3
REC 510	Adventure Leadership	3
REC 511	Adv Guiding & Instructing	3
Subtotal		14
<b>Adventure Leadership Option Requirements</b>		
ALHR 530	Hist Pers & Polcy of Outd Adv	3
ALHR 532	Budg, Fin, & FacI Mgmt Adv Rec	3
ALHR 533	Risk Mgmt & Comm in Adv Rec	2
EDCI 500	Curriculum Development	2
EDF 530	Adv Human Dev & Learning	3
HHP 550	Psychological Principles	3
HHP 594	Clinic	2
REC 566	Ethical & Legal Aspects in OAL	3
REC 570	Adventure Prog Planning & Dev	3
Subtotal		24
Select one of the following options:		
<i>Project</i>		
HHP 590	Internship	6
HHP 597	Capstone Project	1
Subtotal		7
<i>Thesis</i>		
HHP 590	Internship	1
HHP 599	Thesis	6
Subtotal		7
<b>Total minimum credits</b>		<b>45</b>

# Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science

This program to be placed on moratorium. No new students admitted.

## Prerequisite Courses

Students entering this graduate program are expected to have appropriate academic preparation prior to beginning academic coursework in athletic training. Transcript evaluation will be done by the graduate faculty to determine fulfillment of prerequisite knowledge in these areas. The course description and/or syllabus may be used to determine acceptance.

### Core Prerequisites

- Methods of Adapted Health Enhancement (HEE 310)
- Foundations of Exercise Science w/Lab (KIN 105/KIN 106)
- Motor Learning w/Lab (KIN 330/KIN 331) or Exercise Physiology w/Lab (KIN 320/KIN 321)
- Statistics (STAT 216)
- All students must maintain a current 80-hour Wilderness First Responder certification while in the program (ECP 312)

### Recreation Therapy Option Prerequisite Courses

- Human Anatomy and Physiology I w/Lab (Required for NCTRC Certification S4) (BIOH 301/BIOH 302, or BIOB 101 & CHMY 121 or BIOB 160 & CHMY 141)
- Developmental Psychology (PSYX 230 or PSYX 100)
- Abnormal Psychology (Required for NCTRC Certification S3) (PSYX 340 or PSYX 100)

The ALiHR Program is a two year (five semester) program with new cohorts beginning in June.

## Program Admission Requirements

1. Undergraduate GPA of 3.0 (GPA below 3.0 may be considered)
2. Graduate Record Exam (GRE) or an equivalent exam.
3. Completed graduate application form and application fee.
4. Three (3) letters of recommendation.
5. Application essay.
6. Official transcripts from each institution attended.
7. Student must complete technical standards and a background check once accepted into the program.

**Admission into the ALiHR Program is a competitive process.** MSUB ALiHR program will accept applications after the deadline; however, that applicant will be at a disadvantage. A student may be considered for the program after the application deadline if the student meets the requirements and a position exists.

## Student Learning and Outcomes Assessment

The National Council for Therapeutic Recreation (NCTRC) has set the benchmarks for education, exam preparation, and professional practice for therapeutic recreation.

The MSU Billings ALiHR program seeks to meet and exceed the educational requirements presented in the NCTRC Training Education Competencies. The program further seeks to produce adventure leaders who possess the ability to function as professionals in accordance with the current role NCTRC Job Analysis,

but also have the ability to conduct and evaluate research in the adventure recreation field.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students will demonstrate safe and effective leadership and planning consistent with professional standards, including risk management.
- Students will meet or exceed minimal requirements for professional certifications.
- Recreation Therapy option students will ascertain and demonstrate the required skills for all NCTRC recreation therapy competencies and clinical integration proficiencies.
- Students will display critical thinking skills and formulate sound decisions in their field experiences.
- Students will establish professional relationships with governmental and private adventure recreation organizations and/or relevant medical and allied health care providers.
- Students will develop, design, and execute independent research projects or participate in an extended experiential/clinical internship.

## Required Courses

Code	Title	Credits
<b>Core Requirements</b>		
ALHR 501	Orientation to ALiHR	1
ALHR 502	Adventure Skills Training	1
ALHR 503	Cont Iss Hlth/Rec Ther/Adv Ldr	3
HHP 502	Rsrch in Exercise & Sport Sci	3
REC 510	Adventure Leadership	3
REC 511	Adv Guiding & Instructing	3
Subtotal		14
<b>Recreation Therapy Option Requirements</b>		
ALTR 520	Therapeutic Recreation Process	3
ALTR 521	Assmnt, Doc & Admin Rec Therapy	3
ALTR 522	Therapeutic Rec Modalities	2
ALTR 523	Therapeutic Rec & Disabilities	2
ALTR 590	Internship	3
KIN 462	Evidence Based Assessment	3
REHA 507	Prof Orient & Ethical Practice	3
REHA 515	Med & Psych Aspects Disability	3
REHA 519	Human Growth & Development	3
SPED 550	Tchnlg Stdnts w Emtnl/Bhvrl Dis	3
Subtotal		28
Select one of the following options:		
<i>Project</i>		
HHP 590	Internship	6
HHP 597	Capstone Project	1
Subtotal		7
<i>Thesis</i>		
HHP 590	Internship	1
HHP 599	Thesis	6
Subtotal		7
<b>Total minimum credits</b>		<b>49</b>

# Athletic Training Master of Science

## Prerequisite Courses

Students entering this graduate program are expected to have appropriate academic preparation prior to beginning academic coursework in athletic training. Transcript evaluation will be done by the graduate faculty to determine fulfillment of prerequisite knowledge in these areas. The course description and/or syllabus may be used to determine acceptance.

- Human Physiology and Anatomy I and II with Labs
- Exercise Physiology
- Kinesiology or Biomechanics
- General Psychology
- Basic Nutrition
- Statistics

### Preferred courses:

- Motor Learning
- undergraduate research course

Students who do not have a prerequisite course(s) may be admitted provisionally but must take the course(s) within one year of admission.

## Admission Requirements

This degree is clinical degree program. The graduate program in Athletic Training is designed to prepare students to become entry level athletic training professionals and it prepares students for the Board of Certification (BOC) exam. The curriculum is based upon cognitive and psychomotor learning experiences. In order to become eligible to sit for the BOC examination, students within this degree must successfully complete all of the coursework within the professional area, successfully complete and pass all NATA competencies, and complete clinical education experience each semester over the course of the two year (including summers) program. Each new ATP cohort begins in June.

The program will review application as they are received. Applications must be received no later than May 25th to be considered to start summer courses in June. Applications, transcripts, overall GPA, GPA in prerequisite courses, GRE scores, and an electronic audio and video interview will be used in the evaluation process.

### Program Admission Requirements

1. Undergraduate GPA of 3.0 (GPA below 3.0 may be considered)
2. A standard graduate admission test (GRE or equivalent) must be on record if cumulative GPA is below a 3.0.
3. Three (3) letters of recommendation from academic and professional references concerning the candidate's potential to succeed in graduate school. At least one letter must be from a certified athletic trainer.
4. It is recommended but not required to obtain a minimum of 25-50 contact hours with a certified athletic trainer.
5. Official transcripts from each institution attended.
6. An essay stating why the student wants to be an athletic trainer, career goals, and the attributes the student possesses that will make him or her successful in life and athletic training.
7. Completed application through ATCAS (<https://caate.net/apply-now/>). Once application and admission through ATCAS (<https://caate.net/apply-now/>) is complete, the MSUB graduate student application must be completed and the application fee paid.
8. The program has rolling admission; therefore students can apply at any time, but application to begin the program in June must be completed in May.

9. Students will be required to participate in an internet- or phone-based interview with faculty from the program.

**Admission into the Athletic Training Education Program is a competitive process.**

### Notification of Program Admittance

The applicant for the Master of Science in Athletic Training will receive a letter from the Director of Graduate Studies indicating the status of admittance no later than 30 days after the application deadline.

**Minimum Undergraduate GPA:** If a student has below a 3.0 (on a 4 point scale), that student may be admitted provisionally to the program; however, the student must complete 12 semester hours with a 3.0 or better in order to obtain full admittance into the ATP.

International students: Either TOEFL or IELTS required.

## Other Program Requirements

For other program requirements including retention and graduation requirements, please see the Athletic Training Program website ([http://www.msbillings.edu/cahp/athletic\\_training/](http://www.msbillings.edu/cahp/athletic_training/)) or Graduate Studies for the most current information.

The Athletic Training Education Program is a two year (five semester) program with each new cohort beginning in June. The program was granted initial accreditation in 2005 and students are eligible to sit for the BOC examination.

## Student Learning and Outcomes Assessment

The National Athletic Training Association (NATA), the Board of Certification (BOC) for Athletic Training and the Commission on Accreditation of Athletic Training Education (CAATE) have set the benchmarks for education, exam preparation, and professional practice for athletic training. The MSU Billings athletic training program seeks to meet and exceed the educational requirements presented in the NATA Athletic Training Education Competencies. The program further seeks to produce athletic trainers who possess the ability to function as professional athletic trainers in accordance with the current role delineation study, but also have the ability to conduct and evaluate research in the athletic training field.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students will be able to apply knowledge and skills to evaluate conditions and develop care plans.
- Students will be able to provide patient centered care while working in a variety of settings, with diverse populations.
- Students will be able to use evidence-based practice to inform and deliver patient care

Outcome assessments are conducted in each course, during clinical experiences, and at the conclusion of the research project or thesis.

## Required Courses

Code	Title	Credits
ATEP 534	Athletic Training Techniques I	3
ATEP 535	Athletic Trng Techniques II	3
ATEP 540	Practicum in Athletic Trng I	1
ATEP 541	Practicum in Athletic Trng II	1
ATEP 542	Lower Extremety Assessment	3
ATEP 544	Upper Extremity Assessment	3

ATEP 546	General Medical Assessment	3
ATEP 550	Practicum in Athletic Trng III	1
ATEP 551	Practicum in Athletic Trng IV	1
ATEP 559	Clinical Education I	2
ATEP 564	Clinical Education II	2
ATEP 566	Therapeutic Modalities	3
ATEP 572	Therapeutic Exercise	3
ATEP 574	Manual Therapy Techniques	3
ATEP 577	Clinical Education III	9
ATEP 578	Org and Admin in Athletic Trng	3
ATEP 582	Clinical Education IV	2
HADM 607	Hlth Informatics & Info Systms	3
HHP 502	Rsrch in Exercise & Sport Sci	3
HHP 598	Research Project	3
KIN 462	Evidence Based Assessment	3
NUTR 411	Nutrition for Spts & Exercise	3
<b>Total Minimum Credits</b>		<b>61</b>

Students may substitute courses and change the program plan only with the approval of the graduate faculty.

## Suggested Plan of Study

Code	Title	Credits
First Year		
Summer		
ATEP 534	Athletic Training Techniques I	3
ATEP 542	Lower Extremity Assessment	3
<b>Total</b>		<b>6</b>
Fall		
KIN 462	Evidence Based Assessment	3
ATEP 540	Practicum in Athletic Trng I	1
ATEP 544	Upper Extremity Assessment	3
ATEP 559	Clinical Education I	2
ATEP 566	Therapeutic Modalities	3
HADM 607	Hlth Informatics & Info Systms	3
<b>Total</b>		<b>15</b>
Spring		
NUTR 411	Nutrition for Spts & Exercise	3
ATEP 541	Practicum in Athletic Trng II	1
ATEP 546	General Medical Assessment	3
ATEP 564	Clinical Education II	2
ATEP 572	Therapeutic Exercise	3
HHP 502	Rsrch in Exercise & Sport Sci	3
<b>Total</b>		<b>15</b>
Second Year		
Summer		
ATEP 574	Manual Therapy Techniques	3
ATEP 578	Org and Admin in Athletic Trng	3
<b>Total</b>		<b>6</b>
Fall		
ATEP 550	Practicum in Athletic Trng III	1
ATEP 577	Clinical Education III	9
<b>Total</b>		<b>10</b>

Spring		
ATEP 535	Athletic Trng Techniques II	3
ATEP 551	Practicum in Athletic Trng IV	1
ATEP 582	Clinical Education IV	2
HHP 598	Research Project	3
<b>Total</b>		<b>9</b>

## Health and Human Performance Bachelor of Science/Athletic Training Master of Science 3+2 Option

The 3+2 between Health and Human Performance and Athletic Training Program (ATP) allows students to obtain both a Bachelor's degree in Health and Human Performance (HHP) and Master's degree in Athletic Training (AT) within five years, which is extremely beneficial to the student financially and effectively decreases time spent working towards a degree. Students are required to complete three years in the undergraduate HHP major, obtaining general education requirements as well as prerequisite courses for the ATP. During the third year, the student applies for acceptance into the ATP. If not accepted, the student may reapply to the ATP and continue to work on coursework for the HHP degree. If accepted, the student will begin specific ATP coursework in the beginning of the fourth year, with coursework beginning in June. After successful completion of the fourth year, students are eligible for graduation with the bachelor's degree. At the successful completion of the fifth year, students are eligible for graduation with the master's degree as well as eligible to take the Board of Certification (BOC) examination.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Students will meet or exceed minimal requirements for professional certification.
- Students will ascertain and demonstrate the required skills for all NATA Athletic Training Education competencies and clinical integration proficiencies.
- Students will display critical thinking skills and formulate sound clinical decisions in their Clinical field experiences.
- Students will develop, design, and execute independent research projects.

## Admission Requirements

1. Undergraduate GPA of 3.0 (GPA below 3.0 may be considered)
2. A standard graduate admission test (GRE or equivalent) must be on record if cumulative GPA is below a 3.0.
3. Three (3) letters of recommendation from academic and professional references concerning the candidate's potential to succeed in graduate school. At least one letter must be from a certified athletic trainer.
4. It is recommended but not required to obtain a minimum of 25-50 contact hours with a certified athletic trainer.
5. Official transcripts from each institution attended.
6. An essay stating why the student wants to be an athletic trainer, career goals, and the attributes the student possesses that will make him or her successful in life and athletic training.
7. Completed application through ATCAS (<https://caate.net/apply-now/>). Once application and admission through ATCAS (<https://caate.net/apply-now/>) is complete, the MSUB graduate student application must be completed and the application fee paid.
8. The program has rolling admission; therefore students can apply at any time, but application to begin the program in June must be completed in May.

9. Students will be required to participate in an internet- or phone-based interview with faculty from the program.

## Provisional Acceptance

Once a student has met all admission criteria and is admitted into the ATP, that student will receive provisional acceptance. In order to gain full acceptance the student will have to successfully complete the following:

1. Technical Standards
2. Criminal Background Check
3. Prerequisite Courses. If a student does not have all the prerequisite courses and has met all other criteria for admission into the ATP, a student will be allowed one (1) year to successfully complete prerequisite courses and to gain admission.

## Required Courses

Code	Title	Credits
General Education Requirements ( <a href="https://catalog.msbillings.edu/undergraduate/general-education-requirements/">https://catalog.msbillings.edu/undergraduate/general-education-requirements/</a> )		31
Students should consult with an academic advisor before registering for General Education courses in order to minimize the number of courses needed to satisfy the requirements of the major.		
<b>Interdisciplinary Core</b>		
BIOB 101	Discover Biology *	3
BIOB 102	Discover Biology Lab *	1
CHMY 121	Intro to General Chemistry *	3
CHMY 122	Intro to Gen Chem Lab *	1
PHSX 103	Our Physical World *	3
PSYX 100	Intro to Psychology *	3
STAT 216	Introduction to Statistics *	4
Subtotal		18
<b>Bachelor Requirements</b>		
ACT 498	Internship/Cooperative Educ	3
AHAT 210	Prev & Care Athletic Injuries	3
AHMS 144	Medical Terminology	3
BIOH 301	Human Anatomy & Physiology I	3
BIOH 302	Human Anatomy & Phys I Lab	1
BIOH 311	Human Anatomy & Physiology II	3
BIOH 312	Human Anatomy & Phys II Lab	1
CHTH 317	Health Behavior Theories	3
ECP 120	Emergency Medical Responder	3
HTH 411	Alcohol, Tobacco, Drug Prevent	3
HTH 435	Hlth & Wllnss Acrss the Lfspn	3
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
KIN 320	Exercise Physiology	3
KIN 321	Exercise Physiology Lab	1
KIN 322	Kinesiology	3
KIN 323	Anatomical Kinesiology Lab	1
KIN 325	Biomechanics	3
KIN 328	Biomechanics Lab	1
KIN 330	Motor Learning and Control	3
KIN 331	Motor Learning and Control Lab	1
KIN 364	Rsrch Meths in Hlth Hmn Prfrm	3
KIN 415	Adv Exercise Test & Prescrip	3

KIN 462	Evidence Based Assessment	3
NUTR 221	Basic Human Nutrition	3
WRIT 201	College Writing II	3
Elective selected in consultation with advisor		3
Select an ACT or REC elective in consultation with advisor. Suggested electives include:		2
ACT 110	Beginning Weight Training	
ACT 150	Beginning Yoga	
ACT 155	Beginning Judo	
ACT 294	Seminar/Workshop	
REC 285	Scuba Diving I	
Subtotal		69
<b>Master Requirements</b>		
ATEP 534	Athletic Training Techniques I	3
ATEP 535	Athletic Trng Techniques II	3
ATEP 540	Practicum in Athletic Trng I	1
ATEP 541	Practicum in Athletic Trng II	1
ATEP 542	Lower Extremety Assessment	3
ATEP 544	Upper Extremity Assessment	3
ATEP 546	General Medical Assessment	3
ATEP 550	Practicum in Athletic Trng III	1
ATEP 551	Practicum in Athletic Trng IV	1
ATEP 559	Clinical Education I	2
ATEP 564	Clinical Education II	2
ATEP 566	Therapeutic Modalities	3
ATEP 572	Therapeutic Exercise	3
ATEP 574	Manual Therapy Techniques	3
ATEP 577	Clinical Education III	9
ATEP 578	Org and Admin in Athletic Trng	3
ATEP 582	Clinical Education IV	2
HADM 607	Hlth Informatics & Info Systems	3
HHP 502	Rsrch in Exercise & Sport Sci	3
NUTR 411	Nutrition for Spts & Exercise	3
Elective selected in consultation with advisor		3
HHP 598	Research Project	3-6
or HHP 599	Thesis	
Subtotal		61-64
<b>Total Minimum Credits</b>		<b>164</b>

\* May satisfy General Education requirements.

*Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.*

## Suggested Plan of Study

Please see the department for an updated plan of study.

## Interdisciplinary Studies Exercise and Sport Leadership Master of Science

The Master of Science Interdisciplinary Studies Exercise and Sport Leadership Option allows the practicing professional to pursue a course of study in Health and Physical



Education designed in consultation with the Department of Health and Human Performance graduate faculty.

## Admission Requirements

The Department of Health and Human Performance requires the following minimum requirements in determining program admission to graduate degree programs.

1. Undergraduate grade point average (GPA) of 3.0 (on a 4 point scale).
2. Graduate Record Examination (GRE) or other graduate entrance examination.
3. One official transcript from each college and/or university attended.
4. Complete Montana State University Billings Graduate Studies application ([www.msubillings.edu/grad/application\\_options.htm](http://www.msubillings.edu/grad/application_options.htm) ([http://www.msubillings.edu/grad/application\\_options.htm](http://www.msubillings.edu/grad/application_options.htm)))

## Student Learning and Outcome Assessment

Graduates of the Interdisciplinary Master's degree program will develop specific proficiencies in conducting and evaluating research relevant to their unique professional specialization in order to be able to provide professionally insightful and justifiable answers, opinions, advice, and direction to individuals and groups they serve. As Master's level students they will also demonstrate the ability to competently apply critical thinking and research skills to understand professionally relevant topics and issues. Students will further demonstrate professional written and oral communication skills with various constituencies in diverse settings. Outcome assessments are conducted in each course, during internship experiences, and at the conclusion of the research project or thesis.

## Required Courses

Code	Title	Credits
<b>Core Courses</b>		
EDF 501	Research Dsgn & Interpretation	3
HHP 540	Sport Leadership	3
HHP 550	Psychological Principles	3
HHP 570	Sport Organizations & Gov	3
HHP 592	Seminar	3
Subtotal		15
<b>Electives</b>		
Select 9 credits from the following. Determined in collaboration with an advisor. This list is illustrative, not exhaustive.		
BMKT 325	Principles of Marketing	
KIN 320 & KIN 321	Exercise Physiology and Exercise Physiology Lab	
KIN 327 & KIN 328	Kinesiology & Biomechanics and Biomechanics Lab	
KIN 330 & KIN 331	Motor Learning and Control and Motor Learning and Control Lab	
NUTR 411	Nutrition for Spts & Exercise	
Subtotal		9
<b>Professional Semester</b>		
HHP 590	Internship	3-6
HHP 599	Thesis	6
Subtotal		9-12
<b>Total Minimum Credits</b>		<b>36</b>

**Comprehensive exams, written and oral, are required.**

## Outdoor Adventure Leadership Bachelor of Science/Adventure Leadership in Health and Recreation Adventure Leadership Option Master of Science 3+2

This program to be placed on moratorium. No new students admitted.

The 3+2 between Outdoor Adventure Leadership (OAL) and Adventure Leadership in Health and Recreation (ALiHR) allows students to obtain both a Bachelor's degree in OAL and Master's degree in ALiHR within five years, which is extremely beneficial to the student financially and effectively decreases time spent working towards a degree. Students are required to complete three years in the undergraduate OAL major, obtaining general education requirements as well as prerequisite courses for the ALiHR program. During the third year, the student applies for acceptance into the ALiHR program (February 1). If not accepted, the student may reapply to the ALiHR program and continue to work on coursework for the OAL degree. If accepted, the student will begin specific ALiHR coursework in the beginning of the fourth year, with coursework beginning in June. After successful completion of the fourth year, students are eligible for graduation with the bachelor's degree. At the successful completion of the fifth year, students are eligible for graduation with the master's degree. If the ALiHR student has completed the Recreation Therapy Option they are eligible to take the National Council for Therapeutic Recreation Certification (NCTRC) examination.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate safe and effective leadership in the skill areas encompassed in the program, consistent with professional standards, including risk management.
- Plan, implement, and evaluate adventure experiences in areas encompassed in the program.
- Determine and evaluate participant learning outcomes in outdoor adventure experiences.
- Professionally communicate knowledge, demonstrate skills, and evaluate participant performance in adventure activities and programming.
- Demonstrate safe and effective leadership and planning consistent with professional standards, including risk management.
- Meet or exceed minimal requirements for professional certifications.
- Recreation Therapy option students will ascertain and demonstrate the required skills for all NCTRC recreation therapy competencies and clinical integration proficiencies.
- Display critical thinking skills and formulate sound decisions in their field experiences.
- Establish professional relationships with governmental and private adventure recreation organizations and/or relevant medical and allied health care providers.
- Develop, design, and execute independent research projects or participated in an extended experiential/clinical internship.

## Program Admission Requirements

1. Undergraduate GPA of at least 3.0. However, a GPA below a 3.0 may be considered.
2. A standardized graduate admission test (GRE or equivalent) must be on record.
3. Three letters of recommendation from academic and professional references concerning the candidate's potential to succeed in graduate school.

4. It is recommended but not required to obtain a minimum of 25-50 contact hours with a certified recreation therapist.
5. Official transcripts from each institution attended.
6. An essay stating why the student wants to be an athletic trainer, career goals, and the attributes possessed that will make the student successful in life and athletic training.
7. Completed application form and submission of application fee. The application deadline is February 1.

Students will be required to participate in an internet or phone-based interview with faculty from the ALiHR program.

## Provisional Acceptance

Once a student has met all admission criteria and is admitted into the ALiHR program, that student will receive provisional acceptance. In order to gain full acceptance the student will have to successfully complete the following:

1. Technical Standards
2. Criminal Background Check
3. Prerequisite Courses. If a student does not have all the prerequisite courses and has met all other criteria for admission into the ALiHR program, a student will be allowed one (1) year to successfully complete prerequisite courses and to gain admission.

## Bachelor Requirements

Code	Title	Credits
General Education Requirements ( <a href="https://catalog.msubillings.edu/undergraduate/general-education-requirements/">https://catalog.msubillings.edu/undergraduate/general-education-requirements/</a> )		31
<b>Outdoor Adventure Leadership Requirements</b>		
ACT 175	Orienteering	1
BGEN 105A or BGEN 105B	Introduction to Business *	3
BMKT 325	Principles of Marketing	3
ECP 120	Emergency Medical Responder	3
ECP 312	Wilderness Medicine	4
HEE 310	Methods of Adapted Hlth Enhncm	2
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
Select from the following:		4
KIN 330 & KIN 331	Motor Learning and Control and Motor Learning and Control Lab	
KIN 320 & KIN 321	Exercise Physiology and Exercise Physiology Lab	
REC 120	Fund of Backcountry Travel	2
REC 200	Fnd Outdoor Advent Leadership	3
REC 210	Environment/Leave No Trace	2
REC 280	Challenge Course Facilitation	3
REC 306	Applied Wilderness Leadership	3
REC 308	Appld Wildrnss Leadshp-Winter	3
REC 309	People and the Environment	3
REC 310	Leadership in Adventure Pgrms	3
REC 411	Adventure Guiding/Instructing	3
REC 466	Ethcl Asp in Outdoor Leadership	2
REC 470	OAL Operations & Asset Mangmnt	3
REC 498	Internship/Cooperative Educ	6

STAT 216	Introduction to Statistics *	4
Subtotal		64
<b>Skills Area Level I</b>		
Select 6 credits from the following:		6
ACT 114	Beginning Rock Climbing	
ACT 119	Beginning Nordic Skiing	
ACT 120	Beginning Alpine Skiing	
ACT 121	Beginning Snowboarding	
ACT 122	Skiing, Snowboarding, Tele	
ACT 173	Beg Fly Fishing/Fly Tying	
ACT 176	Fnd of Whitewater Rafting	
ACT 177	Fundamentals of Kayaking	
ACT 178	Canoeing	
Subtotal		6
<b>Skills Area Level II</b>		
Select 12 credits from the following:		12
ACT 161	Wilderness Survival	
REC 230	Instrct Strat: Bckcntry Anglrs	
REC 233	Instruct Strat: Ski/Snowboard	
REC 257	Instruct Strat: Rock Climbing	
REC 270	Instruct Strat: Water Program	
Subtotal		12
<b>Rescue Skills</b>		
Select 1 course from the following:		3
REC 356	Search and Rescue	
REC 357	Ropes Rescue	
REC 358	Swift Water Rescue	
REC 359	Bckcntry Avlnch Frcting/Rscue	
Subtotal		3

\* May satisfy General Education requirements.

## Master Requirements

Code	Title	Credits
<b>Core Requirements</b>		
ALHR 501	Orientation to ALiHR	1
ALHR 502	Adventure Skills Training	1
ALHR 503	Cont Iss Hlth/Rec Ther/Adv Ldr	3
HHP 502	Rsrch in Exercise & Sport Sci	3
REC 510	Adventure Leadership	3
REC 511	Adv Guiding & Instructing	3
Subtotal		14
<b>Adventure Leadership Option Requirements</b>		
ALHR 530	Hist Pers & Polcy of Outd Adv	3
ALHR 532	Budg, Fin, & FacI Mgmt Adv Rec	3
ALHR 533	Risk Mgmt & Comm in Adv Rec	2
EDCI 500	Curriculum Development	2
EDF 530	Adv Human Dev & Learning	3
HHP 550	Psychological Principles	3
HHP 594	Clinic	2
REC 566	Ethical & Legal Aspects in OAL	3
REC 570	Adventure Prog Planning & Dev	3

Subtotal		24
Select one of the following options:		
<i>Project</i>		
HHP 590	Internship	6
HHP 597	Capstone Project	1
Subtotal		7
<i>Thesis</i>		
HHP 590	Internship	1
HHP 599	Thesis	6
Subtotal		7
<b>Total minimum credits</b>		<b>159</b>

## Outdoor Adventure Leadership Bachelor of Science/Adventure Leadership in Health and Recreation Recreation Therapy Option Master of Science 3+2

This program to be placed on moratorium. No new students admitted.

The 3+2 between Outdoor Adventure Leadership (OAL) and Adventure Leadership in Health and Recreation (ALiHR) allows students to obtain both a Bachelor’s degree in OAL and Master’s degree in ALiHR within five years, which is extremely beneficial to the student financially and effectively decreases time spent working towards a degree. Students are required to complete three years in the undergraduate OAL major, obtaining general education requirements as well as prerequisite courses for the ALiHR program. During the third year, the student applies for acceptance into the ALiHR program (February 1). If not accepted, the student may reapply to the ALiHR program and continue to work on coursework for the OAL degree. If accepted, the student will begin specific ALiHR coursework in the beginning of the fourth year, with coursework beginning in June. After successful completion of the fourth year, students are eligible for graduation with the bachelor’s degree. At the successful completion of the fifth year, students are eligible for graduation with the master’s degree. If the ALiHR student has completed the Recreation Therapy Option they are eligible to take the National Council for Therapeutic Recreation Certification (NCTRC) examination.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Demonstrate safe and effective leadership in the skill areas encompassed in the program, consistent with professional standards, including risk management.
- Plan, implement, and evaluate adventure experiences in areas encompassed in the program.
- Determine and evaluate participant learning outcomes in outdoor adventure experiences.
- Professionally communicate knowledge, demonstrate skills, and evaluate participant performance in adventure activities and programming.
- Demonstrate safe and effective leadership and planning consistent with professional standards, including risk management.
- Meet or exceed minimal requirements for professional certifications.
- Recreation Therapy option students will ascertain and demonstrate the required skills for all NCTRC recreation therapy competencies and clinical integration proficiencies.

- Display critical thinking skills and formulate sound decisions in their field experiences.
- Establish professional relationships with governmental and private adventure recreation organizations and/or relevant medical and allied health care providers.
- Develop, design, and execute independent research projects or participated in an extended experiential/clinical internship.

### Program Admission Requirements

1. Undergraduate GPA of at least 3.0. However, a GPA below a 3.0 may be considered.
2. A standardized graduate admission test (GRE or equivalent) must be on record.
3. Three letters of recommendation from academic and professional references concerning the candidate’s potential to succeed in graduate school.
4. It is recommended but not required to obtain a minimum of 25-50 contact hours with a certified recreation therapist.
5. Official transcripts from each institution attended.
6. An essay stating why the student wants to be an athletic trainer, career goals, and the attributes possessed that will make the student successful in life and athletic training.
7. Completed application form and submission of application fee. The application deadline is February 1.

Students will be required to participate in an internet or phone based interview with faculty from the ALiHR program.

### Provisional Acceptance

Once a student has met all admission criteria and is admitted into the ALiHR program, that student will receive provisional acceptance. In order to gain full acceptance the student will have to successfully complete the following:

1. Technical Standards
2. Criminal Background Check
3. Prerequisite Courses. If a student does not have all the prerequisite courses and has met all other criteria for admission into the ALiHR program, a student will be allowed one (1) year to successfully complete prerequisite courses and to gain admission.

### Bachelor Requirements

Code	Title	Credits
General Education Requirements ( <a href="https://catalog.msubillings.edu/undergraduate/general-education-requirements/">https://catalog.msubillings.edu/undergraduate/general-education-requirements/</a> )		<b>31</b>
<b>Bachelor Skills - Recreation Therapy Core</b>		
BIOB 101	Discover Biology *	3
BIOB 102	Discover Biology Lab *	1
BIOH 301	Human Anatomy & Physiology I	3
BIOH 302	Human Anatomy & Phys I Lab	1
CHMY 121	Intro to General Chemistry *	3
CHMY 122	Intro to Gen Chem Lab *	1
PSYX 100	Intro to Psychology *	3
PSYX 230	Developmental Psychology	3
PSYX 340	Abnormal Psychology	3
Subtotal		21
<b>Outdoor Adventure Leadership Requirements</b>		
ACT 175	Orienteering	1
BGEN 105A	Introduction to Business *	3

or BGEN 105B	Introduction to Business	
BMKT 325	Principles of Marketing	3
ECP 120	Emergency Medical Responder	3
ECP 312	Wilderness Medicine	4
HEE 310	Methods of Adapted Hlth Enhncm	2
KIN 105	Fnd of Exercise Science	3
KIN 106	Fndtns of Exercise Science Lab	1
Select from the following:		4
KIN 330 & KIN 331	Motor Learning and Control and Motor Learning and Control Lab	
KIN 320 & KIN 321	Exercise Physiology and Exercise Physiology Lab	
REC 120	Fund of Backcountry Travel	2
REC 200	Fnd Outdoor Advent Leadership	3
REC 210	Environment/Leave No Trace	2
REC 280	Challenge Course Facilitation	3
REC 306	Applied Wilderness Leadership	3
REC 308	Appld Wildrnss Leadrshp-Winter	3
REC 309	People and the Environment	3
REC 310	Leadership in Adventure Prgrms	3
REC 411	Adventure Guiding/Instructing	3
REC 466	Ethcl Asp in Outdoor Leadership	2
REC 470	OAL Operations & Asset Mangmnt	3
REC 498	Internship/Cooperative Educ	2
STAT 216	Introduction to Statistics *	4
<b>Subtotal</b>		<b>60</b>

**Skills Area Level I**

Select 2 credits from the following:		2
ACT 114	Beginning Rock Climbing	
ACT 119	Beginning Nordic Skiing	
ACT 120	Beginning Alpine Skiing	
ACT 121	Beginning Snowboarding	
ACT 122	Skiing, Snowboarding, Tele	
ACT 173	Beg Fly Fishing/Fly Tying	
ACT 176	Fnd of Whitewater Rafting	
ACT 177	Fundamentals of Kayaking	
ACT 178	Canoeing	
<b>Subtotal</b>		<b>2</b>

**Skills Area Level II**

Select 2 credits from the following:		2
ACT 161	Wilderness Survival	
REC 230	Instrct Strat: Bckcntry Anglrs	
REC 233	Instruct Strat: Ski/Snowboard	
REC 257	Instruct Strat: Rock Climbing	
REC 270	Instruct Strat: Water Program	
<b>Subtotal</b>		<b>2</b>

**Rescue Skills**

Select 3 credits from the following:		3
REC 356	Search and Rescue	
REC 357	Ropes Rescue	
REC 358	Swift Water Rescue	

REC 359	Bckcntry Avlnch Frcting/Rscue	
<b>Subtotal</b>		<b>3</b>

\* May satisfy General Education requirements.

## Master Requirements

Code	Title	Credits
<b>Core Requirements</b>		
ALHR 501	Orientation to ALiHR	1
ALHR 502	Adventure Skills Training	1
ALHR 503	Cont Iss Hlth/Rec Ther/Adv Ldr	3
HHP 502	Rsrch in Exercise & Sport Sci	3
REC 510	Adventure Leadership	3
REC 511	Adv Guiding & Instructing	3
<b>Subtotal</b>		<b>14</b>
<b>Recreation Therapy Option Requirements</b>		
ALTR 520	Therapeutic Recreation Process	3
ALTR 521	Assmnt, Doc & Admin Rec Therapy	3
ALTR 522	Therapeutic Rec Modalities	2
ALTR 523	Therapeutic Rec & Disabilities	2
ALTR 590	Internship	3
KIN 462	Evidence Based Assessment	3
REHA 507	Prof Orient & Ethical Practice	3
REHA 515	Med & Psych Aspects Disability	3
REHA 519	Human Growth & Development	3
SPED 550	Tchnng Stdnts w Emtnl/Bhvrl Dis	3
<b>Subtotal</b>		<b>28</b>
Select one of the following options:		
<i>Project</i>		
HHP 590	Internship	6
HHP 597	Capstone Project	1
<b>Subtotal</b>		<b>7</b>
<i>Thesis</i>		
HHP 590	Internship	1
HHP 599	Thesis	6
<b>Subtotal</b>		<b>7</b>
<b>Total minimum credits</b>		<b>166</b>

# The Department of Health Care Services



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## Mission

The mission of the Master of Health Administration Program is to provide the knowledge and skills required for leaders in health services management and administration with a focus on rural-frontier healthcare delivery. Primarily designed for working professionals, the MHA is appropriate for clinicians, mid-level managers, and others who desire to enter and advance in this growing field.

## Transfer Credits

Transfer credits for the Master of Health Administration program are accepted from regionally accredited (p. 28) institutions of higher education on a case-by-case basis in consultation with the student's advisor. No course credit may be transferred unless the grade received was a "B" or better. Copies of syllabi from transfer courses may be required to accurately judge the equivalency of courses.

- Health Administration Master of Health Administration (p. 66)  Offered Online
- Health Administration and Leadership Certificate  Offered Online



# Health Administration and Leadership Certificate

## ☐ Offered Online

The Certificate of Health Administration/Leadership (CHA) requires the completion of 18 credits.

Who should choose a Certificate of Health Administration/Leadership?

- Those who are currently working in health care but have no formal administration or leadership training.
- Those who wish to further their leadership/administration skills
- Those who work in related health care fields and want to advance their degree into an administration/leadership role.
- Those who wish to broaden their knowledge and skillset in health administration

The CHA is a great way to start the Master of Health Administration (MHA) degree.

Admission into the MHA program is not guaranteed upon completion of the CHA. The Certificate of Health Administration could be completed in as little as one year but can be customized to meet the working student's needs.

The 18 credit graduate courses have key concepts that include but are not limited to leadership, management, budgeting, finance, and communication.

Upon completion of the 18-credit certificate program, students who have completed the program and wish to pursue the MHA program would need to complete the remaining 30-33 credits.

## Admission Requirements

1. Completed Bachelor's degree.
2. Currently working in healthcare.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Advance the knowledge of professionals working in the health care field
- Assist health care professionals with no formal training to gain valued expertise on the role and responsibilities of health administrators
- Create a partnership with community stakeholders to assist in furthering the knowledge of their current staff in health administration.

## Required Courses

Code	Title	Credits
<b>Core Courses</b>		
HADM 601	Professional Seminar 1	1
HADM 602	Professional Seminar 2	1
HADM 603	Professional Seminar 3	1
HADM 615	Managerial Acct & Budgeting	3
HADM 620	Health Operations Methods	2
HADM 622	Health Quality Techniques	2
HADM 625	Hlthcare Fin & Reimbursement	3
HADM 675	Healthcare Human Resources	2
HADM 687	Healthcare Mkt & Strategy	3
<b>Total Minimum Credits</b>		<b>18</b>

## Suggested Plan of Study

Code	Title	Credits
<b>Fall</b>		
HADM 601	Professional Seminar 1 (offered odd and even years)	1
HADM 603	Professional Seminar 3 (offered odd and even years)	1
HADM 615	Managerial Acct & Budgeting (offered odd years)	3
HADM 675	Healthcare Human Resources (offered even years)	2
<b>Total</b>		<b>7</b>
<b>Spring</b>		
HADM 602	Professional Seminar 2	1
HADM 620	Health Operations Methods (offered even years)	2
HADM 625	Hlthcare Fin & Reimbursement (offered odd years)	3
<b>Total</b>		<b>6</b>
<b>Summer odd and even years</b>		
HADM 622	Health Quality Techniques	2
HADM 687	Healthcare Mkt & Strategy	3
<b>Total</b>		<b>5</b>

## Health Administration Master of Health Administration

### ☐ Offered Online

The Master of Health Administration program is designed to meet the educational needs of working professionals and others who desire to advance in the field of health administration. The program consists of a sequence of concentrated online courses which are generally eight weeks long, plus a capstone project and an internship. Each semester, students attend a professional seminar on the Montana State University Billings campus to extend online learning, develop leadership skills, participate in interprofessional education, consider practical aspects of health services management, and grow relationships with mentors. The internship is required of students who do not have a strong background in healthcare management or administration. The MHA is typically completed in 20 to 24 months.

## Admission Requirements

Admission to the Master of Health Administration program is based on the following criteria:

1. Two copies of official transcripts from all previous undergraduate and graduate institutions to verify:
  - a. Graduation from an accredited institution,
  - b. Graduate GPA of at least 3.00.
2. A professional resume.
3. A letter of application which introduces the applicant, outlines the applicant's educational and career goals, and articulates how completion of the MHA will contribute to those goals.
4. Professional and/or academic recommendations (Recommendation Form and letter) from three individuals who provide an evaluation of the applicant's potential as a graduate student, professional abilities, potential for success in a health administration career, commitment to service, and motivation to excel.
5. A required phone interview to clarify any questions on submitted application.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Communications and interpersonal effectiveness
- Critical thinking, analysis, and problem solving
- Management and leadership
- Professionalism and ethics

## Required Courses

Code	Title	Credits
HADM 601	Professional Seminar 1	1
HADM 602	Professional Seminar 2	1
HADM 603	Professional Seminar 3	1
HADM 604	Professional Seminar 4	1
HADM 605	Evdnc Bsd Mgt, Rsrch, Eval Mth	3
HADM 607	Hlth Informatics & Info Systms	3
HADM 608	Statistics for Hlth Care Admin	2
HADM 610	Health Care Systems	2
HADM 612	Health Policy	3
HADM 615	Managerial Acct & Budgeting	3
HADM 620	Health Operations Methods	2
HADM 622	Health Quality Techniques	2
HADM 625	Hlthcare Fin & Reimbursement	3
HADM 632	Healthcare Economics	2
HADM 635	Health Law	3
HADM 640	Mangrl Epidemiology & Pop Hlth	3
HADM 645	Rural-Frontier Hlthcare Mgt	2
HADM 675	Healthcare Human Resources	2
HADM 687	Healthcare Mkt & Strategy	3
HADM 697A	Capstone I	3
HADM 697B	Capstone II	3
Subtotal		48
HADM 696	Cooperative Educ/Internship HA <sup>1</sup>	3
<b>Optional Long-term Care Management</b>		
HADM 365	Managing Cont of LongTerm Care	
HADM 409	Aging America & Long-Term Care	
<b>Total Minimum Credits</b>		<b>51</b>

<sup>1</sup>

Internship is required of MHA students who do not have a background in health care management.

## Suggested Plans of Study

Course rotation built for even and odd year plans of study.

### Even Year Start

Code	Title	Credits
First Year (Even)		
Fall Semester 1		
HADM 601	Professional Seminar 1	1
HADM 605	Evdnc Bsd Mgt, Rsrch, Eval Mth	3
HADM 607	Hlth Informatics & Info Systms	3
HADM 675	Healthcare Human Resources	2
Spring Semester 1		
HADM 602	Professional Seminar 2	1
HADM 612	Health Policy	3

HADM 620	Health Operations Methods	2
HADM 632	Healthcare Economics	2
HADM 635	Health Law	3
Summer Session		
HADM 622	Health Quality Techniques	2
HADM 645	Rural-Frontier Hlthcare Mgt	2
HADM 687	Healthcare Mkt & Strategy	3
HADM 696	Cooperative Educ/Internship HA <sup>*</sup>	3
Second Year		
Fall Semester 2		
HADM 603	Professional Seminar 3	1
HADM 608	Statistics for Hlth Care Admin	2
HADM 610	Health Care Systems	2
HADM 615	Managerial Acct & Budgeting	3
HADM 697A	Capstone I	3
Spring Semester 2		
HADM 604	Professional Seminar 4	1
HADM 625	Hlthcare Fin & Reimbursement	3
HADM 640	Mangrl Epidemiology & Pop Hlth	3
HADM 697B	Capstone II	3

<sup>\*</sup>

Internship is required of MHA students who do not have a background in health care management.

### Odd Year Start

Code	Title	Credits
First Year (Odd)		
Fall Semester 1		
HADM 601	Professional Seminar 1	1
HADM 605	Evdnc Bsd Mgt, Rsrch, Eval Mth	3
HADM 608	Statistics for Hlth Care Admin	2
HADM 610	Health Care Systems	2
HADM 615	Managerial Acct & Budgeting	3
Spring Semester 1		
HADM 602	Professional Seminar 2	1
HADM 625	Hlthcare Fin & Reimbursement	3
HADM 632	Healthcare Economics	2
HADM 640	Mangrl Epidemiology & Pop Hlth	3
Summer Session		
HADM 622	Health Quality Techniques	2
HADM 645	Rural-Frontier Hlthcare Mgt	2
HADM 687	Healthcare Mkt & Strategy	3
HADM 696	Cooperative Educ/Internship HA <sup>*</sup>	3
Second Year		
Fall Semester 2		
HADM 603	Professional Seminar 3	1
HADM 607	Hlth Informatics & Info Systms	3
HADM 675	Healthcare Human Resources	2
HADM 697A	Capstone I	3
Spring Semester 2		
HADM 604	Professional Seminar 4	1
HADM 612	Health Policy	3

HADM 620	Health Operations Methods	2
HADM 635	Health Law	3
HADM 697B	Capstone II	3

\*

Internship is required of MHA students who do not have a background in health care management.

# The Department of Rehabilitation and Human Services

Dr. Paula McMahon, Chairperson  
YSHB 114, (406) 896-5830

## Mission

The mission of the Department of Rehabilitation and Human Services is to provide professional preparation of master's level students with the knowledge and skills to improve the quality of life for individuals with disabilities. This mission is achieved through various instructional, clinical and other programmatic activities.

## CACREP Vital Statics


In the academic year 2018-2019, there were 12 graduates from the Clinical Rehabilitation and Mental Health Counseling program. The average time to complete the program is three years. The program completion rate for AY 2018-2019 was 74%. 100% of the graduates had obtained employment on or before graduation.

The program has an open enrollment policy, admitting 26 students in the AY 2018-2019. The program curriculum meets the academic preparation requirements for licensure (LCPC) in Montana and (CRC) nationally. Data regarding the NCE and CRC examinations are not available for 2018-2019; however, our graduates are very successful at obtaining licensure.

The program maintains a recommended ratio of FTE students to FTE faculty (12:1) and student headcount to advisor ratio (20:1) and an individual supervision equivalency (6:1) for students in their clinical/fieldwork placements. The program has four full-time, tenure-track, faculty who teach the CACREP based curriculum.

The estimated cost for tuition and fees to attend the program (based on nine credits per semester) is approximately \$2,700 for in-state residents and \$7,500 for out-of-state residents. Available types of financial aid include student loans, graduate/research assistantships, and tuition waivers, and scholarships. The program also works closely with Disability Support Services to assist students who qualify for the provision of reasonable accommodations so they may more fully participate in all aspects of their program.

Graduates of the program have found employment in state and federal agencies; community-based rehabilitation and mental health centers; hospitals and rehabilitation facilities; schools and universities; and other private and public social service organizations.

- Clinical Rehabilitation and Mental Health Counseling Master of Science  
(p. 70)  Offered Online

# Clinical Rehabilitation and Mental Health Counseling Master of Science

## ☐ Offered Online

The Master of Science in Rehabilitation and Mental Health Counseling (MSCRMHC) program offers a rigorous curriculum of coursework and fieldwork experiences designed to prepare graduates for state licensure eligibility and national certification. The program is fully accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP) for Rehabilitation Counseling. CACREP has established standards for the accreditation of graduate programs in the counseling fields. These standards are carried out in a number of ways: through continued curriculum development and implementation, by fostering relationships between students and faculty, and competitive staffing of the programs. Students benefit by participating in a program that is nationally recognized for its quality and high academic standards.

**All classes are available online except REHA 523 and REHA 590, which are offered live in summer semester. All students are required to attend the three-day live portion of REHA 523 and REHA 590 during summer semester. Students are also required to attend a MSCRMHC New Student Orientation prior to or during their first enrolled semester.**

## Admission

Applicants seeking admission to the Master of Science in Clinical Rehabilitation and Mental Health Counseling must submit all application materials to the Office of Graduate Studies by the current graduate catalog deadline dates. No applications will be considered until all required information arrives at the Office of Graduate Studies. Application materials include:

1. Completed MSU Billings Graduate Application
2. Application essay. The essay will be no more than four typed pages, double-spaced, and answer the following questions: Why have you chosen this career path? What strengths or assets do you bring to the program? How have your personal experiences influenced your decision to pursue a career in the counseling profession?
3. Current Vita or resume.
4. Complete official transcripts from all institutions attended. Preference is given to students with an undergraduate cumulative grade point average (GPA) of 3.0 or above. Students with cumulative GPAs of 2.75 to 3.00 may be considered for provisional admission.
5. Three letters of recommendation from individuals who can provide an evaluation of the applicant's potential as a graduate student, professional abilities, and potential for success in the field of counseling. Appropriate references include work and volunteer supervisors and college/university faculty within the counseling/human services profession. References may not include personal clergy, personal current or past counselor/therapist, colleagues, or friends/relatives.

Completed applications are reviewed by the program faculty screening committee and a personal interview, either in person or by telephone, may be scheduled. Consideration is given to the relevant qualifications of applicants across all required areas. No one criterion is used in selecting applicants for admission. Program faculty are dedicated to recruiting and accepting a diverse body of applicants who are sensitive to the needs of our increasingly pluralistic society.

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand and practice core rehabilitation and mental health counseling roles, stay current in the profession, and are life-long learners in counseling practice and scholarly activity;
- Recognize the importance of continued personal growth and exploration of self as socio-racial being, as well as personal biases and assumptions that interfere with professional competence;
- Are exposed to the broad spectrum of counseling theory and human development as applied to clients of diverse social and racial backgrounds;
- Facilitate client lifelong career development through assessment, educational planning, and cutting-edge technology;
- Understand and apply counseling and consultation processes necessary to assist individuals, groups, and families, utilizing the ethics codes and ethical behaviors applicable to their professional identities and credentials;
- Are able to understand and use group and family theories and methods to address systemic and ecological factors that affect the lives of those with whom they work;
- Choose counseling assessment instruments based on their appropriateness and efficacy, being especially aware of racial and ethno-cultural implications, while understanding the process, benefits, and limits of diagnosis and treatment planning;
- Recognize the importance of seeking consultation and/or supervision from the professional community and of belonging to and participating in professional counseling organizations at the local, state, regional, and national levels; and
- Utilize effective, and when possible, empirically supported means of assisting clients in their growth and development, striving toward accountability through data collection and analysis.

## Required Courses

### Professional Practice Track

Code	Title	Credits
REHA 501	Princ Rehab & Mntl Hlth Coun	3
REHA 502	Indiv & Fmly Response to Dsblt	3
REHA 503	Psychiatric Rehabilitation	3
REHA 505	Theories of Counseling	3
REHA 507	Prof Orient & Ethical Practice	3
REHA 508	Mltctrl & Gndr Issues in Coun	3
REHA 515	Med & Psych Aspects Disability	3
REHA 517	Research and Program Eval	3
REHA 519	Human Growth & Development	3
REHA 520	Group & Individual Eval	3
REHA 521	Advanced Individual Counseling	3
REHA 523	Advanced Group Counseling	3
REHA 525	Career Dvlp, Plcmnt, & Support	3
REHA 560	DSM-5 for Rehab & Mental Hlth	3
Subtotal		42
<b>Required Clinical Work</b>		
REHA 590	Preprac Rehab/Mental Hlth Coun	3
REHA 594	Counseling Practicum	3
REHA 596	Cooperative Educ/Internship <sup>1</sup>	12
Subtotal		18
<b>Total Minimum Credits</b>		<b>60</b>

1

May choose to complete in 6&6 or 12 credits.



## Thesis Track

<b>Code</b>	<b>Title</b>	<b>Credits</b>
Required Courses (as above)		42
Required Clinical Work (as above)		18
REHA 599	Thesis	6
<b>Total Minimum Credits</b>		<b>66</b>

# The College of Liberal Arts and Social Sciences

- Teaching Creative and Expository Writing Certificate (p. 75)

**Ms. Tami Haaland, Interim Dean**  
LA 427, (406) 657-2177

The College of Liberal Arts and Social Sciences is a comprehensive college comprising eight departments and twenty different academic disciplines. The College offers both the Bachelor of Arts and Bachelor of Science degrees in a variety of majors and supports a wide range of minors. Additionally, the College maintains a close relationship with other colleges, supports the bulk of general education, collaborates with the College of Education in supporting teacher education, and provides the Bachelor of Science in Liberal Studies, an interdisciplinary degree completion program.

The College of Liberal Arts and Social Sciences is comprised of the following academic departments:

- Department of Art
- Department of Communication
- Department of English, Philosophy and Modern Languages
- Department of History
- Department of Mathematics
- Department of Music
- Department of Psychology
- Department of Social Sciences and Cultural Studies

## Mission

The mission of the College of Liberal Arts and Social Sciences is to serve the educational needs of the people of Montana through:

- a General Education program providing a foundation of liberal education to all students;
- selected undergraduate and graduate degree programs in the arts, humanities, and social sciences;
- selected pre-professional programs; and
- various graduate, continuing education, and non-conventional learning opportunities consistent with the mission of the University.

The College seeks to provide knowledge and cultivate skills to help students select realistic future directions for study and/or employment. With its inherent diversity, the College serves as an intellectual and cultural resource for our University students, faculty, and staff; for the community; and for region.

## Advising

When students are fully or provisionally admitted to graduate programs in the College of Liberal Arts and Social Sciences, they are assigned an advisor in the department that administers the degree program they have chosen. Students are informed by letter from the Office of Graduate Studies on the status of their admission (provisional or regular) and the name and phone number of their advisor. Students then work with the assigned advisor to develop their program of study. Those who are provisionally admitted will determine any further academic requirements they must meet for full admission.

## P

- Psychology Master of Science (p. 77)
- Public Relations Master of Science (p. 74)

# The Department of Communication

Dr. Samuel Boerboom, Chairperson  
LA 600, (406) 657-2178

## Courses and Credit Requirements

The maximum load for a student during a regular semester is twelve semester hours.

A student must be enrolled for nine hours to be considered full-time. During each summer session, six semester hours may be taken. A full-time load for each summer session is six hours. Exceptions will be reviewed by the Chair of the Department of Communication.

Courses for which a student has received a grade of "C-" or less may not be used to satisfy degree requirements. A graduate degree will not be awarded to a student who earns grade of "C" or lower in more than six semester hours of graduate-level work. A minimum of a 3.25 GPA is required for graduation from the program.

Courses numbered 500 and above are graduate courses. Up to two courses offered at Montana State University Billings at the 400 level may be used as program electives with the approval of the advisor within the program plan.

A minimum of thirty semester hours of graduate work is required for completion of studies leading to the Master of Science in Public Relations.

## Student Progress – Academic Deficiency

Anytime a student's cumulative GPA drops below 3.25, his/her performance will be reviewed by the Department of Communication. Determination of whether or not the student will be permitted to continue in the program will also be determined by this Department. Students will not be allowed to graduate from the MSPR program with more than two "C" grades. Students may retake a course once and are allowed to count this toward graduation.

## Transfer Credits

Transfer credits are approved by the Chair of the Department of Communication.

Two copies of official transcripts recording the transfer courses must be sent directly from the registrar of that institution to the Office of Graduate Studies. No course credit may be transferred unless the grade received was at least a "B."

If approved by his or her department, a student may transfer a maximum of six semester hours of approved graduate credit from an accredited institution. Students may petition to the MSU Billings Graduate Committee, with the approval of the Department of Communication, for additional hours to be accepted from other accredited institutions.

Correspondence courses are not accepted toward a graduate degree.

- Public Relations Master of Science (p. 74) [☐](#) Offered Online

# Public Relations Master of Science

☑ Offered Online

## Admission Requirements

The number of students admitted to the program annually is limited. Applicants will be evaluated according to the criteria listed in numbers 1-7 below. If the number of qualified applicants exceeds the number of available openings, those applicants with the highest ratings will be given first consideration for admission to the program.

Applicants who do not meet the admission requirements in a given year may be considered for probationary admission. Please see the Department Chairperson for further information.

1. A bachelor of arts or science in communication or related discipline with significant coursework in communication.
2. An undergraduate GPA of 3.0 (on a 4 point scale) or higher.
3. GRE test. Other tests may be accepted with prior approval of the department. A minimum score of 3.5 (a 4.0 is preferred) on the writing portion of the GRE and a strong verbal score consistent with the standards of a writing-intensive graduate program are required.
4. Three letters of reference, with at least one from an academic source.
5. A completed Graduate Studies Admissions Form.
6. A letter of application stating the applicant's purpose for pursuing a graduate degree in *public relations*.
7. A current resume or curriculum vitae (CV).

## Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Successful graduates of this program will be able to:
- Locate, read and evaluate professional and academic literature.
- Develop, design and execute independent research projects.
- Disseminate research findings to different types of audiences.
- Integrate communication theory and research into professional and academic settings.

## Required Courses

Code	Title	Credits
COMT 501	Communication Law and Ethics	3
COMT 502	Research Methods	3
COMT 514	Issues in Org Comm	3
COMT 522	Issues in Public Relations	3
COMT 525	Media Criticism	3
COMT 565	Communication Theory	3
COMT 581	Campaign Planning	3
COMT 595	Comprehensive Exams	3
Select two courses from the following:		6
COMT 510	Adv Interpersonal Comm	
COMT 516	Leadership & Communication	
COMT 521	New Media Skills	
COMT 524	Risk Crisis & Comm	
COMT 526	Case Studies in PR	
COMT 530	Public Influence	
COMT 531	Political Communication	
COMT 540	Pop Culture & Cultural Studies	

COMT 561	Multicultural Mass Comm
COMT 570	Applied Communication Studies
COMT 580	Health Communication
COMT 582	Gender, Media, and Society
COMT 590	Internship
COMT 592	Seminar

**Total Minimum Credits**

**30**

# The Department of English, Philosophy and Modern Languages

Dr. Rachel Schaffer, Chairperson  
LA 400, (406) 657-2348

## Program Description

The Teaching Creative and Expository Writing Certificate is an integrated program of nine credits focused on teaching writing and developing a culture of writing. The summer intensive residency will include reading assignments, writing workshops, demonstrations, theory, readings from major authors and roundtable discussions on expository writing, creative writing, and literature. Students will then complete the remaining course work online with feedback from program faculty.

- Teaching Creative and Expository Writing Certificate (p. 75)

## Teaching Creative and Expository Writing Certificate

This is an integrated program of nine credits focused on teaching writing and developing a culture of writing. The summer intensive residency will include reading assignments, writing workshops, demonstrations, theory, readings from major authors and roundtable discussions on expository writing, creative writing, and literature. Students will then complete the remaining course work online with feedback from program faculty.

## Admission Requirements

Students must have a minimum of a bachelor's degree in English. High school teachers wishing to qualify to teach the Writing 101 dual enrollment course must have a master's degree.

Admission is based on application, transcripts, and a satisfactory writing sample.

## Required Courses

Code	Title	Credits
ENGL 510	Tching Creative & Exp Writing	9
<b>Total Minimum Credits</b>		<b>9</b>



# The Department of Psychology

Dr. Matthew McMullen, Chairperson  
LA 500, (406) 657-2242

## Transfer Credit

Transfer credits will be approved by the advisor. Two copies of official transcripts recording the transfer must be sent directly from the registrar of that institution to the Office of Graduate Studies. No course credit may be transferred unless the grade received was at least a "B." If approved, a student may transfer a maximum of six semester hours of approved graduate credit from an accredited institution.

Correspondence courses are not accepted as transfer graduate credit.

## Thesis, Thesis Defense and Oral Exams

The student will meet with an advisor to explore a master's thesis topic and design a suitable project. A formal proposal, the format of which is to be determined by the advisor, will be written and presented before the graduate faculty. Following completion of the project, a defense of the thesis project will be conducted before the graduate faculty. Oral examinations, generally conducted at the end of a program, will be conducted on a date agreed upon by the student and graduate faculty. Students failing the thesis defense or oral examinations will be assigned additional academic activities that will satisfy the requirement by the graduate faculty.

## Clinical Internship

Students choosing to complete a clinical internship can, in consultation with an advisor, choose among numerous internships that are available throughout the Billings area. These internships, established through a long history of cooperation between the Department of Psychology and local agencies, provide students with professionally-supervised training opportunities, off campus research associations, and practical experience in assessment. Potential internship sites include an inpatient psychiatric center, a community mental health center, a prison pre-release center, and residential and day-treatment centers for children and adolescents.

- Psychology Master of Science (p. 77)

## Psychology Master of Science

The Master of Science in Psychology provides advanced, concentrated study for students wishing to prepare for additional graduate study, employment in a clinical or research setting, teaching at the community college level, or preparing for licensure.

### Admissions Procedures

Applicants seeking admission to the Master's Degree program in Psychology must submit all application materials to the Office of Graduate Studies. Applications submitted before April 15 will be given priority. Later applications will be considered. Application materials include:

1. A letter of application, which includes a personal statement of the applicant's career goals and how the degree will be applied within those career goals.
2. Complete, official transcripts from all institutions attended. Applicants should indicate, on a separate sheet overall GPA for undergraduate and graduate courses, GPA in all psychology courses, and GPA for the last two years of coursework.
3. Official notification of scores on the Graduate Record Examination (GRE) general test (to be sent directly to the Office of Graduate Studies, Montana State University Billings). Note: For applicants with a 3.0 undergraduate and graduate GPA or higher, GRE admissions test scores are waived as a requirement.
4. Three letters of recommendation from individuals who can attest to the applicant's academic performance and potential for graduate study.
5. A vita or resume.

The Department of Psychology uses a two-stage approach to determine admission of a limited number of entrants to degree candidacy in the Master's Degree program. First, the committee uses the letter of application, resume, and letters of recommendation to determine the appropriateness of the applicant's academic background as well as the compatibility of the candidate's educational and career goals within the scope of the program. Next, if the academic background and career goals of the applicant are suitable to the program, the GRE scores and GPA are used to determine admission.

### Program Learning Outcomes

Upon successful completion of this program, students will be able to:

- Understand the scientific process especially the design of research questions, collection, analysis and interpretation of data.
- Demonstrate competency in collecting and analyzing data in a major research project.
- Prepare and present effective professional publications and conference reports.
- Work effectively in a research, mental health, or other professional psychology setting.
- Think critically, write and speak clearly on advanced psychological topics.

### Required Courses

Code	Title	Credits
PSYC 505	Clinical Research Methods	3
PSYC 510	Adv Social Psychology	3
PSYC 515	Psychopathology	3
PSYC 520	Human Neuropsychology	3
PSYC 525	Psyc Assmnt of Cgntv Abilities	3
PSYC 530	Psychopharmacology	3
PSYC 535	Techniques of Psychotherapy	3
PSYC 540	Theories of Psychotherapy	3
PSYC 545	Stress and Health	3

PSYC 590	Internship	3
PSYC 591	Independent Study	3
PSYC 592	Seminar	3
PSYC 593	Workshop	3
STAT 541	Applied Statistics	3
<b>Total Minimum Credits</b>		<b>42</b>

Once admitted to degree candidacy, each student will meet with an advisor and complete a program plan. Each plan will include at least 42 hours of classroom credit and the completion of either a thesis or a clinical internship. In addition, those students who have written a thesis will be required to defend the thesis orally before the graduate faculty. Students choosing to complete a clinical internship will be required to sit for an oral examination before the Psychology Graduate Committee.

No course in which a candidate received lower than a "C" may be applied towards graduation and only 3 semester hours of coursework in which a "C" was earned may be applied.

# Glossary of Definitions for Graduate Students

Information pertaining to the following definitions is provided in greater detail throughout the sections of this catalog.

**589** Designated course number for professional development credit-bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

**Accredited Institution** - A college or university accredited by, or a candidate for accreditation from, one of the recognized regional accrediting commissions. Montana State University Billings is accredited by the Northwest Commission on Colleges and Universities. As such, all college-level coursework from institutions accredited by the following list of agencies will be received and applied toward associate or baccalaureate degrees as applicable to general education, major, minor, and elective requirements.

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- WASC Senior College and University Commission

**Admission Test** Students intending to enroll in a graduate program at Montana State University Billings may need to take a standardized admission test as part of the admission requirements. The type of test which needs to be completed and the minimum score requirements necessary to gain admission depend on the specific program.

**Advising** A service provided by a graduate faculty member to guide students through career issues, academic questions, problems, and/or coursework to plan and complete a degree program.

**Advisory Committee** A committee consisting of at least three faculty members (at least two of which are graduate faculty) selected to assist graduate students electing the thesis or Interdisciplinary Studies options in a graduate program.

**Clinic** A clinic provides an opportunity for students to explore and develop advanced skills working with individuals in Human Services settings.

**Comprehensive Examination** Some programs require a student to pass an oral and/or written comprehensive examination before the degree can be awarded.

**Concentration** Courses with a specialized emphasis within a major and/or option.

**Credit Hour** - A credit is the unit used in recording an amount of work and engaged effort represented in learning outcomes and verified by evidence of student achievement. Each credit hour represents a minimum of three class-oriented work hours (60 minutes of classroom instruction and an additional two hours of out-of-class engaged effort and work per student) each week during a 15-week (minimum) semester. One credit of achievement should approximate 45 hours of combined instruction and student work/engaged effort. At least an equivalent amount of work and engaged effort is required regardless of pedagogical format (lab, web-enhanced, on-line, condensed coursework, internships, studio, independent study, etc).

**Financial Aid** Financial aid is intended to assist students in financing their education. Forms of financial aid available at Montana State University Billings include: loans, work-study and part-time employment, graduate assistantships, teaching assistantships, fee waivers, and scholarships.

**Full-Time Course Load** For financial aid purposes, a full-time course load is defined as nine credits in a graduate degree, certification, licensure, or fifth-year program.

**Full-Time Graduate Student** A full-time graduate degree student at Montana State University Billings is defined as one carrying nine or more semester hours in a regular semester.

**Graduate Assistant** A graduate assistantship may include research, scholarly activity, professional service or assistance with some campus programs. Graduate assistants receive stipends and may be recommended for a partial tuition waiver each semester. A 10-15 hour weekly workload is expected. A student must take at least six credits to be eligible for an assistantship.

**Graduate Courses** Courses generally reserved for Graduate students and numbered at the 500 level and above.

**Graduate Student** A Graduate Student has earned a baccalaureate degree and is pursuing post-baccalaureate studies.

**Human Subjects Research Protocol** Research projects, including thesis work, involving human subjects must conform to Montana State University Billings human subject research protocol. Policy guidelines and protocol forms may be obtained from the Office of Grants & Sponsored Programs.

**Independent Study** Students enroll for independent study as a 591 course. Such study requires an application and involves tutorials, directed and independent readings, and research, as well as other individualized activities designed to involve students in a learning process to fit the needs of the chosen graduate program. Generally, independent study course credit is available only for students with an approved program plan. A maximum of six semester credits of independent study may be used on an approved program plan.

**Internship** An internship is a supervised arrangement, normally with an external agency or institution. A minimum of forty-five hours are to be spent on-site for every semester credit earned, some programs require more.

**Interdisciplinary Study Option** Formerly the Self-Designed Option, Interdisciplinary Studies allows students to design a unique program of graduate study to meet their specific interests or intentions within guidelines of the graduate programs at Montana State University Billings.

**Normal Load** A normal load (see also Full-Time Student) for a graduate student is 9 to 12 semester hours. Maximum load is 15 semester hours without special approval. Six hours is a normal load for any summer session. No more than 9 credits may be taken in a given time period during summer or 15 credits for all sessions combined.

**Option** An option is a defined series of courses within a degree program that prepares students for a specific branch of a profession. Options are found within degree programs broad enough to accommodate a variety of professional applications.

**Oral Defense/Thesis Defense** All students completing a thesis must schedule an oral defense of their research project with their project advisory committee no later than two weeks prior to the end of the semester in which the student intends to graduate. The oral defense is open to members of the Montana State University Billings community.

**Professional Core** All graduate degrees in the College of Education require that students take two courses designed to provide a common foundation for graduate study in specific disciplines within the field of education and human services.

**Professional Practice Option** A degree program in the College of Education that does not require a thesis.

**Program** A program is a unified, complementary series of courses or learning experiences that lead to a degree, certification, licensure, or endorsement. An option may be included within a program.

**Program Plan of Study** A plan prepared by a student which indicates all coursework the student expects to complete for a degree. It is developed in consultation with the student's advisor.

**Prospectus** Before a student begins a thesis, the student's advisory committee and the dean must approve a prospectus which outlines objective and procedures of the research project in which the student plans to engage.

**Semester Hour** - Normally one semester credit hour represents 60 minutes of classroom instruction each week for one semester. Credit in a laboratory, independent study, or internship may require a longer period. A three-credit class will meet for three 60-minute or two 90-minute sessions each week for the entire semester. A semester hour is the basis of college credit at Montana State University Billings. A semester hour is the credit received for passing a subject taken one hour a week for one semester. Laboratory courses require two or three hours a week for each semester hour of credit.

**Seminar** A seminar engages a small group of students in advanced study concentrated on each student's original research or important recent advancements in a field. Seminars are organized under the direction of a faculty member.

**Specialization** A particular line of research or study restricted to a special branch or field of activity within a profession. In education, it involves the area or areas in which a student is certified to teach or to serve in supervisory roles.

**Teaching Assistant** A teaching assistant works with faculty in planning, delivering, and evaluating instruction. Teaching Assistants receive stipends, and teaching assistants may be recommended for a partial tuition waiver each semester. A 15 hour per week workload is expected. A student must take at least six credits to be eligible for an assistantship.

**Thesis** The thesis is a formal paper written to describe and report on the research program the student has completed. Students selecting the thesis alternative commit themselves to a program of research and are expected to demonstrate a certain claim or perspective in relation to the research evidence and professional literature on the subject.

**Workshop** A workshop is a highly practical, participatory course designed for advanced students or professionals in a discipline. It provides experience or instruction in a new technique, theory or development.

## Courses A-Z

### A

- ALHR - Adventure Leadership in Health & Recreation (p. 80)
- ALTR - Adventure Leadership in Recreation Therapy (p. 81)
- ARTZ - Art: Visual Arts (p. 81)
- ATEP - Athletic Training (p. 81)

### C

- COMT - Communication & Theatre (p. 83)

### E

- EC - Early Childhood (p. 84)
- ECON - Economics (p. 85)
- EDCI - Curriculum & Instruction (p. 85)
- EDF - Educational Foundations (p. 87)
- ENGL - English (p. 88)

### G

- GERM - German (p. 88)

### H

- HADM - Health Administration (p. 89)
- HHP - Health & Human Performance (p. 91)
- HIST - History (p. 92)

### M

- M - Mathematics (p. 92)
- MGMT - Management (p. 92)
- MKT - Marketing (p. 93)
- MUSC - Music Courses (p. 93)

### P

- POLS - Political Science (p. 93)
- PSYC - Psychology (p. 94)

### R

- RD - Reading (p. 95)
- REC - Outdoor Recreation (p. 97)
- REHA - Rehabilitation (p. 97)

### S

- SCOU - School Counseling (p. 99)
- SOCL - Sociology (p. 100)
- SPED - Special Education (p. 100)
- STAT - Statistics (p. 102)

## ALHR - Adventure Leadership in Health & Recreation

ALHR 501 Orientation to ALiHR. 1 Credit

Term Typically Offered: Fall

Prerequisite(s): Admission to the graduate ALiHR program.

Orientates new ALiHR(T) students to program requirement and expectations.

Students are required to attend the orientation sessions. Orientation is a series of discussion and workshops designed to help students with the transition to this rigorous program, including time management, changing roles, activities, resources, internships, projects, and thesis. It also provides an opportunity for the students to meet and interact with faculty.

Lecture Hours 1

Department: Health & Human Performance

ALHR 502 Adventure Skills Training. 1 Credit

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Admission to the graduate ALiHR program.

Demonstrates competency in backcountry travel/living (both summer and winter), and at least one area of skill concentration (e.g., challenge course, rock-climbing, paddling, skiing, etc.). Completion of Adventure Skills Training (AST) is accomplished by either documentation or demonstration. Appropriate documentation includes activity log or appropriate letter of reference. Demonstration of AST can be completed by co-teaching the specific skills with one of MSUB's fulltime faculty. Students in need of AST should arrange to gain these skills during the summer or winter breaks.

Lecture Hours 1

Department: Health & Human Performance

ALHR 503 Cont Iss Hlth/Rec Ther/Adv Ldr. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): Admission to the graduate ALiHR program.

Examines conceptual, theoretical, and practical issues associated with the organization and delivery of Adventure and Therapeutic Recreation services. Using theoretical frameworks and applied practice models, students reflect on and develop informed positions on core values and beliefs that support the profession.

Lecture Hours 3

Department: Health & Human Performance

ALHR 530 Hist Pers & Polcy of Outd Adv. 3 Credits

Term Typically Offered: Fall

Prerequisite(s): Admission to the graduate ALiHR program.

Examines policy issues that affect the adventure recreation field; study of the historical significance of key events and individual contributions from cultural, social, and economic points of view.

Lecture Hours 3

Department: Health & Human Performance

ALHR 532 Budg, Fin, & FacI Mgmt Adv Rec. 3 Credits

Term Typically Offered: Spring

Prerequisite(s): Admission to the graduate ALiHR program.

Applies current guidelines, policies, and practices involved in budgeting, financing, acquisition, and managing adventure recreation agencies and facilities.

Lecture Hours 3

Department: Health & Human Performance



ALHR 533 Risk Mgmt & Comm in Adv Rec. 2 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Demonstrate ability to apply current structured approach to designing, communicating, implementing, and assessing a risk management plan for programs and staff within the adventure recreation industry.  
 Lecture Hours 2  
 Department: Health & Human Performance

## ALTR - Adventure Leadership in Recreation Therapy

ALTR 520 Therapeutic Recreation Process. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Examines the multifaceted aspects of the profession and practice of Recreational Therapy (RT). Course content focuses on an understanding of RT definitions, philosophical and theoretical perspectives, service delivery models, and the RT process.  
 Lecture Hours 3  
 Department: Health & Human Performance

ALTR 521 Assmnt, Doc & Admin Rec Therpy. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Teach and develop the critical components of assessment, documentation, and evaluation in the recreational therapy process. Components including protocol development, client assessment (standardized assessment, interview, observation, and record review), and the process of treatment planning, documentation, and evaluation. Client evaluation will be discussed as it relates to client-assessed outcomes.  
 Lecture Hours 3  
 Department: Health & Human Performance

ALTR 522 Therapeutic Rec Modalities. 2 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Experientially develop and apply an assortment of activity-based interventions used in therapeutic recreation practice. Students are introduced to modalities including, but not limited to: adventure activities, animal-assisted therapy, horticulture, reminiscence, aromatherapy, massage, juggling, humor, sports, crafts, social skills, and relaxation training.  
 Lecture Hours 2  
 Department: Health & Human Performance

ALTR 523 Therapeutic Rec & Disabilities. 2 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Combines research literature and practical application on issues associated with mental health, developmental disabilities, and/or aging, and the therapeutic recreation process. Students complete an issues paper that synthesizes research literature and any other structured learning activities, and draws implications for therapeutic recreation practice.  
 Lecture Hours 2  
 Department: Health & Human Performance

ALTR 590 Internship. 1-6 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Admission to the graduate ALiHR program and consent of instructor.  
 V 1-6 Provides experience in responsible appointment as an assistant in recreation therapy. A minimum 560 hour, 14 consecutive week internship experience in a therapeutic recreation service that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis Study. See ALiHR Internship Handbook for details.  
 Department: Health & Human Performance

## ARTZ - Art: Visual Arts

ARTZ 587 Advanced Visual Arts Studies. 9 Credits  
 Term Typically Offered: Summer  
 Prerequisite(s): Bachelor's degree in art or art education.  
 (45 lec/wk, 13 studio/wk) Provides an advanced intensive (8 week) study of specific topics in art history, theory, and criticism; two-dimensional art making; three-dimensional art making; and arts-based research. Develops imagery, form, narrative, and art teaching pedagogy techniques focused on secondary education populations engaged with post-secondary coursework.  
 Lecture Hours 9  
 Department: Art

ART 591 Independent Study. 1-5 Credits  
 Department: Art

ART 596 Cooperative Educ/Internship. 1-9 Credits  
 Lecture Hours 1-9  
 Department: Art

## ATEP - Athletic Training

ATEP 534 Athletic Training Techniques I. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to the graduate athletic training program.  
 Serves as an introduction to athletic training practice. Emphasis on the prevention, care, and management of acute injuries and illnesses, as well as risk management, environmental concerns, and protective taping and equipment.  
 Lecture Hours 2, Lab Hours 1  
 Department: Health & Human Performance

ATEP 535 Athletic Trng Techniques II. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Admission to the graduate athletic training program.  
 Provides an investigation into cultural competent care, mental health issues, current topics, and professionalism in athletic training.  
 Department: Health & Human Performance

ATEP 540 Practicum in Athletic Trng I. 1 Credit  
 Term Typically Offered: Fall  
 Corequisite(s): ATEP 559.  
 Builds on skills previously acquired and introduces new skills related to current coursework. First in the series of four practicum courses.  
 Department: Health & Human Performance

ATEP 541 Practicum in Athletic Trng II. 1 Credit  
 Term Typically Offered: Spring  
 Corequisite(s): ATEP 564.  
 Expands on skills previously acquired and introduces new skills related to current coursework. Second in the series of four practicum courses.  
 Lecture Hours 1  
 Department: Health & Human Performance

<p>ATEP 542 Lower Extremity Assessment. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to the graduate athletic training program.            Provides a study of anatomy and physiology, assessment, evaluation techniques, treatment, and management of conditions affecting the lower extremities and lumbar spine.            Department: Health &amp; Human Performance</p>	<p>ATEP 566 Therapeutic Modalities. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to the graduate athletic training program.            Explores the physiology, theory, indications, and contraindications of therapeutic modalities.            Department: Health &amp; Human Performance</p>
<p>ATEP 544 Upper Extremity Assessment. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): Admission to the graduate athletic training program.            Provides a study of anatomy and physiology, assessment, evaluation techniques, treatment, and management of conditions affecting the upper extremities, head, and thoracic and cervical spine.            Department: Health &amp; Human Performance</p>	<p>ATEP 572 Therapeutic Exercise. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to the graduate athletic training program.            Explores the theory, development, and application of therapeutic exercise programs.            Department: Health &amp; Human Performance</p>
<p>ATEP 546 General Medical Assessment. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to the graduate athletic training program.            Examines the recognition, assessment, and management of general medical conditions and illnesses, and discusses the pharmaceutical process of therapeutic interventions and therapies.            Lecture Hours 3            Department: Health &amp; Human Performance</p>	<p>ATEP 574 Manual Therapy Techniques. 3 Credits            Considers the theories and application methods of comprehensive manual therapy techniques.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>ATEP 550 Practicum in Athletic Trng III. 1 Credit            Term Typically Offered: Fall            Corequisite(s): ATEP 577.            Broadens skills previously acquired and introduces new skills related to current coursework. Third in the series of four practicum courses.            Department: Health &amp; Human Performance</p>	<p>ATEP 575 Case Studies in Sport Psych. 3 Credits            Offers a case study approach to evaluate mental health issues as well as to discuss psychological interventions for the active individual.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>ATEP 551 Practicum in Athletic Trng IV. 1 Credit            Term Typically Offered: Spring            Corequisite(s): ATEP 582.            Reviews and refines skills previously acquired and evaluated in previous coursework. Fourth in the series of four practicum courses.            Lecture Hours 1            Department: Health &amp; Human Performance</p>	<p>ATEP 577 Clinical Education III. 9 Credits            Term Typically Offered: Fall            Corequisite(s): ATEP 550.            Provides students with an immersive clinical experience to expand clinical knowledge and skills. Experience occurs under the direct supervision of a clinical preceptor. Third in series of clinical education courses.            Lecture Hours 9            Department: Health &amp; Human Performance</p>
<p>ATEP 551L Practicum Athletic Trng IV Lab. 0 Credits            Lab Hours 0            Department: Health &amp; Human Performance</p>	<p>ATEP 578 Org and Admin in Athletic Trng. 3 Credits            Prerequisite(s): Admittance into ATEP.            Topics include leadership; insurance; ethics; professional development; and the planning, organization, operations, and assessment of athletic training programming and facilities. Fiscal and risk management will also be examined.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>ATEP 559 Clinical Education I. 2 Credits            Term Typically Offered: Summer            Corequisite(s): ATEP 540.            Provides students with the opportunity to acquire clinical experience and practice clinical skills in the field under the direct supervision of a clinical preceptor. First in a series of clinical education courses.            Lecture Hours 2            Department: Health &amp; Human Performance</p>	<p>ATEP 582 Clinical Education IV. 2 Credits            Term Typically Offered: Fall            Corequisite(s): ATEP 551.            (10-20 lab/wk) Provides students with the opportunity to gain experience and refine clinical skills in the field under the direct supervision of a clinical preceptor. Last in series of clinical education courses.            Lecture Hours 2            Department: Health &amp; Human Performance</p>
<p>ATEP 564 Clinical Education II. 2 Credits            Corequisite(s): ATEP 541.            Provides students with the opportunity to acquire clinical experience and to expand clinical knowledge and skills under the direct supervision of a clinical preceptor. Second in series of clinical education courses.            Lecture Hours 2            Department: Health &amp; Human Performance</p>	<p>ATEP 597 Capstone. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): Admission to the graduate Athletic Training Program.            Serves as an intensive and cumulative review of athletic training competencies and proficiencies. Course is geared towards preparing the athletic training student to challenge the BOC exam.            Lecture Hours 3            Department: Health &amp; Human Performance</p>

## COMT - Communication & Theatre

COMT 501 Communication Law and Ethics. Term Typically Offered: Spring Examines both legal responsibilities and ethical decisions in communication. Key principles and court rulings will be examined that are necessary for public communication professionals to understand. Topics include libel, privacy, press rights, advertising, broadcast regulations, and other cases relevant to contemporary legal issues. This course also examines ethical theories and moral responsibilities for practitioners in communication contexts. Lecture Hours 3 Department: Communication	3 Credits	COMT 522 Issues in Public Relations. Term Typically Offered: Summer Explores advanced public relations strategies and the role of public relations in society. Topics may include (but are not limited to) Corporations and their publics, Not-for-profit public relations, Socially responsible marketing, Public relations theory, Crisis communication, and Public Relations for Multicultural Audiences. Department: Communication	3 Credits
COMT 502 Research Methods. Term Typically Offered: Fall Prerequisite(s): Consent of instructor. Surveys qualitative and quantitative research methods utilized in the field of communication. Reviews principles and purposes of social science research, engaging students in critical discussions of measures, methods, theory, and research design. Lecture Hours 3 Department: Communication	3 Credits	COMT 524 Risk Crisis & Comm. Term Typically Offered: Fall Explores how organizational risk is socially represented, constructed, and maintained. Students learn how to identify the stages of organizational crisis and how decision-making and sense-making processes are influenced by crisis and perceptions of risk. Students will also examine how communication both prevents and creates crises. Lecture Hours 3 Department: Communication	3 Credits
COMT 510 Adv Interpersonal Comm. Prerequisite(s): Consent of instructor. (alternating Sp) Considers major concepts relevant to the study of interpersonal communication, explores some of the most important and recent research in the area of interpersonal communication, and provides experiences for the practical application of these ideas. The content centers on such issues as self-disclosure, interpersonal conflict, perception of self and others, empathic listening, and the study of various specific types of interpersonal relationships such as inter-personal guidance and loving relationships. Graduate students will be required to present an extensive research paper/project. Department: Communication	3 Credits	COMT 525 Media Criticism. (every other year) Engages students in the in-depth exploration, analysis, and criticism of the media as foundational components of democracies, as economic institutions, as producers of text (rhetoric), and as meaning-making systems. Students will learn a variety of critical methods and apply them to the analysis of pressing contemporary issues of media and society. Lecture Hours 3 Department: Communication	3 Credits
COMT 514 Issues in Org Comm. Term Typically Offered: Fall, Summer Prerequisite(s): Consent of instructor. Covers climate, leadership, and conflict issues related to organization. Includes assessment center process, communication training, managing work team effectiveness, functional managerial metaphors, communication audits, communication ethics, planned change in organizations, cognitive mapping as a managerial skill, dealing with ambiguity, and managerial creativity. Graduate students will be required to present an extensive research paper/project. Department: Communication	3 Credits	COMT 526 Case Studies in PR. (alternating Sp) Uses actual cases to assess strategic decisions concerning internal and external publics and appreciate the accompanying ethical, legal, economic, psychological, organizational, political, and media impact of such decisions. Lecture Hours 3 Department: Communication	3 Credits
COMT 516 Leadership & Communication. (every other Sp & Su) Presents material related to leadership theories, leader-participant relations, vision/mission/goals, structure and design, culture, capacity building and social responsibility. Offered ONLY Online. Lecture Hours 3 Department: Communication	3 Credits	COMT 530 Public Influence. Term Typically Offered: Spring (odd years) Examines the leading theories of persuasion/rhetoric and argumentation—including their nature and history—with special time and attention given to contemporary perspectives on rhetorical theories of influence. Lecture Hours 3 Department: Communication	3 Credits
COMT 521 New Media Skills. (every other year) Provides students with knowledge of how social networks influence the communication processes of individuals and organizations in creating and maintaining online identities. Students learn how to develop a social media plan for an organization, and how to assess the strengths and limitations of using social media to create lasting connections with target audiences. Lecture Hours 3 Department: Communication	3 Credits	COMT 531 Political Communication. Term Typically Offered: Fall (even years) Explores communication methods and strategies employed by political campaigns to influence voters. Students will analyze political discourse produced by national, state, and local campaigns in order to understand the communication patterns and interactions that occur. Lecture Hours 3 Department: Communication	3 Credits
		COMT 540 Pop Culture & Cultural Studies. (every other year) Provides an introduction to the history, theory, and practice of studying popular culture. Explores a variety of theoretical approaches to pop culture, including classical Marxism, the Frankfurt School, structuralism, feminism, and postmodernism. Throughout the course, theoretical methodologies will be illustrated through their ability to interpret and/or decode cultural objects ranging from HBO television to science fiction to hip hop. Students will be encouraged to take these applications as models for their own work in choosing, reading, and analyzing specific instances of pop culture. Lecture Hours 3 Department: Communication	3 Credits

COMT 561 Multicultural Mass Comm. (every other year) Explores and critically analyzes mass mediated communication in a multicultural world and the U.S. as a multicultural nation. Provides an understanding of the roles of media corporations and media texts in the construction of cultural, subcultural, and individual identities. Considers media as transnational businesses, as expressive forms, and as mirrors and shapers of culture. Investigates theories, practices, and outcomes of mediated cultural imperialism and the unique role played by U.S. media organizations and U.S.-produced texts. Lecture Hours 3 Department: Communication	3 Credits	COMT 590 Internship. Prerequisite(s): Consent of instructor. Provides graduate students on-site observational and involvement opportunities. Department: Communication	1-6 Credits
COMT 565 Communication Theory. Term Typically Offered: Fall, Spring Prerequisite(s): Consent of instructor. Provides the student with a theoretical/conceptual framework for understanding human communication. Graduate students will be required to present an extensive research paper/project. Department: Communication	3 Credits	COMT 591 Independent Study. Prerequisite(s): Consent of instructor. Provides graduate students of outstanding ability an opportunity to explore material not covered by regular Communication courses. Department: Communication	3 Credits
COMT 570 Applied Communication Studies. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Consent of instructor. Provides the opportunity to develop an applied graduate-level professional and/or academic communication project that explores how people apply their knowledge of communication in practical contexts. Addresses applied topics such as dealing with conflict, conducting meetings, leading effectively, managing rumors, advocacy, political communication, and the practices of the media. Students will base their course work upon an independent project or communications-related internship that they identify and complete. Class does not meet regularly. Department: Communication	3 Credits	COMT 592 Seminar. Prerequisite(s): Consent of instructor. This course may be Provides graduate students an opportunity to investigate topics pertinent to the field of Communication. Offered ONLY Online. Department: Communication	3 Credits
COMT 580 Health Communication. (every other year) Explores key findings in health communication research and practice, focusing on a wide range of media (e.g., brochures, posters, radio, television, telephone hotlines, Internet) and a wide range of health objectives (e.g., STD/HIV prevention, smoking cessation, cardiovascular disease prevention). We will examine the literature and key health communication campaigns to determine what are the key ingredients of successful or effective approaches in each medium, for different types of messages and target audiences. Lecture Hours 3 Department: Communication	3 Credits	COMT 593 Workshop. Prerequisite(s): Consent of instructor. Provides graduate students an opportunity for experimental study in areas of Communication. Department: Communication	3 Credits
COMT 581 Campaign Planning. (every other year) Examines the application of commercial campaign technologies to the analysis, planning, execution, and evaluation of programs designed to influence the voluntary behavior of target audiences in order to improve their personal welfare and that of their society. Lecture Hours 3 Department: Communication	3 Credits	COMT 595 Comprehensive Exams. Term Typically Offered: Fall, Spring Prerequisite(s): COMT 502, COMT 514, COMT 525, COMT 565, and consent of instructor. Serves as the culmination of the MSPR. Students choosing this option will answer a series of questions that correspond to core courses in the program and will write a paper, in conjunction with the supervising professor, that demonstrates their mastery of the ability to research and write in their area of specialty. Must be taken during or after the final semester of coursework. Department: Communication	3 Credits
COMT 582 Gender, Media, and Society. Provides a critical look at representations of gender in various media industries. Major theoretical methodologies will be used to interpret and/or decode cultural objects ranging from social media to film to television. Lecture Hours 3 Department: Communication	3 Credits	COMT 596 Cooperative Educ/Internship. Provides university credit for graduate work experience in the area of Communication and Theatre, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Department: Communication	1-8 Credits
COMT 587 Applied Communication Theory. Term Typically Offered: Summer Prerequisite(s): master's degree. Addresses some of the subfields of communication studies, and introduces graduate students to graduate-level study of persuasion, rhetorical theory and criticism, public address, and mediate communication theories. Lecture Hours 9 Department: Communication	9 Credits		
		<b>EC - Early Childhood</b>	
		EC 590 Internship. Prerequisite(s): Approved plan of study and approved internship application. Provides experience as an assistant in an early childhood setting. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	1-6 Credits
		EC 591 Independent Study. Prerequisite(s): Consent of the instructor, approval of the department chairperson and Dean of Education, and Independent Study contract filed with the Office of Graduate Studies. Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Early Childhood. Department: EDCI/EDF	1-6 Credits
		EC 592 Seminar. Provides an opportunity to investigate topics at the advanced level pertinent to the area of Early Childhood. Department: EDCI/EDF	1-6 Credits
		EC 593 Workshop. Provides an opportunity for experimental study at the advanced level in an area of Early Childhood. Department: EDCI/EDF	1-6 Credits

EC 594 Clinic. 1-6 Credits  
 Prerequisite(s): Consent of Instructor.  
 Provides an opportunity to explore and develop advanced skills in working with individuals in early childhood settings. Lab fee required. Valid Criminal background check required.  
 Department: EDCI/EDF

EC 599 Thesis. 6 Credits  
 Prerequisite(s): EDF 501 or equivalent and an approved plan of study required.  
 This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree.  
 Department: EDCI/EDF

## ECON - Economics

ECON 592 Seminar. 1-3 Credits  
 Prerequisite(s): Graduate standing or consent of department.  
 Provides graduate students with an opportunity to investigate intensively topics pertinent to economics.  
 Lecture Hours 1-3  
 Department: College of Business-All Depts

## EDCI - Curriculum & Instruction

EDCI 500 Curriculum Development. 2 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Admission to graduate study.  
 Provides a basic graduate level curriculum course to students seeking teaching licensure. Topics of study include: curriculum goals, objectives and lesson planning, teaching models, and assessment.  
 Lecture Hours 2  
 Department: EDCI/EDF

EDCI 511 Inst Strtgs Lang Arts/Chld Lit. 2 Credits  
 Term Typically Offered: Fall  
 Provides an in-depth view of current research and classroom practices for the methods of teaching language arts and children's literature. Emphasis is placed on the pedagogical process of learning language skills and genres.  
 Lecture Hours 2  
 Department: EDCI/EDF

EDCI 512 Inst Strtgs in Social Studies. 2 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Consent of Instructor.  
 Provides an in-depth view of current research and classroom practices for the methods of teaching social studies. Emphasis is placed on the pedagogical process of learning the different branches of social studies.  
 Lecture Hours 2  
 Department: EDCI/EDF

EDCI 513 Inst Strtgs in Mathematics. 2 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Consent of Instructor.  
 Covers the role of various teaching strategies in maximizing the effectiveness of mathematics classroom instruction including the use of manipulatives, technology, and activity-oriented strategies. Students will investigate the use of traditional and constructivist strategies in effective classroom instruction, and will investigate national trends in mathematics education.  
 Lecture Hours 2  
 Department: EDCI/EDF

EDCI 514 Inst Strtgs in Science. 2 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Consent of Instructor.  
 Covers the role of various teaching strategies in maximizing the effectiveness of science classroom instruction including the use of technology and activity-oriented strategies. Students will investigate the use of traditional and constructivist strategies in effective classroom instruction and will investigate national trends in science education.  
 Lecture Hours 2  
 Department: EDCI/EDF

EDCI 517 Intgrtng Arts Across Elem Curr. 4 Credits  
 Term Typically Offered: Fall, Summer  
 Prerequisite(s): Admission to Teacher Education.  
 Explores the content and pedagogy for integrating visual arts, music, and drama into a standards-based curriculum. Participants will develop lesson plans for effective arts integration, teaching strategies to address the needs of diverse learners, and assessment and evaluation techniques.  
 Lecture Hours 4  
 Department: EDCI/EDF

EDCI 519 Graduate Practicum. 2 Credits  
 Term Typically Offered: Fall, Spring  
 Prerequisite(s): Admission to Teacher Education and consent of instructor.  
 Engages students in 65 hours of supervised practical experience in a classroom. This experience includes: structured observation focusing on cultural and developmental characteristics of children, working with teachers on individual diagnosis of student needs and prescription of student activities, and assisting small groups of students in accomplishing learning tasks. Lab fee required. Valid Criminal background check required.  
 Department: EDCI/EDF

EDCI 533 Adv Study in Math Instruction. 3 Credits  
 Covers the role of various teaching strategies in maximizing the effectiveness of mathematics classroom instruction, including the use of manipulatives, technology, and different forms of classroom organization.  
 Lecture Hours 3  
 Department: EDCI/EDF

EDCI 554 TESOL Lang, Culture & Pedagogy. 3 Credits  
 Term Typically Offered: Summer  
 Examines issues of language, culture, and pedagogy in the second/foreign language classroom. Focus is placed on developing cross-cultural competence in the classrooms, with families, and in communities. This course is intended to provide students with an opportunity to reflect on the mutual impact of language, culture, and pedagogy in the learning experiences of ESL/EFL learners. This course enables students to examine their own and others' assumptions about language and culture. More importantly, this course explores culturally and linguistically diverse students' funds of knowledge and critically reflects upon methodologies to extract and use them as assets for teaching.  
 Lecture Hours 3  
 Department: EDCI/EDF



EDCI 555 TESOL Second Lang Acquisition. Term Typically Offered: Fall Explores the theories of first and second language acquisition and how they relate to trends in society, education, and related disciplines. The course will discuss current theories in cognitive, affective, and sociocultural domains regarding second language learning. This course will investigate topics in three groups: Universal features of the L2 learner and the L2 learning process that determine the nature and route of acquisition, (2) Individual influences related to differential rate of acquisition in L2, and (3) Sociocultural dimensions that influence L2 learning. The course requires field experiences, group reflections, and self-critique. Participants are expected to complete the required readings and have experience in an ESL classroom, review a textbook, and develop a professional growth portfolio. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDCI 575 Asmnt of Online Lrng Outcms I. Term Typically Offered: Spring (odd years) Utilizing instructional technology learner-centered principles in the application of multi-dimensional approaches in the assessment, evaluation, and measurement of learning outcomes. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDCI 556 TESOL Methds, Assessmnt,& Eval. Term Typically Offered: Spring Gives second language teachers a critical understanding of basic concepts and principles in second language teaching. Specifically, the course explores the multi-dimensional nature of the teacher as a learner of teaching, the contexts within which teaching occurs, and the activities and content of second language teaching and learning. The topics include the role of teacher in addition to a series of teaching methods. Students engage in a range of theoretical, pedagogical, and reflective activities. This course requires field experiences, group reflections, and self-critique. The course has been created in accordance with TESOL and CAPE standards. This course focuses on the process of testing and assessing English language learners. It is designed to help students understand the principles, theories, practices, and processes of second language assessment, including an understanding of the movement in language assessment toward more authentic testing. Topics in class include the purposes of assessment, use of evaluation techniques, scaffolding of assessment, formal/informal assessment tools, assessment of oral/written communication and grammar, designing authentic assessment, integration of standardized and authentic assessment, interfacing assessment and instruction, the impact of a first language and culture on assessment, and using students' cultural and linguistic strengths in designing and interpreting assessments. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDCI 576 Instructional Materials Design. Term Typically Offered: Summer (odd years) Prerequisite(s): Consent of instructor. Provides procedures and practice in designing and developing instructional materials. The principles of visual and graphic design and layout will be stressed. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDCI 572 Intro Educational Technology. Term Typically Offered: Fall (even years) Familiarizes computer technology and software applications designed to effectively integrate technology into instruction. Department: EDCI/EDF	3 Credits	EDCI 577 Asmnt of Online Lrng Outcms II. Term Typically Offered: Fall (odd years) Creates projects that engage participants in interactive learning strategies in an online environment. Students will implement technology as a tool to enhance instruction. This is the capstone course for the Certificate program. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDCI 573 Pedagogical Instructional Dsgn. Term Typically Offered: Fall (even years) Provides students with an introduction to the process of instructional design. Students will learn to systematically plan, develop, evaluate, and manage the instructional process and will use this information to create effective instructional materials. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDCI 584 Student Teaching (K-12). Term Typically Offered: Fall, Spring Prerequisite(s): Approved application to student teach. Places the student in a supervised field experience in a K-12 setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. A lab fee is required. Valid Criminal background check required. Department: EDCI/EDF	6 Credits
EDCI 574 Adaptations for Diverse Lnrs. Term Typically Offered: Spring (odd years) Focuses on addressing learning styles, identifying appropriate instructional materials, and implementing state-of-the-art instructional approaches. Students will be introduced to the process of designing instructional strategies for ALL learners. Lecture Hours 3 Department: EDCI/EDF	3 Credits	EDCI 585 Student Teaching (Elementary). Term Typically Offered: Fall, Spring Prerequisite(s): Approved application to student teach. Places the student in a supervised field experience in an elementary setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. A lab fee is required. Valid Criminal background check required. Department: EDCI/EDF	6 Credits
		EDCI 586 Student Teaching (Secondary). Term Typically Offered: Fall, Spring Prerequisite(s): Approved application to student teach. Places the student in a supervised field experience in a secondary setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentor teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Students participate in the Capstone Seminar scheduled throughout the professional semester. A lab fee is required. Valid Criminal background check required. Department: EDCI/EDF	6 Credits



EDCI 589 Extended Campus Professional D. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings. Department: EDCI/EDF	1-6 Credits	EDCI 691 Independent Study. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Consent of the instructor, approval of the department chairperson and Dean of Education, and Independent Study contract filed with the Office of Graduate Studies. Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Curriculum and Instruction. Department: EDCI/EDF	1-6 Credits
EDCI 590 Internship. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Approved plan of study and approved internship application. Corequisite(s): EDCI 597. Provides experience in a responsible appointment as an assistant in an appropriate instructional setting. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	1-6 Credits	EDCI 697 Critical Issues in Education. Term Typically Offered: Spring, Summer Prerequisite(s): Successful completion of EDF 501 or approved equivalent and be in good standing. Provides experiences in reviewing literature on current issues in education with an emphasis on the synthesis of this research into written and oral presentations. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDCI 591 Independent Study. Department: EDCI/EDF	1-6 Credits	EDCI 698 Directed Research Project. Term Typically Offered: Fall, Summer Provides practicing teachers who are pursuing a master's degree the opportunity to engage in a semester-long directed research project. Each student will work closely with a faculty member to develop and conduct a research project and then analyze and present the results of the project. The specific type of research design will vary depending on student interest. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDCI 592 Seminar. Term Typically Offered: Fall, Spring, Summer Provides an opportunity to investigate topics at the advanced level pertinent to the area of curriculum and instruction. Department: EDCI/EDF	0.5-6 Credits	EDCI 699 Thesis. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): EDF 501 or equivalent and an approved plan of study required. This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree. Department: EDCI/EDF	6 Credits
EDCI 593 Workshop. Term Typically Offered: Fall, Spring, Summer Provides an opportunity for experimental study at the advanced level in an area of curriculum and instruction. Department: EDCI/EDF	1-6 Credits		
EDCI 594 Clinic. Prerequisite(s): Consent of Instructor. Provides an opportunity to explore and develop advanced skills in working with individuals in appropriate instructional settings. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	1-6 Credits		
EDCI 597 Contemporary Issues Tchr Educ. Prerequisite(s): Admission to candidacy in Teacher Licensure Program of Study, completion of 75% of program coursework. Corequisite(s): EDCI 590. Provides an issue-focused action research course for students completing graduate level teaching licensure. Topics of study include: drug and alcohol education (10 hrs.); classroom management and discipline; multicultural education; and legal issues in education. Department: EDCI/EDF	3 Credits		
EDCI 610 Curr Theory: Analysis & Pract. Term Typically Offered: Spring, Summer Prerequisite(s): Approved graduate plan of study and prior course in curriculum. Explores past, contemporary, and future directions for curriculum, based on current research. Students will conduct a comprehensive review of the literature in a curricular area of their choice. Department: EDCI/EDF	3 Credits		
EDCI 690 Internship. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Approved plan of study and approved internship application. Provides experience in a responsible appointment as an assistant in an appropriate instructional setting. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	1-6 Credits		

## EDF - Educational Foundations

EDF 501 Research Dsgn & Interpretation. Term Typically Offered: Fall, Spring, Summer Extends students' undergraduate preparation, via a survey of the broad areas of research that address human behavior, ranging from natural history through experimental strategies to philosophy of science. Engages students in what was historically known as natural philosophy. The concepts, skills, insight, and understanding needed to appropriately apply and interpret this wide range of research are presented, with students engaging in individual projects that lead them through every phase of integrated, though introductory, research. The course provides the basis for further master's level research. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDF 515 Social & Phil Issues in Educ. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Graduate standing or consent of instructor. Asks students to analyze their own assumptions about the process of education, develop understanding of key social, philosophical, and legal issues in public education, and relate these issues to their own work in schools. Includes recent developments in education law. (Discussion-based course designed for graduate students working toward licensure as teachers or school counselors and practicing teachers or counselors.) Lecture Hours 3 Department: EDCI/EDF	3 Credits

EDF 530 Adv Human Dev & Learning. Term Typically Offered: Fall, Spring, Summer Builds upon relevant undergraduate preparation in order to critically examine the major theories developed to understand human learning and development. Inquiry focuses on criticism of the theories themselves, examination of the empirical support or lack of support they receive, and the professional principles and practices derived from each theory. Lecture Hours 3 Department: EDCI/EDF	3 Credits
EDF 590 Internship. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Approved plan of study and approved internship application. Provides experience in a responsible appointment as an assistant in a foundation and/or leadership setting. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	1-6 Credits
EDF 591 Independent Study. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Consent of the instructor, approval of the department chairperson and the Dean of Education, and agreement filed with the Office of Graduate Studies. Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Educational Foundations. Department: EDCI/EDF	1-6 Credits
EDF 592 Seminar. Term Typically Offered: Fall, Spring, Summer Provides an opportunity to investigate topics at the advanced level pertinent to the area of foundations and/or leadership. Department: EDCI/EDF	1-6 Credits
EDF 593 Workshop. Term Typically Offered: Fall, Spring, Summer Provides an opportunity for experimental study at the advanced level in an area of foundation and/or leadership. Department: EDCI/EDF	1-6 Credits
EDF 594 Clinic. Prerequisite(s): Consent of Instructor. Provides an opportunity to explore and develop advanced skills in working with individuals in a foundation and/or leadership setting. Lab fee required. Valid Criminal background check required. Department: EDCI/EDF	1-6 Credits
EDF 599 Thesis. Prerequisite(s): EDF 501 or equivalent and an approved plan of study required. This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree. Department: EDCI/EDF	1-6 Credits
EDF 690 Internship. Lecture Hours 1-6 Department: EDCI/EDF	1-6 Credits
EDF 698 Directed Research Project. Term Typically Offered: Spring Corequisite(s): EDCI 697. Prerequisite/ Provides practicing teachers who are pursuing a master's degree the opportunity to engage in a semester-long directed research project. Each student will work closely with a faculty member to develop and conduct a research project and then analyze and present the results of the project. The specific type of research design will vary depending on student interest. Lecture Hours 3 Department: EDCI/EDF	3 Credits

## ENGL - English

ENGL 510 Tchng Creative & Exp Writing. Term Typically Offered: Summer Prerequisite(s): B.A. in English Education. Focuses on skills used in both creative and expository writing. Examines the relationship between reading and writing through discussion of literature, and prepares high school English teachers to teach college-level writing through training in the craft of writing expository essays and original creative work. Provides diverse, practical approaches to teaching writing and developing a culture of writing in high schools. Lecture Hours 9 Department: English & Philosophy	9 Credits
ENGL 552 Elk River Wrtnng Proj Ldrshp Tr. Term Typically Offered: Summer Prerequisite(s): Bachelor's degree and completion of ENGL 554. (27.5 lec/7.5 lab/wk) Provides experienced teachers with strategies to lead professional development training for K-16 teachers. This training will develop best literacy practices within a multicultural and place-based writing pedagogy, including a focus on Indian Education for All. Department: English & Philosophy	7 Credits
ENGL 554 Elk River Wrtnng Prjct Sum Inst. Term Typically Offered: Summer Prerequisite(s): Bachelor's degree. (27.5 lec/7.5 lab/wk) Provides novice and experienced teachers in any discipline with strategies to develop best literacy practices within a multicultural and place-based writing pedagogy, with emphasis on Indian Education for All. Department: English & Philosophy	7 Credits
ENGL 557 Worlds Apart But Not Strangers. Term Typically Offered: Summer Prerequisite(s): Teaching Certificate. Explores the connection between Holocaust Studies and Indian Education for All. Through critical analysis, field experience, writing, and inquiry, this course provides novice and experienced teachers with pedagogical methods for integrating Holocaust Studies and Indian Education for All into classrooms. Department: English & Philosophy	3 Credits
ENGL 591 Independent Study. Prerequisite(s): Graduate standing and consent of the instructor, approval of the department chairperson and Dean of Arts and Sciences, and Independent Study contract filed with the Office of Graduate Studies prior to registration. Provides an opportunity for students of superior academic standing to explore material beyond that covered by undergraduate courses in English. Department: English & Philosophy	1-5 Credits
ENGL 593 Workshop. Lecture Hours 1-6 Department: English & Philosophy	1-6 Credits
ENGL 594 Clinic. Department: English & Philosophy	1-6 Credits
<b>GERM - German</b>	
GERM 591 Independent Study. Prerequisite(s): Graduate standing and consent of the instructor, approval of the department chairperson and Dean of Arts and Sciences, and Independent Study contract filed with the Office of Graduate Studies prior to registration. Provides an opportunity for students of superior academic standing to explore material beyond that covered by undergraduate courses in German. Department: Modern Languages	1-5 Credits

## HADM - Health Administration

<p>HADM 593 Workshop. 1 Credit Lecture Hours 1 Department: Health Care Services</p>	<p>HADM 605 Evidnc Bsd Mgt, Rsrch, Eval Mth. 3 Credits Term Typically Offered: Fall Prerequisite(s): Admission to MHA Program or approval of MHA advisor. Provides a systematic introduction to evidence based management in healthcare, health services research, and research literature appraisal in order to apply research evidence in healthcare organizations. Focuses on key concepts and methods of applied organizational research and program evaluation in health administration, including designs and techniques for gathering and using data about processes, quality, and effectiveness to study health organization problems in order to guide effective practice. Students will develop the ability to frame and analyze questions and issues related to health services management. Offered ONLY Online. Department: Health Care Services</p>
<p>HADM 601 Professional Seminar 1. 1 Credit Term Typically Offered: Fall Prerequisite(s): Admission to the MHA program or approval of the MHA advisor. Provides an introduction to and experience of interdisciplinary and interprofessional learning, in both theoretical and practical aspects. Competency will be acquired in the four major domains identified by Interprofessional Education: values/ethics for interprofessional practice, roles/responsibilities, interprofessional communication, and teams and teamwork. Case studies and role playing will be used to promote learning. Seminars will be held on campus and will be highly interactive learning experiences involving students, faculty, alumni, and industry and content experts. Students will also learn values of respect for other cultures and embracing cultural diversity, especially American Indian tribal culture. Department: Health Care Services</p>	<p>HADM 607 Hlth Informatics &amp; Info Systms. 3 Credits Term Typically Offered: Fall Prerequisite(s): Admission to MHA Program or approval of MHA advisor. Provides students with knowledge, skills, and abilities related to how information technology can be used to improve decision-making and problem-solving in the healthcare enterprise. Introduces the role that information technology and systems play in finance, strategic planning, operations, quality, and human resources management. Includes the acquisition, implementation, and ongoing management of information resources in health care. Focuses on health information systems, including the electronic medical record, pharmacy systems, billing systems, business intelligence, and data warehousing systems. Students will understand how to use data from these informatics systems to measure the quality and costs of care. Offered ONLY Online. Lecture Hours 3 Department: Health Care Services</p>
<p>HADM 602 Professional Seminar 2. 1 Credit Term Typically Offered: Spring Prerequisite(s): Admission to the MHA program or approval of the MHA advisor. Provides an opportunity for students to develop professional skills such as time management; planning and running effective meetings; working and managing project teams; and written and verbal communication, including email and executive memo etiquette. Teaching techniques will include helpful hints from experts, in-class exercises, and case studies. Students will gain confidence in interviewing, having crucial conversations, networking, and job search strategies. Seminars will be held on campus and will be highly interactive learning experiences involving students, faculty, alumni, and industry and content experts. Department: Health Care Services</p>	<p>HADM 608 Statistics for Hlth Care Admin. 2 Credits Term Typically Offered: Fall Prerequisite(s): Admission to the MHA program or approval of MHA advisor. Explores the appropriate use of statistics in healthcare administration with a focus on intermediate statistical principles that healthcare managers use for achieving optimal organizational performance, promoting evidence-based practice, pursuing organizational transformation, and conducting research. Topics include descriptive statistics, normality, probability and non-probability sampling, parametric and nonparametric hypothesis testing, and regression. Learners will apply theory and current research to practical applications in healthcare administration. Offered ONLY Online. Lecture Hours 2 Department: Health Care Services</p>
<p>HADM 603 Professional Seminar 3. 1 Credit Term Typically Offered: Fall Prerequisite(s): Admission to the MHA program, HADM 601, HADM 602, or approval of MHA advisor. Introduces students to clinical terminology and how patient care happens in the healthcare setting. Concepts that are related to disease, health, healing, wellness, health professions, and patient experience and assessment are reviewed and discussed. Evolving approaches to patient care in the inpatient and ambulatory environments are explored, as well as concepts of patient-centeredness and population health. Seminars will be held on campus and will be highly interactive learning experiences involving students, faculty, alumni, and industry and content experts. Department: Health Care Services</p>	<p>HADM 610 Health Care Systems. 2 Credits Term Typically Offered: Fall Prerequisite(s): Admission to the MHA program or approval of MHA advisor. Provides an overview of the U.S. healthcare system and examines the historical evolution, structure, financing mechanisms, major provider components, overall performance, and future directions of the system. Students gain an understanding of the major issues facing the healthcare system including the unique aspects of rural-frontier healthcare. The course provides students with a framework to organize knowledge of the healthcare system to support further study in health administration. Offered ONLY Online. Lecture Hours 2 Department: Health Care Services</p>
<p>HADM 604 Professional Seminar 4. 1 Credit Term Typically Offered: Spring Prerequisite(s): Admission to the MHA program, HADM 601, HADM 602, HADM 603, or approval of MHA advisor. Designed to increase the students' knowledge and competencies in the inter-related areas of leadership and governance. Students will enhance their self-awareness concerning leadership strengths and areas of self-improvement through multi-source feedback, personality inventory, and reflective learning exercises. Students will also develop their understanding and appreciation of the role of boards and board management in organizational governance, particularly as these relate to the health care industry. Seminars will be held on campus and will be highly interactive learning experiences involving students, faculty, alumni, and industry and content experts. Department: Health Care Services</p>	

<p>HADM 612 Health Policy. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): Admission to the MHA program or approval of MHA advisor.            Presents an overview of the health care policy-making process in the United States with specific examples from government institutions and ongoing efforts aimed at healthcare reform. Emphasis is placed on the critical role of healthcare managers in the policy-making arena and how policies affect cost, quality, and access to health care. This course will prepare students to analyze healthcare policy, participate in public dialogue on policy issues, and advocate solutions that will improve health status and promote quality healthcare. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 632 Healthcare Economics. 2 Credits            Prerequisite(s): Admission to MHA Program or approval of MHA advisor.            (Sp second half semester) Applies health economics principles and concepts to examine issues and problems in delivery of health care services, including supply and demand of medical care and health insurance, production of health services, expenditure of growth, markets for hospital and physician services, medical liability costs, and alternative delivery systems in health care markets. Offered ONLY Online.            Lecture Hours 2            Department: Health Care Services</p>
<p>HADM 615 Managerial Acct &amp; Budgeting. 3 Credits            Prerequisite(s): Admission to the MHA program or approval of MHA advisor.            (F, second half semester) Reviews basic accounting principles/terminology and provides an overview of financial management and managerial accounting, including basic financial statements and asset accounts, budgeting for managerial control, planning, cost accounting, managerial accounting, rate setting, budgeting preparation, managing the account cycle, basics of capital budgeting, project risk analysis, break-even analysis, contribution margin, overhead allocation, operating costing, and financing health programs. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 635 Health Law. 3 Credits            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            (Sp second half semester) Serves as an introduction to the law for health administrators. Analyzes the law, legal system, and current legal problems as they relate to the financing and delivery of health care services. Topics include regulatory law, fraud and abuse, employment, and tort and business law. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 620 Health Operations Methods. 2 Credits            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            (Sp second half semester) Provides an overview of systems processes and analytical techniques in healthcare settings. Topics include process and productivity measures and analyses, forecasting, tools and techniques for data analysis, service design, bottleneck and layout analysis, capacity management, task sequencing, patient and smooth workflow, and quality control management. Offered ONLY Online.            Lecture Hours 2            Department: Health Care Services</p>	<p>HADM 640 Mangrl Epidemiology &amp; Pop Hlth. 3 Credits            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            (Sp second half semester) Examines principles and methods of epidemiology used to make healthcare management decisions, including definitions of health, measurements of health, disease frequency, measures of effect, causal inferences, and descriptive epidemiology. Emphasizes population health; the health outcomes of a group of individuals, including the distribution of such outcomes within the group; and the role that healthcare organizations may play in improving the health of populations. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 622 Health Quality Techniques. 2 Credits            Term Typically Offered: Summer            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            Provides an overview of the origins, concepts, strategies, quality improvement methods, and techniques for managing and improving health care clinical and managerial service quality. Topics include current state of quality management systems, strategies for assessing and improving quality of care, tools and techniques for organizational continuous quality improvement and customer-driven health care. Offered ONLY Online.            Lecture Hours 2            Department: Health Care Services</p>	<p>HADM 645 Rural-Frontier Hlthcare Mgt. 2 Credits            Term Typically Offered: Summer            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            Explores the management of healthcare organizations in a rural-frontier environment. Students will be introduced to management theories and principles with emphasis on the strategies and methods for creating a productive work environment. Topics include leadership styles, managerial roles and techniques, supervision of professional staff, evaluation of program effectiveness, and fiscal accountability. Offered ONLY Online.            Lecture Hours 2            Department: Health Care Services</p>
<p>HADM 625 Hlthcare Fin &amp; Reimbursement. 3 Credits            Prerequisite(s): Admission to MHA Program or approval of MHA advisor.            (Sp first half semester) Provides an overview of health care financing arrangements in the United States, focusing on the current financial environment, including both public and private components of the third-party-payer system, payment mechanisms, fiscal incentives, and cost behavior. Examines financial management concepts and techniques in health management decisions. Topics include financial statement and operating analysis, cost determination and allocation, prices of services, financial forecasting, working capital management, time value analysis, capital investment decisions, cost of capital, capital structure, variance analysis, financial risk and return, sources of funding and capital rationing, rate setting, and methods of improving profitability. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 675 Healthcare Human Resources. 2 Credits            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            (F second half semester) Examines the strategic role of human resources in health organizations, principles and concepts of human resources planning and management in health organizations, including strategic use of staffing, development, appraisal, compensations, and labor relations; health professions human resources issues. Offered ONLY Online.            Lecture Hours 2            Department: Health Care Services</p>
	<p>HADM 685 Research &amp; Evaluation Methods. 3 Credits            Prerequisite(s): Admission to CAHP graduate program.            (first half semester) Provides an overview of key concepts and methods of applied organizational research and program evaluation in health administration, including designs and techniques for gathering and using data about processes, quality, and effectiveness to study health organization problems in order to guide effective practice. Students will develop the ability to frame and analyze questions and issues related to health services management.            Department: Health Care Services</p>



<p>HADM 687 Healthcare Mkt &amp; Strategy. 3 Credits            Term Typically Offered: Summer            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            Provides an introduction to marketing and competitively positioning health organizations. Examines the principles, concepts, and methods of strategic marketing planning in health services organizations, including consumer segmentation, target marketing, marketing research, and marketing mix. Examines strategy formulation and implementation in healthcare organizations, aligning external relationships and internal structures, decision-making, and change. Topics include internal and external environmental assessment, competitor analysis, and evaluating strategic alternatives; the development, implementation, and evaluation of strategic and operational plans in relation to the healthcare environment. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HADM 697B Capstone II. 3 Credits            Term Typically Offered: Spring            Prerequisite(s): Admission to MHA program, HADM 601, HADM 602, HADM 605, HADM 608, HADM 610, HADM 615, HADM 620, HADM 625, HADM 632, HADM 640, HADM 697A, or approval of MHA advisor.            Allows students to utilize research gathered during Capstone I to address a problem that is important to a health care delivery system, management, or policy. Students will create a high quality, compelling report and an oral presentation. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>
<p>HADM 690 Internship. 3 Credits            Prerequisite(s): Admission to MHA program or approval of MHA advisor.            Provides students with a supervised experience in a responsible appointment as an assistant administrator. Placements are arranged through the Health Administration office.            Department: Health Care Services</p>	<p>HHP 501 Srvy of Exercise &amp; Sport Sci. 3 Credits            Prerequisite(s): Admission to M.S. or instructor permission.            Surveys the ways in which different scientific, core bodies of knowledge in exercise physiology, biomechanics, nutrition, and neural control intersect to form the foundation for professional activities in sport and exercise.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>HADM 691 Independent Study. 1-6 Credits            Prerequisite(s): Admission to MHA program and consent of instructor.            Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in the Health Administration Program.            Department: Health Care Services</p>	<p>HHP 502 Rsrch in Exercise &amp; Sport Sci. 3 Credits            Prerequisite(s): Admission to M.S. or instructor permission.            Covers research and the statistical analysis that support research-specific, evidence-based practice in contexts unique to exercise science and sport.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>HADM 692 Seminar. 1-6 Credits            Prerequisite(s): Admission to the MHA program.            Provides an opportunity to investigate topics at the advanced level pertinent to the area of Health Administration.            Department: Health Care Services</p>	<p>HHP 518 Hlth Enhncmnt Mthd &amp; Mtrls K-8. 2 Credits            Term Typically Offered: Fall            Examines theories and models of curriculum design and teaching methodologies for grades K-8 Health Enhancement.            Lecture Hours 2            Department: Health &amp; Human Performance</p>
<p>HADM 696 Cooperative Educ/Internship HA. 3 Credits            Prerequisite(s): Approval of MHA advisor.            (repeatable once) Integrate MHA coursework to demonstrate application and synthesis of knowledge and skills in a health management setting. Internship is supervised by a health professional in collaboration with faculty. Learning agreement must be completed prior to registration.            Lecture Hours 3            Department: Health Care Services</p>	<p>HHP 540 Sport Leadership. 3 Credits            Term Typically Offered: Fall            Explores theory and practice leadership principles applied to coaching and sport settings. Special attention is devoted to various applied strategies including: leadership/coaching styles, leader personality and behavior, basic anatomy and biomechanics of human movement, decision-making, risk management, planning and organizing, processing and evaluating, communicating and motivating, time management, and conflict management. Use of the case study method is applied to various sport settings.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
<p>HADM 697A Capstone I. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): Admission to MHA program, HADM 601, HADM 602, HADM 605, HADM 608, HADM 610, HADM 615, HADM 620, HADM 625, HADM 632, HADM 640, or approval of MHA advisor.            Provides an opportunity for students to integrate the skills and knowledge acquired in previous coursework to address a problem that is important to a health care delivery system, management, or policy. Students design and conduct an applied research project. Offered ONLY Online.            Lecture Hours 3            Department: Health Care Services</p>	<p>HHP 545 Exercise Test &amp; Prescription. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): HHP 430.            Explores basic techniques in the assessment of physical fitness, prescription of exercise for healthy and unhealthy adults, and promotion of physical activity within communities.            Lecture Hours 3            Department: Health &amp; Human Performance</p>
	<p>HHP 550 Psychological Principles. 3 Credits            Covers the psychological dimension of sport science, focusing on advanced motor learning and applied sport psychology. Special attention is focused on sport psychology interventions with strong research support for their effectiveness.            Lecture Hours 3            Department: Health &amp; Human Performance</p>

## HHP - Health & Human Performance

HHP 560 Sport Marketing. 3 Credits  
 Explores the theory and practice of the marketing of sport as a product and the marketing of non-sport-related products through sport. Includes the study of various specific areas, such as market definition, consumer analysis, market research, market segmentation, product positioning, pricing, promotion, marketing communication, distribution, and sponsorship applied to sport.

Lecture Hours 3

Department: Health & Human Performance

HHP 570 Sport Organizations & Gov. 3 Credits  
 Term Typically Offered: Fall

Explores the theory and practice of sport organizations and their various governance structures. Organization theory is presented in the context of sport organizations that regulate high school athletics, intercollegiate athletics, international amateur sport, and professional sport.

Lecture Hours 3

Department: Health & Human Performance

HHP 590 Internship. 1-9 Credits

Prerequisite(s): Approved plan of study and approved internship application. Provides experience in a responsible appointment as an assistant in physical education and/or health settings.

Lecture Hours 1-9

Department: Health & Human Performance

HHP 591 Independent Study. 1-6 Credits

Prerequisite(s): Consent of the instructor, approval of the department chairperson and the Dean of Allied Health Professions, and Independent Study contract filed with the Office of Graduate Studies.

Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in the Department of Health and Human Performance.

Department: Health & Human Performance

HHP 592 Seminar. 1-6 Credits

Provides an opportunity to investigate topics at the advanced level pertinent to the area of Health and Physical Education.

Lecture Hours 1-6

Department: Health & Human Performance

HHP 593 Workshop. 1-6 Credits

Provides an opportunity for experimental study at the advanced level in an area of Health and Physical Education.

Department: Health & Human Performance

HHP 594 Clinic. 1-6 Credits

Prerequisite(s): Consent of Instructor.

Provides an opportunity to explore and develop advanced skills with individuals in Health and Physical Education.

Lecture Hours 1-6

Department: Health & Human Performance

HHP 596 Cooperative Educ/Internship. 1-8 Credits

Department: Health & Human Performance

HHP 597 Capstone Project. 1-6 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Admission to the graduate ALiHR program and consent of instructor.

Explores quantitative and qualitative research methodologies used in the health and human professions and evaluation of published research in the field. The capstone activity involves designing, implementing, assessing, and presenting a research project or program. Basic format and organization issues are covered, along with how to identify a research topic and program, assess resources, and write a literature review.

Department: Health & Human Performance

HHP 598 Research Project. 3-6 Credits

Term Typically Offered: Fall, Spring

Provides graduate students an opportunity to research a selected topic in athletic training interdisciplinary studies or sport leadership in close consultation with a graduate faculty committee. Students will present their project both in writing and orally.

Lecture Hours 3-6

Department: Health & Human Performance

HHP 599 Thesis. 1-6 Credits

Term Typically Offered: Fall, Spring

Prerequisite(s): EDF 501 or equivalent and an approved plan of study required.

This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree.

Department: Health & Human Performance

## HIST - History

HIST 591 Independent Study. 1-5 Credits

Prerequisite(s): Graduate standing and consent of the instructor, approval of the department chairperson and Dean of Arts and Sciences, and Independent Study contract filed with the Office of Graduate Studies prior to registration.

Provides an opportunity for students of superior academic standing to explore material beyond that covered by undergraduate courses in History.

Department: History

HIST 592 Seminar. 1-6 Credits

Provides an opportunity to investigate topics at the advanced level pertinent to the field of History.

Department: History

## M - Mathematics

M 570 Independent Study. 1-3 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Graduate standing and permission of instructor.

Provides students an opportunity to explore material not covered by regular mathematics courses.

Department: Math/Comp Sci/Statistics

M 580 Special Topics. 1-4 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Graduate standing and permission of instructor.

Investigates intensively topics pertinent to the area of Mathematics.

Lecture Hours 1-4

Department: Math/Comp Sci/Statistics

## MGMT - Management

MGMT 592 Seminar. 1-3 Credits

Prerequisite(s): Graduate standing or consent of department.

Provides graduate students with an opportunity to investigate intensively topics pertinent to management.

Lecture Hours 1-3

Department: College of Business-All Depts



## MKT - Marketing

MKT 592 Seminar. 1-3 Credits  
 Prerequisite(s): Graduate standing or consent of department.  
 Provides graduate students with an opportunity to investigate intensively topics pertinent to marketing.  
 Lecture Hours 1-3  
 Department: College of Business-All Depts

## MUSC - Music Courses

MUSC 591 Independent Study. 1-6 Credits  
 Lecture Hours 1-6  
 Department: Music

MUSC 592 Seminar. 1-6 Credits  
 Department: Music

MUSC 593 Workshop. 1-6 Credits  
 Department: Music

## POLS - Political Science

POLS 523 Const Law: Civil Liberties. 3 Credits  
 Prerequisite(s): Graduate standing.  
 Examines major Supreme Court decisions in the field of individual rights; provides an overview of civil liberties decisions with an emphasis on the Bill of Rights, e.g., speech, religion, privacy, and administrative law.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 527 Const Law: Powers&Structures. 3 Credits  
 Prerequisite(s): Graduate standing.  
 Introduces the evolution and structure of the United State constitutional system, focusing on the federal relationship, the separation of powers, and judicial review, relying upon the case method. Includes aspects of administrative law.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 530 Fin Mgmt & Analysis Nonprofits. 3 Credits  
 Prepares students for financial management and analysis in the nonprofit sector. Topics include legal and audit requirements for financial planning and reporting, donor integrity, disclosure laws, state and federal registration requirements, endowment management, and grant management. Students will also learn interpreting financial statements and assessing and managing for financial health.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 531 Nonprofit Resrce Devlpmnt/Mktg. 3 Credits  
 Prepares students to be future nonprofit leaders and board members. Students will learn to utilize resource development and marketing fundamentals that help nonprofits prosper. The course also focuses on the development of strategic relationships with funders, potential funders, and the media. Students will learn human resource management, how to develop a board, manage volunteers, and utilize information technology and social media. Students will learn data driven decision making and all aspects of fund development, marketing, and communications throughout the course.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 532 Nonprofit Governance/Leadrsip. 3 Credits  
 Examines the legal foundations and responsibilities of nonprofit boards, including ethics, public attitudes, and contemporary legislative and regulatory issues. Students will explore theories of effective governance and executive leadership that have had wide influence, and how ethical considerations relate to perceptions of excellence and efficacy. Students will also learn mentorship and how to create and manage an effective organizational culture.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 533 Influences/Impact of Nonprfits. 3 Credits  
 Covers the history, size, and impact of the nonprofit and philanthropic sector in the United States as well as a comparative global perspective. The growth and culture of the nonprofit sector is intertwined with America's legal and tax systems, interest groups, social service delivery, foreign aid, rising wealth, and perceived threats to internal security. Students will examine the scope and status of nongovernmental organizations, as well as their influences.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 551 Research Methods. 3 Credits  
 Prerequisite(s): Graduate standing.  
 Acquires knowledge by means of a research process that is reliable and relevant to the making of public management decisions. Students will prepare and submit a research design that meets social scientific standards.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 554 Fndtns of Public Administration. 3 Credits  
 Prerequisite(s): Graduate standing.  
 Explores the theoretical, historical, and intellectual foundations of public administration. Examines the relationship between public administration theory and practice, the political contest, and the intellectual heritage of the field. Examines basic functions and processes of public administration.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 555 Human Resource Management. 3 Credits  
 Prerequisite(s): Graduate standing.  
 Focuses on the essential elements of human resource management, including analysis and evaluation of work, and the selection, management, and evaluation of public employees.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 557 Public Budgeting & Finance. 3 Credits  
 Prerequisite(s): Graduate standing.  
 Focuses on budgeting in the public sector as a tool for financial management and the implementation of fiscal and programmatic policy, with emphasis on the political context. Graduate students will be expected to read substantially more in the public administration literature, to produce more in-depth research in their term papers, and to make at least one, possibly two, classroom presentations.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

POLS 558 Public Organization Dynamics. 3 Credits  
 Prerequisite(s): Graduate standing.  
 Examines alternative organization structures for public management and the influence of those structures upon organization behavior and performance. Influence of management styles and individual differences are examined, as well as issues relating to personal development and organization mission. Public and non-profit organizations are contrasted.  
 Lecture Hours 3  
 Department: NAS/PS/SOCL

<p>POLS 559 Prog Eval &amp; Policy Analysis. <span style="float: right;">3 Credits</span>  Prerequisite(s): Graduate standing.  Provides methods of program evaluation and policy analysis for public programs. Quantitative and qualitative methods of analysis are contrasted. Implementation, utilization, and political context of the analysis and evaluation process are examined. Philosophical and ethical issues underlying alternative methods are examined.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>PSCI 587 Advanced Political Science. <span style="float: right;">9 Credits</span>  Term Typically Offered: Summer  Prerequisite(s): Master's degree.  Serves high school teachers who hold a master's degree and who require content-area education to support dual enrollment. This course explores the structure and dynamics of American national government, providing a broad-based introduction to the ideas and institutions that shape politics in the contemporary United States. Students will develop an understanding of foreign affairs and the fundamental principles of international relations as well as issues in American foreign policy. This course will also broadly address political science research methods to acquaint students with the fundamentals of survey and research design, quantitative methods, and qualitative methods.  Lecture Hours 9  Department: NAS/PS/SOCL</p>
<p>POLS 560 Ethics &amp; Public Policy. <span style="float: right;">3 Credits</span>  Prerequisite(s): Graduate standing.  Explores ethics and selected issues in public service and policy making through theoretical and case study approaches. Emphasis on the relation of continuing issues and problem areas to individual careers in policy making and administrative decision making. Graduate students will be expected to read substantially more in the public administration literature, to produce more in-depth research in their term papers, and to make at least one, possibly two, classroom presentations.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<h2 style="margin: 0;">PSYC - Psychology</h2>
<p>POLS 562 Local Government Administratrn. <span style="float: right;">3 Credits</span>  Prerequisite(s): Graduate standing.  Focuses on contemporary issues affecting small towns and counties. Discussed topics include public works departments, economic growth, human resource development, and parks and recreation.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>PSYC 505 Clinical Research Methods. <span style="float: right;">3 Credits</span>  Term Typically Offered: Summer (odd years)  Prerequisite(s): Graduate standing and consent of the instructor.  Examines important topics in clinical research design. Familiarizes students with current theories and strategies in designing clinical trials ranging from case studies to more expansive group research designs.  Lecture Hours 3  Department: Psychology</p>
<p>POLS 574 Applied Research Project. <span style="float: right;">3-9 Credits</span>  Prerequisite(s): Graduate standing.  Entails preparation of a project design, implementation of the research design, and completion of a professional paper.  Lecture Hours 3-9  Department: NAS/PS/SOCL</p>	<p>PSYC 510 Adv Social Psychology. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall (even years)  Prerequisite(s): Graduate standing and consent of the instructor.  Provides an overview of social-psychological perspectives on mental health, adjustment, and self-esteem. Readings include original empirical and theoretical articles.  Department: Psychology</p>
<p>POLS 576 Internship. <span style="float: right;">1-9 Credits</span>  Prerequisite(s): Graduate standing.  Provides an opportunity for students to gain practical experience beyond the material covered by regular Public Administration courses.  Lecture Hours 1-9  Department: NAS/PS/SOCL</p>	<p>PSYC 515 Psychopathology. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall (odd years)  Prerequisite(s): Graduate standing and consent of the instructor.  Uses the DSM-IV as a framework to present current knowledge regarding the identification, classification, and treatment of psychological disorders.  Department: Psychology</p>
<p>POLS 580 Special Topics. <span style="float: right;">3 Credits</span>  Prerequisite(s): Consent of instructor.  Provides Masters of Public Administration students an opportunity for them to investigate contemporary topics related to the field. Staffing needs will largely involve local practitioners in government and not-for-profit organizations. The course will be offered on an irregular basis.  Lecture Hours 3  Department: NAS/PS/SOCL</p>	<p>PSYC 520 Human Neuropsychology. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall (odd years)  Prerequisite(s): Graduate standing and consent of the instructor.  Examines brain/behavior relationships with special emphasis on health care issues. Focuses on neurological disorders and their treatment including epilepsy, Alzheimer's, Parkinson's and topics such as aphasia, apraxia, and amnesia. Utilizes an extensive case study approach.  Department: Psychology</p>
<p>POLS 591 Independent Study. <span style="float: right;">1-6 Credits</span>  Lecture Hours 1-6  Department: NAS/PS/SOCL</p>	<p>PSYC 525 Psyc Assmnt of Cgntv Abilities. <span style="float: right;">3 Credits</span>  Term Typically Offered: Fall (odd years)  Prerequisite(s): Graduate standing and consent of the instructor.  Qualifies the advanced student to administer and interpret individual measures of intelligence, memory, academic achievement, and related neuropsychological traits. Advances understanding of cognitive factors in the diagnosis of mental retardation, learning disabilities, and dementia.  Lecture Hours 3  Department: Psychology</p>

PSYC 527 Psyc Assmnt of Clinical Dsrdrs. Term Typically Offered: Spring (even years) Prerequisite(s): Graduate standing and consent of the instructor. Qualifies the advanced student to administer and interpret standardized personality instruments. Prepares the student to conduct clinical interviews and write professional assessment reports. Lecture Hours 3 Department: Psychology	3 Credits	PSYC 555 Psychology of Religion. Prerequisite(s): Graduate standing and consent of instructor. Reviews the major psychological theories about religious belief and practice, and surveys research findings on the relations between religiosity and other phenomena such as psychopathology, ethical behavior, and maturity. Lecture Hours 3 Department: Psychology	3 Credits
PSYC 530 Psychopharmacology. Term Typically Offered: Fall (even years) Prerequisite(s): Graduate standing and consent of the instructor. Presents an overview of pharmacology with an emphasis on clinical uses of behavior-altering drugs. Covers all major classes of psychopharmacologic agents, their use in therapy and historical development. Department: Psychology	3 Credits	PSYC 590 Internship. Term Typically Offered: Fall, Spring Prerequisite(s): Graduate standing or consent of instructor. V cr. Provides students pursuing a Master's thesis the opportunity to conduct original research with a faculty advisor. Alternatively, clinically oriented students will receive faculty supervision for clinical work at their practicum sites. Department: Psychology	1-9 Credits
PSYC 535 Techniques of Psychotherapy. Prerequisite(s): Graduate standing or consent of instructor. Serves as a clinical case conference for student's work at their practicum sites. Department: Psychology	3 Credits	PSYC 591 Independent Study. Prerequisite(s): Graduate standing and consent of the instructor, approval of the department chairperson and Dean of Arts and Sciences, and Independent Study contract filed with the Office of Graduate Studies prior to registration. Provides an opportunity for students of superior academic standing to explore material beyond that covered by undergraduate courses in Psychology. Department: Psychology	1-6 Credits
PSYC 537 Psychotherapy Outcomes. Prerequisite(s): Graduate standing and consent of instructor. Reviews the extensive research literature on how well the major psychotherapy approaches work as treatments for various problems. Lecture Hours 3 Department: Psychology	3 Credits	PSYC 592 Seminar. Prerequisite(s): Graduate standing or consent of instructor. Examines professional and ethical issues confronting clinical psychologists in modern practice. Provides students an opportunity to discuss issues such as assessment and intervention, confidentiality, publishing and advertising. Introduces students to the APA ethics code and conduct standards. Department: Psychology	1-3 Credits
PSYC 540 Theories of Psychotherapy. Term Typically Offered: Spring (even years) Prerequisite(s): Graduate Standing or consent of instructor. Surveys the major approaches to psychotherapy, reviewing theories and examining their practical implications for clinical practice. Department: Psychology	3 Credits	PSYC 593 Workshop. Provides an opportunity for experimental study at the advanced level in Psychology. Department: Psychology	1-8 Credits
PSYC 541 GR Stats for Behavioral Sci. Term Typically Offered: Spring (odd years) Prerequisite(s): Consent of instructor. Provides students with proficiency in using the most common statistical techniques for analyzing research data, including analysis of variance, correlation, regression, and nonparametric statistics. Lecture Hours 3 Department: Psychology	3 Credits	PSYC 596 Coop Education/Internship. Provides university credit for graduate work experience in the area of Psychology, supervised by faculty. Learning agreement must be completed prior to registration (restricted). Lecture Hours 1-9 Department: Psychology	1-9 Credits
PSYC 545 Stress and Health. Prerequisite(s): Graduate standing or consent of instructor. Covers common causes of stress, including life-change, personality, environmental, and job-related factors. Provides working knowledge of stress-reduction techniques including imagery, biofeedback, relaxation, cognitive, and behavioral techniques. Lecture Hours 3 Department: Psychology	3 Credits	<b>RD - Reading</b>	
PSYC 550 Child Psychopathology. Term Typically Offered: Spring (even years) Prerequisite(s): Graduate standing and consent of instructor. Engages students in the study of mental health disorders of children and adolescents. Advances the understanding of developmental factors in psychopathology and introduces the principles of psychological diagnosis and treatment of youth in educational, correctional, and clinical settings. Lecture Hours 3 Department: Psychology	3 Credits	RD 502 Research in Special Programs. Guides graduate students in application of different types of research in their professional setting. Types of research may include individual case studies, action research, quasi-experimental design, ethnographic studies, or others as appropriate. Lecture Hours 3 Department: EDCI/EDF	3 Credits
		RD 505 Psychological Proc in Rd. Term Typically Offered: Spring Deals with models and theories of print processing; the nature of comprehension; and the relationships of language subsystems, visual and non-visual information and context on construction of meaning during reading. Lecture Hours 3 Department: EDCI/EDF	3 Credits

<p>RD 506 Literacy Leadership &amp; Coaching. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            3cr. Prepares students for the role of a literacy leader. Students will explore the theoretical base for reading coaching, including theories of adult development, curriculum evaluation, and organizational change. Students will also learn tools for developmental teacher evaluation and will be equipped with strategies in providing feedback to teachers. This course will also prepare students in understanding current educational policies as well as advocacy techniques. Includes 30 hours of practicum experience.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>RD 519 Reading Round Table. <span style="float: right;">1-3 Credits</span>            Term Typically Offered: Summer            Provides students with literature study routines and materials for nine juvenile/young adult trade books; discussion and engagement focuses on one title at a time using a literature workshop method. Examination of reading practices which employ trade books in middle and secondary schools is included.            Lecture Hours 1-3            Department: EDCI/EDF</p>
<p>RD 510 Instructional Practices. <span style="float: right;">2 Credits</span>            Term Typically Offered: Fall (even years)            Provides background in literacy development necessary to examining and expanding upon current practices and present uses of adopted texts and other materials. Explores approaches to integration within the reading program; covers reading teaching methods which are simultaneously diagnostic and developmental.            Lecture Hours 2            Department: EDCI/EDF</p>	<p>RD 520 Content Area Rd &amp; Writing. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring, Summer            Prerequisite(s): Graduate standing or consent of instructor.            Focuses on the use of reading and writing in the content area. Emphasis is on using writing and reading as a means for achieving content area concept development and evaluating concept development. This course is designed to help content area teachers use writing and reading as an instructional tool in their content area classrooms, teach specialized concepts and vocabularies, teach study and organizational skills for specific content material, and provide teachers with ways to effectively evaluate student writing and concept development.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>RD 513 Developing Student Writing. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Provides students with a view of the writing process, methods for engaging children in writing activity in the classroom, assessments of and interventions into the writing efforts of children, and understanding of writing-reading connections consistent with current practices in reading education.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>RD 531 Storytelling. <span style="float: right;">3 Credits</span>            Provides students with background in the nature of oral narrative, offers developmental experience for the novice teller, and ties storytelling and practices in oral narrative in general to language acquisition and development.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>RD 514 Teaching Reading K-3. <span style="float: right;">3 Credits</span>            Term Typically Offered: Fall            Prerequisite(s): EDU 397A/EDU 433.            Introduces students to developmentally appropriate methods for teaching and assessing reading and literacy in early elementary classrooms. This course will focus on the instruction of Reading in the primary grades (K-3) as reflected in best practices and current research.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>RD 532 Teaching Reading 4-12. <span style="float: right;">3 Credits</span>            Term Typically Offered: Spring            Explores how to implement research-based instructional practices that scaffold literacy development in the areas of motivation, engagement, reading expository text, using prior knowledge, vocabulary, comprehension, writing, and studying. Additionally, this course examines how to implement research-based assessment techniques for monitoring of students' growth and instructional practices to support continued progress. Provides a view of literacy development consistent with the abilities, interests, and needs of intermediate, middle school, and secondary students. Offered ONLY Online.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>RD 517 Diagnostic Aspects. <span style="float: right;">3 Credits</span>            Term Typically Offered: Summer            Prerequisite(s): Six (6) graduate hours in reading or experience in remedial reading.            Provides advanced analysis of the reading processes of students experiencing difficulty with reading and reading instruction. Introduces diagnostic assessments, instrumentation, procedures, interpretations, interventions and record keeping methods, and provides a clinical experience. Lab fee required. Valid Criminal background check required.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>RD 535 Literature for Young Children. <span style="float: right;">3 Credits</span>            Prerequisite(s): Admission to Teacher Education program.            Examines children's literature for children in grades P-3. Students study key aspects of the history of children's literature, of current children's literature, and develop an understanding of literary features of children's literature including genre, illustration, literary elements, and thematic treatments. Students consider instructional approaches for engaging young children in working with literature.            Lecture Hours 3            Department: EDCI/EDF</p>
<p>RD 518 Lit Rural/Multcrl Settings. <span style="float: right;">3 Credits</span>            Provides theoretical background and practical experience in approaching literacy acquisition and development in rural and multicultural settings. Offers consideration of the nature of literacy itself vis-à-vis linguistic, cultural, socio-economic, gender, racial, ethnic, and intellectual diversities. Examines the impact of rural and linguistic sub-group poverty on the development of literacies.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>RD 590 Internship. <span style="float: right;">1-6 Credits</span>            Term Typically Offered: Fall, Spring, Summer            Prerequisite(s): Approved plan of study and approved internship application.            Provides experience in a responsible appointment as an assistant in a reading setting. Periodic Seminars will be required. Lab fee required. Valid Criminal background check required.            Department: EDCI/EDF</p>

RD 591 Independent Study. 1-6 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Prerequisite(s): Consent of the instructor, approval of the department chairperson, and the Dean of Education, and Independent Study contract filed with the Office of Graduate Studies.  
 Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Reading.  
 Department: EDCI/EDF

RD 592 Seminar. 1-6 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Provides an opportunity to investigate topics at the advanced level pertinent to the area of Reading.  
 Department: EDCI/EDF

RD 593 Workshop. 1-6 Credits  
 Term Typically Offered: Fall, Spring, Summer  
 Provides an opportunity for experimental study at the advanced level in an area of Reading.  
 Department: EDCI/EDF

RD 597 Action Rsrch Project & Seminar. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Seventy-five percent of plan of study completed successfully.  
 Supports student research in areas relevant to instructional practices, diagnostic procedures, and theoretical issues in reading.  
 Department: EDCI/EDF

RD 599 Thesis. 6 Credits  
 Prerequisite(s): EDF 501 or equivalent and an approved plan of study required.  
 This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree.  
 Department: EDCI/EDF

## REC - Outdoor Recreation

REC 510 Adventure Leadership. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to the graduate ALiHR program and consent of instructor.  
 Acquaints students with the history, philosophy, depth, and scope of Adventure Leadership. Methods discussed will be applied to group development, minimizing risk in the field, teambuilding, decision-making, problem solving, and teaching. Students will explore and enhance their own leadership, philosophy, and style through participation in group projects, lecture, and activities while taking this course.  
 Lecture Hours 3  
 Department: Health & Human Performance

REC 511 Adv Guiding & Instructing. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Provides students an opportunity to explore teaching methods appropriate for a wide spectrum of adventure guiding and instructing. Examines learning styles, lesson planning, delivery options, risk management, evaluation, and assessment.  
 Lecture Hours 3  
 Department: Health & Human Performance

REC 566 Ethical & Legal Aspects in OAL. 3 Credits  
 Term Typically Offered: Fall  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Presents the ethical and legal principles and practices recommended and required in outdoor adventure leadership careers. Particular emphasis is on the ethical and legal guidelines that follow national program accreditation standards.  
 Lecture Hours 3  
 Department: Health & Human Performance

REC 570 Adventure Prog Planning & Dev. 3 Credits  
 Term Typically Offered: Spring  
 Prerequisite(s): Admission to the graduate ALiHR program.  
 Examines principles related to planning, scheduling, and implementation of recreational activities and events. Students will be introduced to the procedures involved in development of programs, staffing, budgeting, and managing risks for adventure programs for diverse populations.  
 Lecture Hours 3  
 Department: Health & Human Performance

## REHA - Rehabilitation

REHA 501 Princ Rehab & Mntl Hlth Coun. 3 Credits  
 Term Typically Offered: Fall, Summer (even years)  
 Provides a survey of the history, principles, philosophy, and legal aspects of rehabilitation and mental health counseling. Integration of rehabilitation and mental health services is stressed, utilizing the objectives and organizational basis of rehabilitation and mental health programs. Offered ONLY Online.  
 Lecture Hours 3  
 Department: Rehab & Human Services

REHA 502 Indiv & Fmly Response to Dsblt. 3 Credits  
 Term Typically Offered: Spring, Summer (even years)  
 Provides an overall knowledge and understanding of the psychological and social impact of physical and psychiatric disability on individual and family life. Examines the unique characteristics and/or problems associated with specific disability groups. Describes and evaluates various treatment approaches available for counselors working with individuals and families with disabilities. Offered ONLY Online.  
 Lecture Hours 3  
 Department: Rehab & Human Services

REHA 503 Psychiatric Rehabilitation. 3 Credits  
 Term Typically Offered: Fall  
 Provides an introduction to the field of psychiatric rehabilitation. Includes historical antecedents, concepts, principles, assessment, treatment planning, techniques and modalities, psychopharmaceutical treatment, service delivery, and case management methods. Emphasis is placed on issues central to individuals with psychiatric disabilities, such as the consumer movement, empowerment, family intervention, cross-cultural issues, recovery, illness self-management, and reintegration within the community. Offered ONLY Online.  
 Lecture Hours 3  
 Department: Rehab & Human Services

REHA 505 Theories of Counseling. 3 Credits  
 Term Typically Offered: Fall  
 Explores the general theories (behavioral, cognitive, humanistic, and Freudian) that have played major roles in the development of the counseling profession. Examines representative theories of each of the general counseling perspectives and asks the student to relate these positions to their personal theory of counseling. Offered ONLY Online.  
 Lecture Hours 3  
 Department: Rehab & Human Services

REHA 507 Prof Orient & Ethical Practice. 3 Credits  
 Term Typically Offered: Fall, Summer  
 Provides an overview of current legal, ethical, and professional issues, and professional identity development related to the practice of rehabilitation and mental health counseling. Focuses on relevant ethical principles, codes, and decision making, along with regulatory procedures. Offered in odd years. Offered ONLY Online.  
 Lecture Hours 3  
 Department: Rehab & Human Services



<p>REHA 508 Mltlctrl &amp; Gndr Issues in Coun. 3 Credits            Term Typically Offered: Spring, Summer            Examines multicultural awareness, knowledge, and skills from culture-centered perspectives while simultaneously respecting traditional individual approaches to the field. Promotes the development of diversity sensitivity in support of counseling practices that reflect an understanding of psychosocial influences, cultural beliefs, values, and psychological dynamics related to self-identity, self-advocacy, competency, adjustment, and attitude formation. Offered in even years.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>	<p>REHA 523 Advanced Group Counseling. 3 Credits            Term Typically Offered: Spring, Summer            Provides students with a foundational understanding of group development, dynamics, and theories in relation to group and family counseling and therapy. Leadership styles, techniques, and roles are explored, and ethical and legal issues related to group and family interventions are discussed. The course utilizes a combination of lecture and student participation and leadership in an experiential group process.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>
<p>REHA 515 Med &amp; Psych Aspects Disability. 3 Credits            Term Typically Offered: Spring, Summer (even years)            Provides knowledge of medical terminology and processes, understanding of various disabling diseases and psychological conditions, and the necessary related information needed to carry out service delivery to a consumer. The student will also become aware of the range of medical and psychological services utilized by rehabilitation and mental health counselors. Offered ONLY Online.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>	<p>REHA 525 Career Dvlp, Plcmnt, &amp; Support. 3 Credits            Term Typically Offered: Fall            Introduces students to the theory, methods, and techniques for assisting clients to obtain and maintain employment. Special emphasis will be placed on career counseling, planning, assessment, job readiness, job analysis, development, and accommodation. Offered ONLY Online.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>
<p>REHA 517 Research and Program Eval. 3 Credits            Term Typically Offered: Fall            Provides students with an introduction to major principles, concepts, and practices in social science research related to rehabilitation and mental health counseling. Students will develop an understanding of research methods, statistical analysis, needs assessment, and program evaluation to inform evidence-based practice in counseling related settings. Offered ONLY Online.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>	<p>REHA 560 DSM-5 for Rehab &amp; Mental Hlth. 3 Credits            Term Typically Offered: Spring            Provides understanding of the structure, content, and uses of the DSM-5. General concepts and theoretical assumptions of the DSM diagnostic system will be explored. Strategies and techniques designed for assessment of specific disorders will also be illustrated and practiced. Offered ONLY Online.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>
<p>REHA 519 Human Growth &amp; Development. 3 Credits            Term Typically Offered: Spring            Provides students with an overview of theory and research related to human growth and development over the lifespan. Studies the characteristics of human growth at each stage of development. Life-cycle theories of development; developmentally appropriate crisis counseling techniques; developmental tasks; normal-abnormal behavior; and models of moral, intellectual, social, and physical development and learning theories will be explored. Counseling strategies for specific concerns in the life cycle will be emphasized. Offered ONLY Online.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>	<p>REHA 590 Preprac Rehab/Mental Hlth Coun. 3 Credits            Term Typically Offered: Fall, Summer            Introduces students to the counseling experience and promotion of knowledge, skills, and awareness of effective and ethical counseling methods and fundamentals of helping relationships and case management. Through practice and supervision, students will develop clinical skills necessary to influence the helping process. Demonstration of these skills is a prerequisite for enrollment in practicum (REHA 594).            Lecture Hours 3            Department: Rehab &amp; Human Services</p>
<p>REHA 520 Group &amp; Individual Eval. 3 Credits            Term Typically Offered: Spring, Summer            Provides training in the proper evaluation, selection, and administration of psychological and vocational tests as well as correct interpretation and use of test results. Clinical interviewing techniques are also covered. Offered in odd years.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>	<p>REHA 591 Independent Study. 1-6 Credits            Prerequisite(s): Consent of the instructor, approval of the Department Chair and the Dean of Allied Health Professions, and Independent Study contract filed with the Office of Graduate Studies.            Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Counseling.            Department: Rehab &amp; Human Services</p>
<p>REHA 521 Advanced Individual Counseling. 3 Credits            Term Typically Offered: Fall            Prerequisite(s): REHA 505.            Builds upon previous counseling knowledge about theories and dynamics, integrating techniques and skills of advanced individual counseling. Students will be given opportunities to experience, practice, and develop an understanding of the use of these advanced skills.            Lecture Hours 3            Department: Rehab &amp; Human Services</p>	<p>REHA 592 Seminar. 1-6 Credits            Provides an opportunity to investigate topics at the advanced level pertinent to the area of counseling.            Department: Rehab &amp; Human Services</p> <p>REHA 593 Workshop. 1-6 Credits            Term Typically Offered: Fall, Spring            Provides an opportunity for experimental study at the advanced level in an area of counseling.            Department: Rehab &amp; Human Services</p>



REHA 594 Counseling Practicum. Term Typically Offered: Fall, Spring Prerequisite(s): REHA 590 or consent of instructor. Provides the graduate student with an opportunity to acquire counseling experience and firsthand knowledge of the purpose, function, services, and clientele of a specific rehabilitation agency or mental health counseling setting. In addition to on-site work experience, the practicum placement will be supplemented with counseling clinic activities for faculty/group supervision, feedback exchange, and counseling skill enhancement. Lecture Hours 3 Department: Rehab & Human Services	3 Credits	SCOU 507 Ethical & Prof Issues Sch Coun. Term Typically Offered: Fall Provides an overview of current legal, ethical, and professional issues related to the practice of school counseling. Focuses on relevant ethical principles, codes of ethics, decision making models, and regulatory procedures. Offered ONLY Online. Lecture Hours 3 Department: EDCI/EDF	3 Credits
REHA 596 Cooperative Educ/Internship. Term Typically Offered: Fall, Spring Prerequisite(s): REHA 590 and REHA 594, or consent of instructor. Provides the graduate student with a supervised placement in a rehabilitation/mental health counseling setting which is related to the student's career goals. The student is expected to assume the full complement of duties performed by a rehabilitation/mental health counselor in that setting. These include, but are not limited to: individual counseling, case management, utilization of community resources, advocacy and client assignment. Supervision is provided by a professional in the setting and by Departmental faculty on both counseling and case management issues. In addition to on-site work experience, the internship placement will be supplemented with weekly counseling clinic activities for faculty/group supervision, feedback exchange, and counseling skill enhancement. Department: Rehab & Human Services	6-12 Credits	SCOU 508 Pract: Mltctrl/Gndr Issues. Examines current school counseling therapy theory and practice from experimental culture-centered perspectives while simultaneously respecting traditional individual approaches to the field. Promotes the development of diversity sensitivity in support of counseling practices that reflect an understanding of psychosocial influences, cultural beliefs, values, and psychological dynamics related to self-identity, self-advocacy, competency, adjustment, and attitude formation. Lecture Hours 1 Department: EDCI/EDF	1 Credit
REHA 599 Thesis. Prerequisites: REHA 517 or equivalent and approved plan of study. This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree. Department: Rehab & Human Services	6 Credits	SCOU 520 Group & Individual Eval. Term Typically Offered: Spring Offered ONLY Online Provides an introduction to assessment appropriate to the field of school counseling. Begins training in the proper evaluation, selection, and administration of assessment instruments; interpretation; use of assessment results; and also develops the role of the school counselor in relation to other stakeholders in the assessment process. Lecture Hours 3 Department: EDCI/EDF	3 Credits
		SCOU 527 Counseling in Elem & MS. Prerequisite(s): SCOU 505, SCOU 506, SCOU 507 or consent of instructor. Provides exposure to the unique aspects of counseling the elementary and middle school student. Curriculum materials for counseling these age groups are explored. Lecture Hours 3 Department: EDCI/EDF	3 Credits
<b>SCOU - School Counseling</b>			
SCOU 504 Career & Lifestyle Development. Term Typically Offered: Fall Focuses on methods of assisting candidates to obtain, organize, and analyze occupational, educational, personal, and social information in making career and lifestyle decisions for themselves and students. Traditional and contemporary career and lifestyle development theories and methods are explored. Offered ONLY Online. Lecture Hours 3 Department: EDCI/EDF	3 Credits	SCOU 554 Org & Admin School Counseling. Prerequisite(s): SCOU 505, SCOU 506, SCOU 507 or consent of instructor. Provides an understanding of a structural approach to the organization of school guidance and counseling programs. Laws and ethical considerations related to counseling are explored. Lecture Hours 3 Department: EDCI/EDF	3 Credits
SCOU 505 Theories of Counseling. Term Typically Offered: Fall Offered ONLY Online Explores the general theories (behavioral, cognitive, humanistic, and Freudian) that have played major roles in counseling profession development. Examines representative theorists of each of the general counseling perspectives and provides an opportunity for students to relate these perspectives to their personal theory of counseling. Lecture Hours 3 Department: EDCI/EDF	3 Credits	SCOU 557 Group Process: Thry & Prctc. Term Typically Offered: Spring Prerequisite(s): SCOU 505, SCOU 506, SCOU 507 or consent of instructor. Includes methods of exploring the individual's own philosophy, values, attitudes, and goals through experience in group dynamics. Lecture Hours 3 Department: EDCI/EDF	3 Credits
SCOU 506 Pract: Coun & Thry Techniques. Prerequisite(s): SCOU 505 or consent of instructor and Acceptable criminal background check. Introduces the practicum experience for counseling students. This course provides an opportunity to learn, develop, demonstrate, and practice skills necessary for observing student behavior, conducting therapy, promoting observation of appropriate and effective counselor/student interactions while considering developmental levels during the process of interviewing and counseling. Lecture Hours 1 Department: EDCI/EDF	1 Credit	SCOU 590 Internship: School Counseling. Term Typically Offered: Fall, Spring, Summer Prerequisite(s): Approved plan of study and approved internship. Corequisite(s): SCOU 597. Provides experience as a counselor in training in a community setting. Lab fee required. Valid Criminal background check required. Lecture Hours 1-12 Department: EDCI/EDF	1-12 Credits

SCOU 591 Independent Study. 1-6 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Consent of the instructor, approval of the Department Chair and the Dean of Education, and Independent Study contract filed with the Office of Graduate Studies.

Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Counseling.

Lecture Hours 1-6

Department: EDCI/EDF

SCOU 592 Seminar. 1-6 Credits

Provides an opportunity to investigate topics at the advanced level pertinent to the area of counseling.

Lecture Hours 1-6

Department: SPED, SCOU, RD, EC

SCOU 593 Workshop. 1-6 Credits

Term Typically Offered: Spring

Provides an opportunity for experimental study at the advanced level in an area of counseling.

Lecture Hours 1-6

Department: EDCI/EDF

SCOU 594 Clinic. 1-6 Credits

Prerequisite(s): Consent of Instructor.

Provides an opportunity to explore and develop advanced skills in working with individuals in counseling settings. Lab fee required. Valid Criminal background check required.

Lecture Hours 1-6

Department: SPED, SCOU, RD, EC

SCOU 597 Capstone in School Counseling. 1-2 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Completion of 75% of approved plan of study or consent of the instructor.

Corequisite(s): Registration in or completion of SCOU 590.

Provides an opportunity for students in the school counseling program to demonstrate proficiency in the skills presented in the school counseling curriculum.

Lecture Hours 1-2

Department: EDCI/EDF

SCOU 599 Thesis. 4-6 Credits

Prerequisite(s): EDF 501 or equivalent and an approved plan of study required.

This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree.

Lecture Hours 4-6

Department: EDCI/EDF

## SOCL - Sociology

SOCL 590 Internship. 1-12 Credits

Department: NAS/PS/SOCL

SOCL 591 Independent Study. 1-5 Credits

Prerequisite(s): Graduate standing and consent of the instructor, approval of the department chairperson and Dean of Arts and Sciences, and Independent Study contract filed with the Office of Graduate Studies prior to registration.

Provides an opportunity for students of superior academic standing to explore material beyond that covered by undergraduate courses in Sociology.

Department: NAS/PS/SOCL

SOCL 593 Workshop. 1-8 Credits

Provides an opportunity for experimental study at the advanced level in Sociology.

Department: HIST/NAS/PS/SOC

## SPED - Special Education

SPED 502 Research in Special Programs. 3 Credits

Focuses on applied research designs and methodologies, scientific inquiry, general procedures in single-case research, and research ethics. Methods will focus on behavior assessment and intervention, experimental evaluation, measurement, and interpretation of data. Offered ONLY Online.

Lecture Hours 3

Department: EDCI/EDF

SPED 504 Multitiered Systems of Support. 3 Credits

Term Typically Offered: Fall

Examines a collaborative approach to providing academic supports to learners in a multi-tiered model. Reviews sources of scientifically based instructional strategies; process monitoring techniques; and the partnership between general education teachers, special education teachers, and parents. Offered ONLY Online.

Lecture Hours 3

Department: EDCI/EDF

SPED 505 Assessment Stdnts-Special Need. 3 Credits

(Sp odd years) Provides information on the principles of measurement and current best practice in the assessment of students with special needs. Students will review standardized assessment and classroom based assessment in the evaluation of students with special needs. Background check required. Offered ONLY Online.

Lecture Hours 3

Department: EDCI/EDF

SPED 510 Spec Ed Law Procedur & Practic. 3 Credits

Term Typically Offered: Spring

Focuses on current professional issues in special education. Current literature, legal decisions and research will be discussed. Offered ONLY Online.

Lecture Hours 3

Department: EDCI/EDF

SPED 515 Ethics in Educ & Human Svcs. 3 Credits

Term Typically Offered: Summer (even years)

Prerequisite(s): admission to graduate studies.

Provides an overview of topics such as special education law and policies, duties to refer potential clients, data ownership and sharing, bias and fraud in data collection and analysis, scientific communication, professional communication, publication authorship, duplicate or fragmented publication, plagiarism, conflicts of interest, reporting misconduct, vita preparation, and job search strategies. Offered ONLY Online.

Lecture Hours 3

Department: EDCI/EDF

SPED 520 Applied Behavior Analysis. 3 Credits

Term Typically Offered: Summer

Prerequisite(s): admission to graduate studies.

Applies behavior analytic procedures and processes to the understanding of behavior. Topics include ethical considerations for behavior analysts; definitions, characteristics and principles of behavior; and processes and concepts of behavior modification. Offered ONLY Online.

Lecture Hours 3

Department: EDCI/EDF

SPED 530 Curr Adapt Spec Populations. 3 Credits

Term Typically Offered: Spring

Examines research-based practices used in making accommodations and providing access for students with disabilities to the general curriculum.

Lecture Hours 3

Department: EDCI/EDF

<p>SPED 533 Lrning &amp; Exp Anlysis of Bhvr. 3 Credits            Term Typically Offered: Spring            Prepares students to conduct further research using the experimental analysis of behavior as a basis for their studies. Covers basic behavioral research and operations, including the following topics: schedules of reinforcement, stimulus control, establishing operations, differential reinforcement, and conditioned reinforcement. Students will demonstrate skills with a virtual rat lab.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 584 Student Teaching. 6 Credits            Prerequisite(s): Completion of coursework.            Places the student in a supervised field experience in a special education P-12 setting that allows the student to demonstrate teaching skills in the classroom with a variety of learners. Students, in collaboration with the mentoring teacher, engage students in learning and participate in related experiences associated with the teaching profession. On-site mentoring and university supervision are integral to this experience. Lab fee required. Valid Criminal background check required.            Department: EDCI/EDF</p>
<p>SPED 540 Educ of Exceptional Learners. 3 Credits            Term Typically Offered: Fall, Spring, Summer            Emphasizes the expanded role of special education to serve as a resource for all teachers and all students, including those with special learning needs. Consideration of current laws and regulations governing special education as well as the provision of special education in the context of regular education.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 586 Cncptl Iss in Radical Behvrism. 3 Credits            Term Typically Offered: Spring            Examines Skinner's writings as primary sources for understanding determinism, private events, and cultural design. Offered ONLY Online.            Lecture Hours 3            Department: SPED, SCOU, RD, EC</p>
<p>SPED 550 Tchng Stdnts w Emtnl/Bhvrl Dis. 3 Credits            Reviews the current literature and recommended instructional strategies and resources for teaching students with emotional and behavior disorders. Offered ONLY Online.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 590 Internship. 1-9 Credits            Term Typically Offered: Fall, Spring            Prerequisite(s): Approved internship application.            Provides experience in a special education setting. Lab fee required. Valid Criminal background check required.            Department: EDCI/EDF</p>
<p>SPED 551 Assessment &amp; Planning. 3 Credits            Term Typically Offered: Fall (odd years)            Examines assessment techniques applicable to the range of students with disabilities. Students will develop program plans and teaching techniques which they will carry out in natural settings. Offered ONLY Online.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 591 Independent Study. 1-6 Credits            Prerequisite(s): Consent of the instructor, approval of the department chairperson and the Dean of Education, and Independent Study contract filed with the Office of Graduate Studies.            Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Special Education.            Department: EDCI/EDF</p>
<p>SPED 560 EBP:Stdnts with Learning Disab. 3 Credits            Reviews the current literature and recommended instructional strategies and resources for teaching students with learning disabilities. Offered ONLY Online.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 592 Seminar. 1-6 Credits            Provides an opportunity to investigate topics at the advanced level pertinent to the area of Special Education.            Department: EDCI/EDF</p>
<p>SPED 570 EBP: Intell &amp; Dev Disabilities. 3 Credits            Reviews the current literature and recommended instructional strategies and resources for teaching students with intellectual and developmental disabilities. Offered ONLY Online.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 593 Workshop. 1-6 Credits            Term Typically Offered: Summer            Provides an opportunity for experimental study at the advanced level in an area of Special Education.            Department: EDCI/EDF</p>
<p>SPED 574 Data-Based Instruction. 3 Credits            Term Typically Offered: Spring (even years)            Focuses on data-based instruction techniques such as discrete trial training, precision teaching, and verbal behavior methods.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 594 Clinic. 1-6 Credits            Prerequisite(s): Consent of Instructor.            Provides an opportunity to explore and develop advanced skills in working with individuals in Special Education settings. Lab fee required. Valid Criminal background check required.            Department: EDCI/EDF</p>
<p>SPED 580 Autism Spctr Dis: Char &amp; Intrv. 3 Credits            Term Typically Offered: Spring (odd years)            Prerequisite(s): admission to graduate studies.            3cr. Examines unique characteristics of individuals with autism from diagnosis through skill development by intensive and naturalistic teaching methods. Established treatments will be highlighted. Offered ONLY Online.            Lecture Hours 3            Department: EDCI/EDF</p>	<p>SPED 597 Professional Seminar in SPED. 3 Credits            Investigates recent (last 3 years) trends and issues within the field of study as evidenced by periodicals or other literature sources. This is an exit course that requires the integration and synthesis of knowledge and experiences developed through the graduate program.            Department: EDCI/EDF</p>
	<p>SPED 599 Thesis. 1-6 Credits            Prerequisite(s): EDF 501 or equivalent and an approved plan of study required.            This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree.            Department: EDCI/EDF</p>

SPED 600 Facilitating Positive Behavior. 3 Credits

Term Typically Offered: Fall

Examines evidence-based interventions to facilitate both group and individual positive behaviors in school settings. The course provides strategies needed to conduct a Functional Behavior Assessment (FBA) and the expectation that participants will apply these in a school setting. Valid criminal background check required. Offered ONLY Online.

Lecture Hours 3

Department: EDCI/EDF

SPED 611 Admin/Sprvsn Spec Prog. 3 Credits

Term Typically Offered: Fall (even years)

Focuses on the responsibilities of special program administrators. Includes issues of legal mandates, funding professional management, curricular considerations and program evaluation. Provides opportunity to develop a philosophy of leadership and skills for coordination of services across programs.

Department: EDCI/EDF

SPED 690 Internship. 1-6 Credits

Prerequisite(s): SPED 611.

(F even years) Provides future special education directors with experience in the special education director/supervisor role under the mentorship of a practicing professional.

Lecture Hours 1-6

Department: EDCI/EDF

## STAT - Statistics

STAT 541 Applied Statistics. 3 Credits

Prerequisite(s): Graduate standing and permission of instructor.

Provides the basic methodology for estimation, hypothesis testing, and model fitting in a variety of settings. Demonstrates fundamental concepts of statistical reasoning and research design. Includes analytical techniques for classification models, correlational studies and prediction. Offered ONLY Online.

Lecture Hours 3

Department: Math/Comp Sci/Statistics

STAT 592 Independent Study. 1-3 Credits

Term Typically Offered: Fall, Spring, Summer

Prerequisite(s): Graduate standing and permission of instructor.

Provides students an opportunity to explore material not covered by regular mathematics/statistics courses.

Department: Math/Comp Sci/Statistics

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