

Montana State University Billings

2018-2019 Graduate Catalog

University Calendar	2	Department of English, Philosophy and Modern Languages.....	75
Listing of Graduate Programs.....	4	•Certificate in Teaching Creative and Expository Writing.....	76
Welcome from the Chancellor.....	5	Department of Social Sciences and Cultural Studies	77
Welcome from Office of Graduate Studies	6	•Master of Public Administration	79
MSU Billings Core Values	7	•Certificate in Nonprofit Administration and Leadership	80
I. General Information	8	Department of Psychology	81
II. University Facilities and Support Services	12	•Master of Science in Psychology	83
III. Student Fees.....	20	IX. The College of Education	84
IV. Financial Aid and Scholarships	24	Department of Educational Theory and Practice	91
V. Student Affairs	29	•Master of Education with options in: Curriculum and Instruction Teacher Licensure Option	92
VI. Graduate Programs and Admissions.....	33	Online Instructional Technologies	94
Office of Graduate Studies	33	Interdisciplinary Studies	95
Admission Requirements for Master's Degrees.....	35	•Certificate of Teaching and Learning Online	94
VII. The College of Allied Health Professions	53	•Master of Science in Special Education with options in: Advanced Studies	96
Department of Health Care Services	54	Generalist.....	98
•Master of Health Administration	55	•Applied Behavior Analysis Track	99
Department of Health and Human Performance	57	•Master of Education degree with options in: Reading.....	100
•Master of Science in Athletic Training	59	Interdisciplinary Studies	101
•B.S. in Health and Human Performance/M.S. in Athletic Training 3+2 Option.....	61	School Counseling	102
•Master of Science Interdisciplinary Studies Exercise and Sport Leadership Option.....	64	•Certificate in Teaching English to Speakers of Other Languages (TESOL).....	104
Department of Rehabilitation and Human Services	65	•Post-Master's Supervisory Endorsements in: Reading.....	105
•Master of Science in Clinical Rehabilitation and Mental Health Counseling.....	67	Special Education	106
VIII. The College of Arts and Sciences	68	•Teaching Endorsement in Special Education (P-12).....	107
Department of Communication and Theatre ...	69	•Graduate Endorsement in School Counseling.....	108
•Master of Science in Public Relations	71	X. Course Descriptions	109
		XI. Glossary of Definitions for Graduate Students	137
		XII. Graduate Faculty	139
		XIII. Emeritus Faculty	140
		Index	142

UNIVERSITY CALENDAR

Fall Semester 2018

Residence Halls Open	Sunday, September 2
Labor Day Offices Closed	Monday, September 3
Classes Begin	Wednesday, September 5
Late Registration Fee Applies (\$40.00)	Friday, September 7

Students who have not completed fee payment or signed a fee statement before Friday, September 7 may be disenrolled from classes and required to re-register.

Last Day for Registering/Adding Classes	Thursday, September 13
Last Day for Withdrawing/Dropping Classes with a Partial Refund & no "W" on transcript	Tuesday, September 25
Columbus Day CLASSES IN SESSION OFFICES OPEN (Exchanged for Friday, Nov 23)	Monday, October 8
Last Day to Drop Classes Without Instructor Permission (No Refund)	Tuesday, October 23
Registration for Spring Semester 2019 Begins	Monday, November 5
Election Day NO CLASSES OFFICES CLOSED	Tuesday, November 6
Veterans Day NO CLASSES OFFICES CLOSED	Monday, November 12
Last Day to Apply to Graduate Spring Semester 2019	Friday, November 16
Last Day to Apply to Graduate Summer Semester 2019 (attending ceremony)	Friday, November 16
Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)	Tuesday, November 20
Thanksgiving Holiday NO CLASSES (Offices Open Nov. 21) ..	Wednesday, November 21 thru Sunday, November 25
Final Exam Week	Monday, December 10 thru Thursday, December 13
Final Day to Withdraw from Fall 2018 (all classes, no refund)	Thursday, December 13
Semester Ends	Thursday, December 13
Residence Halls Close	Friday, December 14
Grades Due in the Registrar's Office	12 noon, Wednesday, December 19

***Note: Monday-only classes Fall 2018 add 10 minutes to each class session.**

Spring Semester 2019

Residence Halls Open	Sunday, January 13
Classes Begin	Wednesday, January 16
Late Registration Fee Applies (\$40.00)	Friday, January 18

Students who have not completed fee payment or signed a fee statement before Friday, January 18 may be disenrolled from classes and required to re-register.

Martin Luther King Day NO CLASSES OFFICES CLOSED	Monday, January 21
Last Day for Registering/Adding Classes	Friday, January 25
Last Day for Withdrawing/Dropping Classes with a Partial Refund & no "W" on transcript	Wednesday, February 6
Presidents Day NO CLASSES OFFICES CLOSED	Monday, February 18
Registration for Summer Session 2019 Begins	Tuesday, February 19
Spring Break NO CLASSES OFFICES OPEN	Saturday, March 2 thru Sunday, March 10
Last Day to Drop Classes Without Instructor Permission (No Refund)	Thursday, March 14
Registration for Fall Semester 2019 Begins	Monday, March 18
Last Day to Apply to Graduate Fall Semester 2019	Friday, March 22
Last Day to Apply to Graduate Summer Semester 2019 (NOT attending ceremony)	Friday, March 22
Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)	Tuesday, April 9
Spring Mini Break NO CLASSES OFFICES OPEN	Thursday, April 18 thru Friday, April 19
University Day NO CLASSES OFFICES OPEN	Friday, April 26
Final Exam Week	Monday, April 29 thru Thursday, May 2
Final Day to Withdraw from Spring 2019 (all classes, no refund)	Thursday, May 2
Semester Ends	Thursday, May 2
Residence Halls Close	12 noon, Friday, May 3
Commencement	Saturday, May 4
Grades Due in the Registrar's Office	12 noon, Wednesday, May 8

***Note: Monday-only classes Spring 2019 add 25 minutes to each class session.**

Fall Semester 2019

Residence Halls Open.....Sunday, September 1
 Labor Day OFFICES CLOSED.....Monday, September 2
 Classes Begin.....Wednesday, September 4
 Late Registration Fee Applies (\$40.00).....Friday, September 6

Students who have not completed fee payment or signed a fee statement before Friday,

September 6 may be disenrolled from classes and required to re-register.

Last Day for Registering/Adding Classes.....Thursday, September 12
 Last Day for Withdrawing/Dropping Classes with a Partial Refund & no “W” on transcript.....Tuesday, September 24
 Columbus Day CLASSES IN SESSION OFFICES OPEN (Exchanged for Friday, Nov 29).....Monday, October 14
 Last Day to Drop Classes Without Instructor Permission (No Refund)Tuesday, October 22
 Registration for Spring Semester 2020 BeginsMonday, November 4
 Veterans Day NO CLASSES OFFICES CLOSEDMonday, November 11
 Last Day to Apply to Graduate Spring Semester 2020.....Friday, November 15
 Last Day to Apply to Graduate Summer Semester 2020 (attending ceremony).....Friday, November 15
 Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)Tuesday, November 19
 Thanksgiving Holiday NO CLASSES (Offices Open Nov 27)Wednesday, November 27 thru Sunday, December 1
 Final Exam WeekMonday, December 9 thru Thursday, December 12
 Final Day to Withdraw from Fall 2019 (all classes, no refund).....Thursday, December 12
 Semester EndsThursday, December 12
 Residence Halls CloseFriday, December 13
 Grades Due in the Registrar’s Office.....12 noon, Wednesday, December 18

***Note: Monday-only classes Fall 2019 add 10 minutes to each class session.**

Spring Semester 2020

Residence Halls Open.....Sunday, January 12
 Classes Begin.....Wednesday, January 15
 Late Registration Fee Applies (\$40.00).....Friday, January 17

Students who have not completed fee payment or signed a fee statement before Friday, January

17 may be disenrolled from classes and required to re-register.

Martin Luther King Day NO CLASSES OFFICES CLOSEDMonday, January 20
 Last Day for Registering/Adding Classes.....Friday, January 24
 Last Day for Withdrawing/Dropping Classes with a Partial Refund & no “W” on transcript.....Wednesday, February 5
 Presidents’ Day NO CLASSES OFFICES CLOSED.....Monday, February 17
 Registration for Summer Session 2020 BeginsTuesday, February 18
 Spring Break NO CLASSES OFFICES OPENSaturday, February 29 thru Sunday, March 8
 Last Day to Drop Classes Without Instructor Permission (No Refund)Thursday, March 12
 Registration for Fall Semester 2020 BeginsMonday, March 16
 Last Day to Apply to Graduate Fall Semester 2020Friday, March 20
 Last Day to Apply to Graduate Summer Semester 2020 (NOT attending ceremony).....Friday, March 20
 Last Day to Drop a Class with Approval of Advisor and Course Instructor (No Refund)Tuesday, April 7
 Spring Mini Break NO CLASSES OFFICES OPENThursday, April 9 thru Sunday, April 12
 University Day NO CLASSES OFFICES OPEN.....Friday, April 24
 Final Exam WeekMonday, April 27 thru Thursday, April 30
 Final Day to Withdraw from Spring 2020 (all classes, no refund)Thursday, April 30
 Semester EndsThursday, April 30
 Residence Halls Close12 noon, Friday, May 1
 Commencement.....Saturday, May 2
 Grades Due in the Registrar’s Office.....12 noon, Wednesday, May 6

***Note: Monday-only classes Spring 2020 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.

College of Allied Health Professions

Master of Health Administration
(M.H.A.)*

Master of Science in Athletic Training
(M.S.A.T.)

B.S. in Health and Human
Performance/M.S. in Athletic Training 3+2
Option

Master of Science Interdisciplinary Studies
Exercise and Sport Leadership Option

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

College of Arts and Sciences

Certificate in Teaching Creative and
Expository Writing

~~Master of Public Administration~~
~~(M.P.A.)~~ **(Program placed on
moratorium)**

Certificate in Nonprofit Administration and
Leadership

Master of Science in Psychology
(M.S. Psyc.)

Master of Science in Public Relations
(M.S.P.R.)*

College of Education

Master of Education (M.Ed.) with Options
in:

- Curriculum and Instruction Teacher
Licensure Option^
- Online Instructional Technologies^
- Interdisciplinary Studies
The Interdisciplinary Studies Option permits
students to have the flexibility to design a
program in collaboration with faculty advisors.
- Reading
- School Counseling^

Master of Science in Special Education
(M.S.S.Ed.) with Options in:

- Advanced Studies*
- Advanced Studies with Applied
Behavior Analysis emphasis
- Generalist*

Other Programs

Endorsement Program in School Counseling

Supervisory Endorsement Program

Certificate of Teaching and Learning Online^

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

Applied Behavior Analysis Track

Teacher's Institute

* Program offered entirely online

^ Program offered partially online

WELCOME

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

The benefits of a graduate education for you, personally and professionally, are clear and compelling. Quite simply stated, they include professional and career growth, potential for increased lifetime earnings, intellectual growth and development, and to be better prepared to take advantage of a rapidly changing and uniquely challenging environment in which we live and work.

At Montana State University Billings, you will find excellent resources available to you: state-of-the-art computer labs, up-to-date library holdings, access to student support services, and comfortable classrooms, just to mention a few. But more importantly, I am most proud of the superb 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 Arts and Sciences, the College of Allied Health Professions, and the College of Education offer graduate degree programs in high demand career fields. The 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 assistantships opportunities.

In this changing and challenging world we live in, there is an ever-increasing need for lifelong learning. At Montana State University Billings, our vision is to be “Your University of Choice and Educational Partner for a Lifetime.” Please remember we want you to succeed and are here to assist you in every way possible.

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

Sincerely,

Daniel Edelman, Ph.D.
Chancellor

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 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

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 which are set forth in this publication. Effective date of this *Graduate Catalog* is Fall 2018.

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; email: gradstudies@msubillings.edu.

Montana State University Billings

Core Purpose: To assure that all members of the University community reach their individual potential.

Mission: Montana State University Billings provides a University experience characterized by:

- Excellent Teaching
- Support for Individual Learning
- Engagement in Civic Responsibility
- Intellectual, Cultural, Social and Economic Community Enhancement

Vision: Montana State University Billings will be recognized as a regional leader for:

- Teaching and Learning
- Translating Knowledge into Practice
- Researching for the Future
- Accepting Leadership for Intellectual, Cultural, Social and Economic Development Beyond University Boundaries

Core Values

Integrity: MSU Billings' actions are ethical and principled to assure dignity and equity for all

Educational Excellence: MSU Billings provides distinctive programs and challenging educational experiences for a diverse university community

Student Achievement: MSU Billings provides academic support and administrative services to foster academic & professional achievement of the university community

Community of Learners: MSU Billings respects and nurtures variety in intellectual contribution and scholarship enriching both the University and its extended community

Meaningful Engagement: MSU Billings supports all members of the university community in their individual growth toward confidence, individual sense of purpose and acceptance of civic responsibilities

Responsiveness: MSU Billings meets the changing needs of our learners with informed action and innovation based on current standards of educational & technical excellence

I. 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, teacher education, 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 teacher education, special education, school counseling, psychology, public relations, rehabilitation counseling, exercise/sport, reading, 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 challenge, now and in the future, is 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 Allied Health Professions, Arts and Sciences, Business, Education, 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.

Urban University

MSU Billings is an urban university serving a diverse constituency with diverse needs and expectations. The greatest distinction and greatest opportunity for MSU Billings literally surrounds us: the city itself. Billings is the largest medical, financial, and retail hub between Spokane, Denver, and St. Paul, Minnesota, and as an urban university, this requires we build strong partnerships to be efficient and effective. Urban adult learners—full-time and part-time—are well served by the University's commitment to alternative learning modes, online options, tutoring, and other student services that help them juggle work, family, and educational responsibilities. City College at MSU Billings has specific programs with direct relationships to the community (oil refining, energy, health care) that reflect its urban mission.

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 education 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 Allied Health Professions, the College of Arts and Sciences, the College of Business, the College of Education, 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 society 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 delightful 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) for preparing elementary and secondary teachers and school counselors through the Master of Education degree and the Master of Science in Special Education degree, the Montana Office of Public Instruction, the Association to Advance Collegiate Schools of Business (AACSB) for programs in the College of Business, 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) for the athletic training education program.

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 nationwide 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, 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, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, 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, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy and Discrimination Grievance Procedures for Allegations of Violations of the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy.

www.montana.edu/policy/discrimination

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 for Allegations of Violations of the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking and Retaliation Policy is found at: www.montana.edu/policy/discrimination/procedures/

HR Director & Title IX Coordinator
Human Resources Office
Tel: (406) 657-2278
Email: 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/policies

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
Location: McMullen Hall 310

Or refer to the policy and procedure:
www.montana.edu/policy/discrimination/procedures/

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 (Voice/TTY).

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.

Safety & Security

In response to concerns about campus safety, Montana State University Billings will be installing digital clocks in every classroom which will double as an emergency communication device to warn students of potential hazards. Cameras are also being installed in all parking lots and training is planned on "shelter in place" practices. The Emergency Communications Team is meeting regularly to implement additional security.

Annual Crime Report

In November 1990, the Student Right-to-Know Act was signed into law. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates that institutions of higher education report and make available to both current and prospective students and employees the occurrences of specific crimes at each respective campus. In addition to the number of reported specified crimes, the institutions must report the number of arrests for liquor violations, drug-abuse violations and weapon violations. The report is available through the Vice Chancellor for Student Affairs Office or the Office of Human Resources / EEO-AA. (406) 657-2307 or 657-2278.

II. 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

Email: 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, ebooks, databases, online indexes, streaming video and internet resources. Interlibrary loan and document delivery services are 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. 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

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.

Regular Library Hours

(Fall and Spring Semesters)

Monday – Thursday 7:30 a.m. – 10:00 p.m.

Friday 7:30 a.m. – 5:00 p.m.

Saturday 10:00 a.m. – 4:00 p.m.

Sunday..... 2:00 p.m. – 10:00 p.m.

For specific holiday hours or changes in hours, check the MSU Billings Library website at www.msubillings.edu/library, or call (406) 657-1687.

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

COE 401, (406) 247-5755

www.msubillings.edu/it

The Office of Information Technology provides computing and multi-media technology services to students, faculty, and staff. The office supports over 800 student computers across 2 campuses. Students may go to College of Education 401 to receive assistance with using computer applications and developing special multi-media technology projects. Assistance is also available by calling (406) 247-5755.

The Office of Information Technology provides employment opportunities for students to work with other students, staff, and faculty in developing web, multimedia, and instructional material for coursework and research. Information Technology staff guide and mentor students in learning the latest technologies using current software and hardware. Special attention is given to enabling the student employee to have experience working with each technology and learning to teach others to develop new applications or systems using the technology. For information in becoming part of this program, please go to the College of Education 401 or call the Student Helpdesk at (406) 247-5755.

Student Computing Resources

Information Commons

**Library, City College Commons, and City College Health Science building
(406) 247-5755**

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, scanners, and laser printers. A wide variety of software is available for student use, including Microsoft Office, Adobe Creative Cloud Suite, AutoCAD, ArcView, Mathematica, Minitab, SPSS, iLife, web publishing software, and specific software for various courses and programs.

The Office of Information Technology also has Student Computing resources located in the City College Commons and in the City College Health Sciences building.

Students will need money in their U-card accounts to pay for printing and other services. People who are not current students, faculty, or staff of MSU Billings will be asked to use the open access computers located in other areas 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. Each MSU Billings student has space to store course related documents. Disability accommodation resources are available and students using the Assistive Technology Lab on the first floor of the Library have easy access to the lab and support staff.

College of Education 401, (406) 247-5755

COE 401, a computer lab for the design, development, and production of academic multi-media projects, is located on the fourth floor of the College of Education

in room 401 and is available 8:00 a.m. to 5:00 p.m. COE 401 is operated by the Information Technology (IT) department, and has PC's, iMacs, scanners, cameras, laser printers, and access to color printing. A wide variety of software is available for student use, including Microsoft Office, Adobe Creative Cloud Suite, AutoCAD, ArcView, Mathematica, Minitab, SPSS, iLife, web publishing software, and specific software for various courses.

The lab is open to all current MSU Billings students. Information Technology staff are available to support students in the use of hardware and standard software and to direct them to additional help resources if needed.

Students will need money in their U-card accounts to pay for printing and other services and preference is given to academic work.

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 Technology office in College of Education room 401 or to the Information Technology staff at City College for assistance with connecting to the MSUB wireless access. This wireless network provides a secure connection to the student campus resources.

Multi-media Technology Services

Information Technology Multi-media Technology Services support, also located on the fourth floor of the College of Education (room 401), provides an organized and readily accessible collection of multi-media, production software, materials, and equipment to enhance the educational experience at MSU Billings. By taking advantage of these resources, one can add an innovative, supportive dimension to a particular program of study.

Services include development of video, photo, multi-media, music, and presentation materials for coursework. There are consulting staff available to assist in the design and to utilize the best practices in production of these materials.

Montana State University Billings Online University

msubonline.org

At MSU Billings Online University, we are pleased to be able to offer you an opportunity to take college courses via the internet as a way of overcoming barriers of time and place.

Our students have told us that they need the ability to fulfill their academic goals in an environment that affords them “freedom and flexibility,” “comfort and convenience,” and “more time for work and family.” By combining our commitment to *Access and Excellence* with the technology that allows you to “Learn Online... Anywhere... Anytime,” this program ensures that you can achieve your personal, professional and academic goals while not having to sacrifice the other things that are important in your life.

Through the MSU Billings Online University, you can achieve Certificate, Associates, Undergraduate and Graduate degrees or take online courses that fulfill General Education Requirements common to any degree program at MSU Billings & other universities. The graduate degrees that you can pursue include: Master’s in Health Administration (M.H.A.), Master of Science in Public Relations (M.S.P.R.), and Master of Science (M.S.S.Ed.) - Special Education Generalist.

All of our current course offerings and a wealth of information about our online undergraduate and graduate degree programs can be reviewed at www.msubonline.org and in the MSU Billings Undergraduate Catalog.

Extended Campus COE 114, (406) 896-5890

Montana State University Billings Extended Campus provides programs and services that help connect the University to Billings and the region. Extended Campus seeks to create a community of learning that provides greater access to academic programs, creates new partnerships with internal and external organizations, and strengthens and expands existing partnerships. Our programs and services are organized around the following categories: Certificate Programs, Community Programs, Continuing Education for Educators, Professional Development, and Youth Programs.

The following academic graduate certificate programs are offered through Extended Campus:

Certificate in Teaching English to Speakers of Other Languages (TESOL), Department of Educational Theory and Practice

Certificate in Teaching Creative and Expository Writing, Department of English, Philosophy and Modern Languages

For more information on all programs and services offered through Extended Campus see:
www.msubillings.edu/extendedcampus

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.

A hallmark of MSU Billings’ Summer Session is the University’s ability to offer quality, large-scale workshops and conferences on topics of current interest and importance which feature well-known experts.

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.

In addition, a variety of extension credit classes are typically offered throughout the Summer Sessions. Extension classes and workshops offer the same quality instruction as regular courses. They simply differ in the way they are funded. These classes are offered on campus and at other sites in the region. Extension credit classes must be fully self-supporting and a minimum enrollment is required.

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.

Montana Center for Inclusive Education

COE 168, (406) 657-2312

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 Services and Cooperative Education

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 counseling and testing, part-time and work study jobs both on campus and in the community, career resource library, campus interviewing, and career/job fairs and workshops. Visit us on the web at www.msubillings.edu/careers

Cooperative Education

Library 100, (406) 657-1717

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

Native American Achievement Center

2630 Normal Avenue

(406) 657-2144, (406) 657-2182

www.msubillings.edu/naac

The Native American Achievement Center 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 center hosts the annual American Indian Heritage Day, Veterans Medicine Wheel, and the MSUB Powwow. The Director serves as a liaison with tribal educational representatives and other community organizations. These relationships foster collaboration with the surrounding communities to host events such as the Montana Indian Athletes Hall of Fame,

Riverstone Health's spring Pink Bingo, 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.

Intertribal Indian Club is open to all interested students. The Intertribal Indian 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 dances, Native games, documentary films, and Native cuisine.

Diversity Center

SUB 212, (406) 896-5902

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 Intertribal Indian Club and Hispanic Club. Each group is student focused and student driven with opportunities to engage in campus and community programs, events, and socials.

The Diversity Center oversees a Peer Mentor Program for minority students. The program is designed to connect successful upper-class students with new incoming freshmen during their first year at MSUB. The program helps to assist incoming students with acclimating to the higher education environment and offers academic and social support.

Academic Support Center

SUB First Floor, (406) 657-1641

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.msubillings.edu/dss

Montana State University Billings Alumni Association

Alumni House, 2712 Normal Avenue

(406) 247-5781 or (406) 657-2244

www.msubillings.edu/alumni

The Office of Alumni Relations connects the Alumni Association, University, and community. Graduates of MSU Billings automatically become members of the Alumni Association. The MSU Billings Alumni Association offers many engagement opportunities to our graduates both near and far. At MSUB Alumni Association, our mission is to connect and engage with alumni.

Montana State University Billings Foundation

2615 Virginia Lane, (406) 657-2244

www.msubfoundation.com

The purpose of Montana State University Billings Foundation is to help the University achieve excellence through the solicitation, investment, and stewardship of financial support. The Foundation promotes philanthropy, campus and community partnerships, and educational opportunities.

Established in 1968, the MSU Billings Foundation is an independent, non-profit organization under Internal Revenue Service code 501(c)(3). A governing board of trustees composed of civic, business, and industry leaders guides the Foundation in achieving its mission. The Foundation staff is dedicated to helping Montana State University Billings and to serving donors, supporters, students, and faculty of MSU Billings with integrity, perseverance, stewardship, and excellence.

Jackets and Company

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

Jackets and Company operates two retail outlets located on campus and provides the campus community with textbooks, supplies, and supplemental learning tools required in academic courses. Jackets and Company also carries a wide selection of school and office supplies, imprinted apparel, computers, software, gifts, and sundries at competitive prices. You can visit Jackets and Company on line at www.jacketsandcompany.com.

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.msubillings.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 Marbara Lane, (406) 657-2941

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

Student Health Services

Petro Hall, (406) 657-2153

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, provide advocacy services for survivors of violence, and to encourage a healthy life style. With a staff of advanced practice professionals contracted through St. Vincent Healthcare, including nurses, mental health counselors, a wellness specialist and

massage therapist, we provide health care, immunizations, mental health counseling, violence advocacy services, massage therapy, and health education program. 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. Those students electing to take the insurance for spring semester will be covered through the summer sessions whether or not they are taking summer classes.

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

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

International Studies

McDonald Hall 151, (406) 657-1705

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 (McD 151) 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, McD 151. 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.

ACCESSIBILITY DATA

For Individual Buildings on Campus

Building	General Accessibility						Restroom Facilities			
	Entrance ramped on ground level	Automatic entrance doors	Number of accessible floors	Stairs non-skid	Interior ramps available	ELEVATORS P=Passenger; F=Freight; *=Braille labels	Restroom designed for wheelchair	Entrance door width = 32"	Wall accessories below 40"/A	Access to showers and tubs
Apsaruke	yes	yes	3	yes	yes/F	P*	yes	yes	yes	
Art Annex	yes	yes	1		no		yes	yes	yes	
Cisel Hall	yes	yes	4	yes	yes	P*	yes/B	yes	yes	
College of Business (McDonald Hall)	yes	yes	3		yes	P*	yes/F	yes	yes	
College of Education	yes	yes	4	yes	no	P*	yes	yes	yes	
City College Tech Building	yes	yes	2		yes	P*	yes	yes	yes	
City College Health Sciences Building	yes	yes	2	yes	no	P*	yes	yes	no	
Facilities Services	yes		1				yes	yes	yes	
Family Housing	yes	no	1				yes	yes	yes	yes
Liberal Arts	yes	yes	8	yes	no	P*	yes/C	yes	yes	
Library	yes	yes	3	no	yes/F	P*	yes/D	yes	yes	
McMullen Hall	yes	yes	4	yes	no	P*	yes	yes	yes	
Parking Garage	yes			yes	yes	P*				
Petro Hall	yes	yes	8	no	no	P*	yes/H	yes	yes	no
Physical Education	yes	yes	2	yes	yes	P*	yes	yes	yes	yes
Rimrock Hall	yes	yes	6	no	no	E/G,P*	yes	yes	yes	yes
Science	yes	yes	3	yes	no	P*	yes	no	yes	
Security	yes		1		yes		yes	yes	yes	
Student Union	yes	yes	2	no	no	P*	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

F: Wheelchair lifts

G: Freight elevator does not have automatic doors

H: Lobby area

III. Student 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.msubillings.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

2018-2019 Academic Year

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.msubillings.edu/boffice under Student Account Information.

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 Office of Admissions and Records at Montana State University Billings (McMullen first floor west, 406-657-2303). A complete explanation and residency questionnaire is found in the Montana University System's Student Guide to Montana's Residency Policy, a brochure available from the Office of Admissions and Records.

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 do not pay these fees.**

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. Students enrolled for less than four credit hours pay a reduced fee.

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 new and replacement books, periodicals, and assessment tools.

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 do not pay this fee.**

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 Center. Students enrolled in seven or more credits are charged the mandatory fee per semester. Students enrolled for six credit hours or less may have the benefits of the Health Center services by electing coverage and paying the per semester fee.

Health Insurance

All students may enroll in the health insurance plan by electing the group health insurance plan and paying the health insurance premium. Students declining participation must sign a waiver at the time of fee payment or within one week following fee payment.

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 on the MSU Billings secure student website at www.msubillings.edu.

Students may elect to pay their fees in installments. The installment payment method 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 at 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 Admissions and Records 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 \$5.00 per credit hour audit fee. 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.

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 costs \$3.00. 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.

IV. Financial Aid and Scholarships

Office of Financial Aid and Scholarships

Ms. Emily Williamson, Director
McMullen Hall First Floor East
(406) 657-2188

Graduate students who wish to apply for financial assistance at Montana State University Billings must be enrolled for at least six credits in a graduate degree, licensure (re-licensure), teacher licensure or endorsement program. 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 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: 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 six-credit enrollment. Interest rates and repayment requirements vary according to the type of loan. For more information visit: 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 offer an award package of aid 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 six 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.
3. There are aggregate loan limits that apply and can effect eligibility. For more information visit: www.msubillings.edu/finaid/Loans.htm

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.

A Job Locator service is located in the Advising & Career Services Center. 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.

Teaching/Graduate Assistantships

A limited number of Teaching/Graduate assistantships are available. Graduate assistantship positions are varied and may include research, scholarly activity, professional service, or assistance with some campus program. The work should enhance the student's professional development. The teaching assistant works with faculty in planning, delivering, and evaluating instruction. The unit faculty have a responsibility to provide the teaching assistant with training and support to enable the student to learn advanced skills. Please visit our website for a complete listing of job descriptions (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; financial need is not of primary importance. The workload may not exceed 19 hours per week. A student must take **at least nine (9) 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. The assistantship dollars are considered to be part of the student's financial aid package and, therefore, may reduce loan eligibility.

Veterans' Benefits

Information concerning veterans' educational benefits may be obtained from Montana State University Billings' Office of Admissions and Records or the local office of the Veterans Administration.

Montana State University Billings Scholarships

Several scholarships at Montana State University Billings are awarded exclusively to graduate students. Application forms are available from the Financial Aid Office, the Graduate Studies office or online at www.msubillings.edu/grad/scholarships. The deadline for submitting scholarship applications to the Graduate Studies Office is February 1.

Dr. Robert McRae Graduate Fellowship

In recognition of Dr. McRae's outstanding personal qualities and his contribution as Director of Graduate Studies, 1984-1991, an annual scholarship of \$1000 is awarded to a superior graduate degree student who has demonstrated the capacity to provide excellent professional leadership and community service.

Dr. Robert Waterman Graduate Fellowship

In recognition of Dr. Waterman's caring leadership as Director of Graduate Studies, 1962-1968 and 1979-1982, an annual scholarship of \$1000 is awarded to a graduate degree student who by reason of exceptional scholarship and professional contributions promises to be a leader in the profession.

Dr. Helen Wilson Graduate Fellowship

In recognition of Dr. Wilson's contributions as Director of Graduate Studies from 1975-1979, an annual scholarship of \$1000 is awarded to a full-time graduate student who shows outstanding scholarship, research and creativity.

Other Scholarships Offered

The Montana State University Billings Foundation also offers scholarships that can be awarded to graduate students. Students interested in applying for these scholarships must submit a completed MSU Billings General Scholarship Application to the Financial Aid Office, McMullen Hall first floor east, by February 1. All applicants must also have applied for admission at MSU Billings. Scholarship applications are available in the Financial Aid Office or online at www.msubillings.edu/finaid/forms.htm.

College of Education Graduate Alumni Excellence Award

Award: \$2,000. Graduate student, 3.75 GPA or above, program plan accepted, must have demonstrated ability to provide leadership in Montana schools or human services, letter of support from the faculty advisor.

Dr. Rockne Copple Fellowship

Award: \$1,000. Graduate student; must have Degree Candidacy status; must have a minimum cumulative graduate GPA of 3.25 and a desirable undergraduate record; enrolled for a minimum of 9 credits fall and spring semester; three letters of reference with application; available to students working towards a Masters Degree in Rehabilitation Counseling or School Counseling.

Grace K. Harkins Scholarship

Award: \$125. Female student; single parent; Elementary Education major; junior or senior in college; full time enrolled student; 3.0 cumulative GPA or above; must have financial need.

Kenneth W. Heikes Family Endowed

Award: \$1500. Full time upper division undergraduate or graduate student, enrolled in the discipline of Accounting and Information Systems of the College of Business or the teacher education program of the College of Education, demonstration of academic and leadership potential, recipient must not be on academic or disciplinary probation, financial need (as defined by the selection committee), 3.0 overall GPA with at least a 3.25 GPA in declared major field of study. Scholarship alternates year to year from COB and COE.

Florence Steele Kem Scholarship Fund

Award: 1 undergraduate at \$2500 OR 2 graduate at \$1250 each. Montana resident, Education major, undergraduate or graduate student, 3.25 GPA or above, financial need, undergraduate students preferred to be enrolled full time, graduate students may be part-time enrolled if demonstrating continuous enrollment by registering for a minimum of one course per semester. Preference given to students with an Early Childhood minor and/or students admitted to the teacher education program from a tribal institution.

Morningstar Nontraditional

Award: 5 or more at \$500. Madison and/or Ruby Valley resident given preference, 2.5 GPA or above, financial need, part or full-time student, nontraditional student, student enrolled in undergraduate, graduate or vocational degree program.

The Elaine Marie Smith Scholarship Endowment

Award: \$1,000. Available to graduate students seeking a master's degree in Rehabilitation & Mental Health Counseling. If no Rehabilitation & Mental Health Counseling majors are eligible, a student working towards a M.S. in Special Education will be considered. U.S. Citizen; graduate student—recipient must have completed one year of study or have candidacy for graduate program approved through an accepted

program plan; 3.0 GPA or above; participation in activities pertaining to field of study is a factor; full time student; financial need. Scholarship will be disbursed fall and spring semester.

Shannon Weatherly Memorial

Award: \$750. Graduate student working towards a M.S. in Special Education; 3.5 GPA or above; part-time student; female student; must have completed at least 9 graduate credits and have program plan approved by advisor; must be recommended by Faculty Selection Committee.

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.

Verification Process

Some students' FAFSA information will be selected by the Department of Education for verification. As a result, Financial Aid and Scholarships will request additional documentation to verify the information provided on the FAFSA is accurate and to resolve discrepant information. By signing the FAFSA, students and parents give the University permission to ask for all verification documentation. 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.

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

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

Financial Aid - Study Abroad

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

1. Document acceptance into the study abroad program.;
2. A copy of the course approval form;
3. A list of all necessary direct education expenses such as: tuition & fees, books, class supplies, room and board
4. 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

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 or visiting www.msubillings.edu/finaid

V. Student Affairs

Vice Chancellor for Student Affairs Office McMullen Hall 201, (406) 657-2307

Montana State University Billings provides a diverse array of academic programs and co-curricular activities for students. Challenges and opportunities are available for every student. Student Affairs encompasses programs and services which affect student life from the time of admission to MSU Billings until graduation.

MSU Billings Division of Student Affairs Mission Statement

The Division of Student Affairs 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

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.msubillings.edu/VCSA/StudentHandbook.htm

STUDENT CODE OF CONDUCT

A copy of the Student Policies and Procedures and Student Code of Conduct is available on the university website or a printed copy can be made available at the Vice Chancellor for Student Affairs Office. All students are required to follow the Student Code of Conduct and be aware of all University policies and procedures. In addition to the Student Code of Conduct, all residence hall students will receive a specific copy of the Residence Hall Handbook.

STUDENT SAFETY AND SECURITY

The University Police Department is pleased to serve the Montana State University Billings campus communities (Downtown, Main and City College campuses) by providing 24- hour law enforcement services. Officers monitor cameras, respond to complaints, investigate crime, and routinely patrol University property (buildings and parking areas). Officers are available to escort students, faculty, and staff on University property and offer a variety of other services to students. Information is available on crime prevention, personal safety, community resources and other topics of concern. The University Police Department is also the Parking Division, Motor Pool, Safety Services, and the central location for lost and found property. Property is held for a period of 30days, after which it is donated or discarded. Non-emergency number is 657-2147.

JEANNE CLERY ACT

The University Police Department annually prepares the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This publication is available in paper form at the University Police Department or by using:
www.msubillings.edu/security. In accordance with the Jeanne Clery Act, a daily crime log is maintained at the University Police Department and is available for public review.

EMERGENCY RESPONSE AND SAFETY

A complete plan for student response during an emergency is available on the website as well. All students should read the personal safety information, emergency response plan, and fire safety information. All students play a specific role in becoming educated in emergency and safety procedures. Specifically, all students should be aware of fire alarms and how to properly evacuate during every alarm that is sounded. Sign up for text emergency alerts on your cellphone or email.

FERPA (Family Educational Rights and Privacy Act) Information regarding the policies and procedures related to student records and privacy can be viewed on the university webpage. Under law, students have the right to view their student records and are also protected from others having access to their records. Specific forms related to release of information are also available.

NON-DISCLOSURE OF INFORMATION Students who would like their student directory information to remain confidential need to contact the Office of Admissions and Record to request a non-disclosure of information.

Student Affairs & Related Phone Numbers

Academic Support Center	657-1641
Admissions & Records Registrar/Transcripts ..	657-2158
Advising & Career Services	657-2240
Associated Students of MSUB	657-2365
Athletics/Yellowjacket Sports	657-2369
Business Services/Cashier	657-2140
Campus Activities/Engagement.....	657-2387
Campus Police & Parking.....	657-2147
City College Student Services (Jacket Student Central)	247-3012
D2L Support (Online Learning).....	247-5755
Dean of Student Engagement	657-1696
Disability Support Services	657-2283
Diversity Center.....	896-5902
Educational Talent Search	657-2116
Facilities Service.....	657-2306
Financial Aid and Scholarship	657-2188
Information Technology (Help Desk).....	247-5755
Jackets & Company (campus store).....	657-2121
Jackets & Company City College Store.....	247-3031
Native American Achievement Center	657-2182
New Student & Retention Services.....	657-2888
Residence Life and Housing	657-2333
ROTC/Military Science	247-5733
Student Health Services	657-2153
Student Support Services	657-2162
U-Card/ID Cards.....	657-2023
Upward Bound.....	657-2180
Vice Chancellor for Student Affairs	657-2307

Residence Life and Housing SUB 225, (406) 657-2333

Residence Halls

Montana State University Billings provides on-campus living facilities for students who are pursuing an educational mission. The residence halls offer an environment which is desirable for those who are seriously seeking a well-rounded education. Participation in hall programming and group processes 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.msubillings.edu/reslife for more information about the residence hall experience.

Students with disabilities are encouraged to make arrangements for any specific needs with the Office of Residence Life and Housing and Disability Support Services 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 residence hall living, call (406) 657-2333 or visit www.msubillings.edu/reslife to apply for housing.

Family Housing

MSU Billings offers 10 family housing apartments for students currently enrolled in 12 or more credits. 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 Residence Life and Housing Office at (406) 657-2333 or visit www.msubillings.edu/reslife

Housing Application

Residents who complete their online Housing Applications and pay their \$125 Non-Refundable Security Deposit 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:

- A. Withdrawal from Montana State University Billings.
- B. Graduation from Montana State University Billings.
- C. Internship or student teaching assignment out of the area.
- D. Medical condition.
- E. Extreme financial circumstances.
- F. Marriage.
- G. Academic suspension.
- H. Disciplinary suspension.

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 the office of 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 student less than 3 years out of high school and under 30 credits at the start of the fall semester.

Automatically exempt from housing if under 30 credits (no documentation is needed for the following, however completion of the form is required):

- Students over 21 years of age, as verified through MSUB student information systems
- Military Veteran, as verified through MSUB student information systems
- Enrolled in 11 or fewer credits, as verified through MSUB student information systems
- Transfer Student, As verified through MSUB student information systems
- Online Student, as verified through MSUB student information systems
- Non-Degree Seeking Student, as verified through MSUB student information systems

Exemptions to the live on requirement:

- Living with immediate family (legal guardian, parent, or grandparent) within the following counties: Yellowstone, Carbon, Big Horn, Stillwater, Treasure, Musselshell, Golden Valley
- Married
- Physical custody of a dependent child
- Financial hardship
- Medical related condition
- 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.

All requests for exemption must be made to the Office of Residence Life and Housing two weeks prior to residence hall opening for consideration. Please contact the Residence Life and Housing Office, SUB 225, by calling 406-657-2333 or online at www.msubillings.edu/reslife for an exemption form.

For those students that do not fill out an exemption request prior to two weeks before the halls open, a double room (\$2,095) and silver meal plan (\$1,541) will be directly applied to student's account. Students

will have until Move-In Day to file an exemption request form to reverse these charges, but will incur a \$75 late fee.

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 features barista made beverages, fresh bakery selections, and grab-n-go items while City College Café includes a daily grill, pizza, 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 Residence Life and Housing Office, SUB 225 or 223.

Campus Activities & Engagement Office

SUB 219, (406) 657-2387

www.msubillings.edu/sub

The Campus Activities & Engagement Office is a center for co-curricular activities within the Student Union Building which serves as the community center for the University 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 Campus Activities & Engagement Office, the Student Union provides space for Jackets and Company (campus store), Campus Dining Services, Stingers Bistro, ASMSU Billings, Residence Life and Housing, Diversity Center, Academic Support Center, Petro Theater, The Retort (campus newspaper), Student Activities Board, and student organization offices.

Student Organizations

www.msubillings.edu/studentlife

The Campus Activities & Engagement Office coordinates and supervises the registration of over 50 student organizations. The office provides organizations with support, consultation services, resources, and 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 Campus Activities & Engagement Office, (406) 657-2387.

Meeting, Conference, Display, and Lounge Space

www.msubillings.edu/events

MSU Billings provides meeting and conference rooms, space for art exhibits, event posting and displays, and public lounges. The Campus Activities & Engagement Office coordinates the scheduling of most non-academic space on campus.

Community Involvement

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 Campus Activities & Engagement Office 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 Campus Activities & Engagement Office coordinates monthly Service Saturday projects, MSUB Night on the Van in partnership with the Salvation Army, Student United Way (a student organization centered on volunteerism and advocacy), and many more opportunities. Students can also utilize the OCI to connect to volunteer opportunities on an individual basis or students can access a community volunteer database at www.youcanvolunteer.org.

Associated Students of Montana State University Billings

SUB 213, (406) 657-2365

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.

Legal Services

The ASMSUB maintains an attorney on staff to assist students with legal problems. While there is no charge to see the attorney, a nominal fee may be charged for certain types of legal services such as divorce, a will, or a name change.

Student Activities Board (SAB)

SUB 219, (406) 657-2387

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. Selection of board members occurs during fall and spring.

VI. Graduate Programs and Admissions

Office of Graduate Studies

Phone: (406) 657-2238

Fax: (406) 657-2302

Mr. David Sullivan, Graduate Studies Counselor

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. Also, information and applications regarding scholarships, fee waivers, and assistantships for graduate students are available through the Office of Graduate Studies.

All prospective, new, returning, or transfer students are encouraged to meet with the Graduate Studies Counselor for program information and assistance in exploration of academic options. After all required application materials have been received, students who are accepted will be assigned an academic advisor. All non-degree graduate students are also encouraged to meet with the Graduate Studies Counselor to help with career options.

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 other such matters, 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 graduate student, selected by the 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 the graduate program.

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.

Montana State University Billings graduate programs are as follows:

College of Allied Health Professions

Master of Health Administration (M.H.A.)

Master of Science in Athletic Training (M.S.A.T)

B.S. in Health and Human Performance/M.S. in Athletic Training 3+2 Option

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

College of Arts and Sciences

~~Master of Public Administration (M.P.A.)~~
(program placed on moratorium)

Master of Science in Psychology (M.S. Psyc.)

Master of Science in Public Relations (M.S.P.R.)

College of Education

Master of Education Degree (M. Ed.)

with Options in:

- Curriculum and Instruction Teacher Licensure Option
- Online Instructional Technologies
- Reading
- School Counseling (K-12)
- Interdisciplinary Studies

The Interdisciplinary Studies Option permits students to design a program combining more than one disciplinary emphasis in consultation with their academic advisor.

Master of Science in Special Education Degree (M.S.S.Ed.) with Options in:

- Advanced Studies
- Advanced Studies with Applied Behavior Analysis emphasis
- Generalist

Other Programs

- Teacher Licensure
- Endorsement Program in School Counseling
A post-masters, non-degree program leading to the endorsement in School Counseling (K-12).
- Supervisory Endorsement Program
A post-masters, non-degree program leading to advanced endorsements in:
 - Supervisor in Reading
 - Supervisor in Special Education
- Certificate of Teaching and Learning Online

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 table below provides a quick checklist of requirements. Students will need to refer to the pages shown at the bottom of the table for details about specific requirements.

M.Ed. = Master of Education including M.Ed. Reading,
Curriculum & Instruction, School Counseling,
Online Instructional Technologies

M.H.A. = Master of Health Administration

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

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

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

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

M.S.S.Ed. = Master of Science in Special Education

	M.Ed.	M.Ed./SC	M.H.A.	M.S.A.T.	M.S.Psyc.	M.S.P.R.	M.S.C.R.M.H.C	M.S.S.Ed.
Standardized Exam	yes*	yes	yes	yes	yes	yes	yes	yes
Minimum Undergraduate GPA	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Minimum Graduate GPA	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0
Letters of Reference	no	yes, four	yes	yes	yes	yes	yes	no
Admission Essay/Letter of Interest	no	yes	yes	yes	yes	yes	yes	no
Application Deadline					Apr 15			
Resume	no	yes	yes	no	yes	yes	yes	no
Exit Requirement	PRAXIS	PRAXIS School Cnsl	Capstone	Research Project or Thesis		Comprehensive Exam		
Complete Details on Page	91	91	54	59	81	69	66	91

*with the exception of M. Ed Curriculum and Instruction Teacher Licensure

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 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 not yet licensed, or with lapsed licensure, 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 Teacher License which 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 and a Teaching Endorsement in Special Education (P-12). Supervisory Endorsement programs at the post-master's level in Reading and Special Education are 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. The Office of Graduate Studies provides three application options: an online application available on the Web, a Web-based printable application, and a paper application. The online application and Web-based printable application links can be found on www.msubillings.edu/grad/Admission.htm. The paper application is also available at the Office of Graduate Studies. All application materials 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.

* Returning former Montana State University Billings students will fill out a Returning Montana State University Billings application, since they already have been assigned 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 prior to the semester deadline. Incomplete applications will not be reviewed by programs and students will run the risk of not being admitted for the semester they are applying.

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.

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 to your application.

Application Deadlines

Most programs do not have set deadlines but rather continuous admission. However, be aware that applications which arrive close to the start of the semester may run into problems with Financial Aid, closed courses, and getting full admission. The best way to avoid these issues is to apply as early as possible.

One program has a set deadline for application.
Psychology: April 15th for fall admission only

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 all of the following circumstances:

1. the copy must be reproduced by an official of that institution on the institutions 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 the individual graduate programs.

General Guidelines

Admission decisions are made for each applicant individually by the program, and applicants may or may not be judged acceptable regardless of the undergraduate record or the institution from which credentials are submitted. 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, the program directors reserve the right to grant an admission status other than full admission to any of the graduate degree programs at MSU Billings. As such, 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 an accredited institution and have demonstrated potential for graduate study and have a 3.0 average (based on a 4 point scale) or better for their 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, 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 would have a maximum of one academic year to satisfy the provisional admission conditions.

Provisional admission is granted when the program director, chair, or admission committee identifies an academic weakness. It is not guaranteed to students with low undergraduate GPA's, and may only be used in defined instances.

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;
If the student has less than a 3.0 GPA, he or she must achieve a minimum score on the GRE as set by the individual program. If the student does not achieve this score, the student may be denied admission.
 - b. the last two (2) years of undergraduate work appear weak or the GPA is less than a 3.0;
 - c. the applicant has low admission test scores;
 - d. 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;

The Department will determine at least two key introductory courses in the student's program and will require the student to take these courses in the first semester and achieve a grade of "B" or 3.0. The student may be denied admission if this standard is not met.

- b. It is up to the program to monitor acceptable progress of deficient coursework and to ensure completion of such coursework the first semester the class is available.
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). 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 and Records:

1. A completed Application for Admission to MSU Billings form (obtained from the Office of Admissions and Records or the Office of Graduate Studies).
2. A nonrefundable \$40.00 admission fee.
3. For students born after December 31, 1956, proof of MMR immunization that was administered after December 31, 1967. The immunization dates must also be after the student's first birthday. Montana state law requires that the documentation proves that two (2) doses of immunizations against measles were given at least 30 days apart, and the one (1) proof of rubella immunization was received. Any immunizations administered after June 11, 1993 must be an MRMR. A physician, health agency, or school official must sign the record. The Student Health Center can give necessary vaccinations for a small fee.

Applicants wishing to pursue a Graduate Degree Program must have completed the application process outlined above before being granted full acceptance to a Graduate Program. No action will be taken on an application until all requirements have been completed.

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, 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, the

TOEFL or IELTS. Montana State University Billings TOEFL institution code is 4298. Official results should be sent to the Office of Admissions and Records and the Office of Graduate Studies, Montana State University Billings, 1500 University Drive, Billings, MT 59101-0298. Information about test procedures can be found at www.toefl.org.

Minimum TOEFL internet based test score: 79

Minimum IELTS test score: 6.5

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. Certified copies of all certificates, degrees, and diplomas with a certified translation of the records.
5. 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).
6. Letter of intent: Statement of degree objectives related to degree choice. Individual programs may require a more specific letter.
7. Resume
8. GRE score
9. Three letters of recommendation
10. Copy of passport
11. For I-20 purposes:
 - A. Financial Statement: Please 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 (retrieved at www.msubillings.edu/internationalstudies/PDF/ImmunizationRecords.pdf) and have it signed by a physician to verify immunization history.

International degree seeking application

Fall semesters: June 1st

Spring semesters: October 1st

Summer semesters: February 1st

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 eight (8) semester credits at the 500 level. **Under no circumstances will undergraduate students be 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.msubillings.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.**

Please call the Business Office (406-657-2301) or visit the website (www.msubillings.edu/boffice) for information on tuition.

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 at Montana State University Billings (214 N. Broadway, 406-896-5890).
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 Degree Works 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 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 the academic schedules. The student and advisor will develop the Degree Works Plan during the student's first semester of graduate work.

Degree Works 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 periodically 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, and Wyoming are eligible for admission to designated graduate programs in the other 15 states at reduced rates. A number of high-quality, specialized programs at colleges and universities in these states have agreed to admit students from the other WICHE states for resident tuition rates; designated programs at private institutions are available for reduced tuition 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, and Master of Health

Administration are the five 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. Students receiving WICHE must maintain a 3.0 or better cumulative GPA each semester or may lose the 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."

Grade Appeal Procedure

Montana State University Billings has a set of procedures for contesting a grade which must be followed for appropriate resolution. The student must understand that they cannot appeal a grade after sixty (60) days from the official release date of those grades. All documentation must be in writing and submitted to the instructor and Student Resolution Officer (SRO). Please refer to the Student Handbook for a complete explanation of this process.

Step I You must meet with or attempt to make appropriate contact (email, phone, office hours, etc.) with your instructor to discuss your reasons for the grade appeal within sixty (60) days from the official start date of the next term. Documentation supporting your claim should be made available at this meeting.

The University would like to have both you and the instructor discuss the details, in a reasonable, open manner, and formulate an agreeable resolution.

Step II If the initial meeting (or attempt to meet) with your instructor did not provide an agreeable resolution, you must then contact the ASMSU Billings Student Resolution Officer and schedule a time for you and the SRO to meet and discuss the reasons for the appeal. The SRO can then help schedule a meeting between you and the instructor of the course you are contesting or, if Step I was not successful, can help move the appeal to Step III. You must submit any documentation supporting your claim and a copy of the course syllabus to the SRO. This information should be presented at the meeting with the instructor. The instructor will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO.

Step III If no resolution is achieved at Step I or II, the dispute may be brought to the Department Chair of the relevant department (if the dispute is with the Department Chair, then refer to Step IV). All documentation and a letter of appeal must be submitted to the Department Chair within ten (10) University business days after receipt of the formal decision by the instructor. The SRO can assist with this process. A meeting will then be scheduled between you and the Department Chair. The Chair will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO.

Step IV If no resolution is achieved at Step III, the dispute may be brought to the Dean of the relevant College. All documentation and a letter of appeal must be submitted to the Dean within ten (10) University business days after receipt of the formal decision by the Chair. The SRO can assist with this process. A meeting will then be scheduled between you and the Dean with the SRO present. The Dean, as the representative of the relevant College, has the authority to review all documentation, discuss the matter with the instructor and Department Chair, and formulate a resolution. The Dean will submit a formal decision to the student, in writing, within fifteen (15) University business days. A copy of the letter must be sent to the SRO.

Step V If no resolution is achieved at Step IV and the student wish to appeal further, the dispute may be brought before the Vice Provost for Academic Affairs. All documentation and a letter of appeal must be submitted to the Vice Provost for Academic Affairs within ten (10) University business days after receipt of the formal decision by the Dean. The SRO can assist with this process. The Vice Provost for Academic

Affairs will review all grade appeal materials, and determine if the appeal needs to be heard by a Campus Hearing Committee. The Campus Hearing Committee is comprised of a maximum of three students, chosen by the Associated Students of Montana State University Billings (ASMSUB); three faculty members, chosen by the Vice Provost for Academic Affairs from a pool of faculty members who serve on the Academic Senate Academic Standards Committee; and the Vice Provost for Academic Affairs, who shall serve as the Hearing Officer. The Hearing Officer will not vote during the proceedings except in the case of a tie vote. The Campus Hearing Committee will follow prescribed hearing procedures and make a recommendation directly to the Chancellor, who makes the final decision. The Chancellor will then have fifteen (15) University business days to send a formal and final decision to the student.

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.

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 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 Office of Admissions and Records.

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 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 performance improvement plan (POA) 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 satisfy the maximum time limit for graduation from their program (six years).
4. Students must successfully pass comprehensive exams, qualifying exams, culminating experiences, and oral defense of the thesis if required of their program.

Students who do not attend for a two year period without an official leave of absence will be withdrawn from the program and if they wish to return 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 Coordinator of the student's past record upon receipt of the application.

Leave of Absence

Graduate students planning to discontinue enrollment for a 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); 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 Office of Admissions and Records 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. No overload exceeding 15 graduate credits will be granted.

Grades

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

A	4.0	C	2.0
A-	3.70	C-	1.70
B+	3.30	D+	1.3
B	3.0	D	1.0
B-	2.70	F	0
C+	2.30		

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 petition, 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 six-year 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 six-year time limit will turn to an "X." A student may petition for an extension.

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 Office of Admissions and Records.

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 a Plan of Action (POA) before the next semester begins. The POA 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 POA is received. Graduate 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 appeal the decision. The appeal must be made in writing within ten University working days of the date the student was notified. The appeal goes directly to the Office of Graduate Studies. The appeal must clearly state why the student is appealing and provide evidence that supports this request.

The appeal will be reviewed by 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.

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 Office of Admissions and Records 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 under "General Information").

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 Office of Admissions and Records 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 accredited institution. 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. 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.

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.

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.
- Credits given for correspondence courses.

Official (sealed) transcripts of any transfer credit to be used in a program must be sent to the Office of Graduate Studies for posting on the MSUB Official Transcript. Once posted, the courses will appear in Degree Works. If the class is to be taken, the student must submit an official transcript immediately upon completion to Graduate Studies for posting on the transcript.

The following are credits that cannot be transferred to MSUB:

- Credits awarded by postsecondary institutions in the United States that lack regional accreditation.
- Credits with a grade of pass, credit, or satisfactory.
- Courses older than six (6) years for master's students.
- Courses with a grade below a 3.0 based on a 4 point scale.
- Credits on an undergraduate transcript (undergraduate status).
- Credits awarded by postsecondary institutions for life experience.

College of Allied Health Professions

Transfer credits for the **Master of Health**

Administration are accepted from regionally accredited institutions of higher education on a case-by-case basis in consultation with the student's advisor.

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 Science in Clinical Rehabilitation and Mental Health Counseling**.

Transfer credits must meet the following conditions:

1. The date(s) of the course(s) must meet the same six-year time limit as Montana State University Billings courses.
2. The courses must be relevant to the degree program as a whole as approved in the program plan review process.
3. Grades must be at least at the 3.0 (or equivalent) level.
4. Correspondence and electronically delivered courses are reviewed on a case-by-case basis.
5. 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.
6. Extension courses are reviewed on a case-by-case basis.

College of Arts and Sciences

Programs will approve transfer credits on a case by case basis. Two copies of the 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 “3.0.”

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.

Correspondence courses are not accepted as transfer graduate credit.

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, Master of Science in Special Education**, at Montana State University Billings. Transfer credits must meet the following conditions:

1. The date(s) of the course(s) must meet the same six-year time limit as Montana State University Billings courses.
2. The courses must be relevant to the degree program as a whole as approved in the program plan review process.
3. Grades must be at least at the “3.0” (or equivalent) level based on a 4 point scale.
4. Correspondence and electronically delivered courses are reviewed on a case-by-case basis.
5. 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.
6. Extension courses are reviewed on a case-by-case basis.

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

EDF 501 Research Design & Interpretation
EDF 530 Advanced Human Development & Learning
EDCI 610 Curriculum Theory: Analysis & Practice
EDF 515 Social, Philosophical, and Legal Issues in Education

MSU-Bozeman

EDCI 506 Applied Educational Research
EDCI 532 General School Curriculum

MSU-Northern

EDUC 517 Research Methods
EDPY 604 Applied Classroom Psychology
EDUC 603 Curriculum Foundations and Design

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. 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. Normally, 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 enrolled for 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 they have met the requirements previously stated for incompletes. A Work in Progress grade ("T") is not allowable for Independent study. For more information, see the paragraphs on Incomplete and Work in Progress Grades in this section.

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. Hours vary by program; please refer to specific programs for requirements. All field experiences, including all 590/690, 594/694, 595/695, 597/697 courses, with the exception of RD 590/690 and RD 694, 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 msubillings.edu/grad/recforms.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. Consult with your advisor or department chairperson for further information regarding this matter.

All practicums, 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 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/etp/FieldExperi/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.msubillings.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 embodies a unique articulated perspective or specific claim with respect to the topic and it attempts to substantiate the legitimacy of the perspective or claim through a program of research. The research should be informed by a literature search and lead to properly qualified conclusions, which contribute to the discipline. The research project may feature data gathering through a questionnaire, testing procedure, observation, and experimentation. It may also emphasize reflective, analytical, comparative, or similar approaches to research.

Students may have a thesis track available. 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. A 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.

Graduate students may submit the thesis in electronic or paper format. Students submitting the thesis electronically will deliver the electronic file(s) on a USB drive. They may also order bound copies, paying the appropriate fee for each copy. Students submitting in paper format will submit three paper copies (two for the Library; one for the Office of Graduate Studies) and pay the appropriate binding fee for each.

Prospectus

Before a student begins a thesis, the student's thesis committee and the dean 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 will meet with the student to review the prospectus. The thesis committee may be called together to review project progress at the discretion of the advisor. The acceptable format for a thesis follows the guidelines of the Publication Manual of the American Psychological Association (APA), 6th edition, or the recommendation of the student's advisor.

Research projects involving human subjects must conform to the MSU Billings human subjects research protocol. Policy guidelines and protocol forms may be obtained from the Office of Grants & Sponsored Programs.

Thesis Timeline

Please note that it typically takes a year to complete the process.

The student begins discussions with his/her Advisor 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 and be a full Graduate Faculty member. After a Committee is formed, the student submits a thesis prospectus for approval. This process may also involve registering for thesis credit, depending on the department. 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. **In order to ensure sufficient time to review and defend the thesis, the final draft should be submitted to the thesis committee eight (8) weeks prior to the end of the intended semester of graduation.**

With the committee's approval, the student and advisor schedule the thesis defense with the Graduate Studies Office. **This must be done four (4) weeks prior to the date of the defense.**

The student and advisor need to notify the Graduate Studies Office of the date, time, place and title of the thesis. The Graduate Studies Office then notifies the campus faculty, staff, and students of the planned defense through a press release from University Relations. **This must be done two (2) weeks prior to the date of the defense.**

After successful defense, it is the student's responsibility to obtain required signatures on the Title 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.

If submitting electronically, the student will deliver a USB drive containing the electronic file(s) to the Office of Graduate Studies. If submitting in paper format, the student will deliver two (2) printed copies of the completed thesis (with all required signatures) to the Graduate Studies Office. The student pays the binding fee per copy in the Business Office and brings the receipt of payment to the Graduate Studies Office with the printed copies. **This must be done before finals week.**

The Graduate Studies Office will arrange to have the two copies of the thesis bound and will deliver these copies to the MSUB Library. Students may also pay the binding fee for additional bound copies for personal use. The student is responsible for any postage fees for mailing bound copies.

Defense and Final Disposition

When the thesis is ready to present, students must:

1. Schedule the oral defense with the advisory committee no later than **eight (8) weeks** prior to the end of the semester in which the student intends to graduate. 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.
2. Make revisions required by the advisory committee if necessary.
3. Obtain the signed approval page with the revised, final copy of the paper from the advisor and advisory committee.
4. If submitting in electronic format, deliver the Thesis Submission Form with a USB drive containing the electronic file(s) to the Graduate Studies Office. The Graduate Office will deliver the USB to the library for publication to the web.
5. If submitting in paper format, pay the binding fee at the MSU Billings Business Office for the total number of bound copies and deliver the Thesis Submission Form and the unbound copies to the Office of Graduate Studies with the receipt of payment. The Office of Graduate Studies delivers the unbound copies of the thesis to the MSUB Library for binding.
6. Additional copies of a thesis may be bound for the student's use, provided arrangements are made in advance and appropriate binding fees are paid. The student is responsible for any postage costs of mailing.

Petition 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 petition which may be obtained online at www.msubillings.edu/grad/forms.htm.

To appeal a requirement, the student must complete a "Petition to Waive Graduate Policy" form available on the web site. The student will complete the top portion of the petition. The petition 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 petition 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 towards 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. 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 Petition for Time Extension found on the graduate studies web page, www.msubillings.edu/grad/forms.htm. Once the petition 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 program was started. 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

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 copies of the paper in acceptable format along with signed approval sheets for binding.

5. The student must file a formal Application for Graduation with the Office of Admissions and Records 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. Applications forms are available from the Office of Career Services and Cooperative Education as well as online. On receipt of the application, the Office of Admissions and Records 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 six-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 Office of Admissions and Records 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.

Please note that 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.

Awards

Montana Teacher of the Year Tuition Waiver Award

1. 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:
 - A. The tuition waiver qualifies the recipient for a maximum of 24 credits to be applied toward a graduate degree in education.
 - B. The tuition waiver is available to the recipient for a maximum time of three consecutive years, including summer enrollments.
 - C. 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.
 - D. Recipients holding a master's degree may apply the 24 graduate credits toward a second master's degree or non-degree graduate course.
 - E. All requirements for admission to a graduate program must be met by the applicant.
2. 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.
3. All other fees and expenses are the responsibility of the Montana Teacher of the Year Award winner.
4. 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).

VII. The College of Allied Health Professions

APS 119, (406) 896-5833

The College of Allied Health Professions comprises undergraduate and graduate programs that are designed to prepare individuals for the allied health professions. A broader definition of allied health is recognized and includes those academic programs in the behavioral sciences (e.g., health promotion, human services, rehabilitation), therapeutic sciences (e.g., athletic training) and support services (e.g., health administration). Academic programs in the College prepare students with the technical skills needed to work in the dynamic healthcare field. 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 Allied Health Professions is comprised of the following academic departments and program areas:

- Health Care Services
- Health and Human Performance
- Rehabilitation and Human Services

College of Allied Health Professions

Mission

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

Graduate Degree Programs

Master of Health Administration

Master of Science in Athletic Training

B.S. in Health and Human Performance/M.S. in Athletic Training 3+2 Option

**Master of Science Interdisciplinary Studies
Exercise and Sport Leadership Option**

Master of Science in Clinical Rehabilitation and Mental Health Counseling

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 Degree Works 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.

The Department of Health Care Services

Rebecca Anglin, Chairperson

Catherine Grott, Interim Director, Health Administration Program

APS 116, (406) 896-5832

healthadministration@msubillings.edu

Faculty

Margo L. Aldrich, Christopher S. Besser, Cori M. Cook, Paul R. Cook, Bethany G. Fatupaito, Catherine J. Grott, Lenette Kosovich, Roland B. Loudenburg, Theresa Parker, Mary Helen McSweeney, Deborah Peters, Jeanette A. Porter, Vu Pham, Jason P. Richter, Lyle M. Seavy, Matthew T. Slater, Lynn Ward

The department offers and administers the following Graduate Degree program:

Master of Health Administration

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.

Student Learning Outcomes

The Master of Health Administration Program curriculum develops students' competencies in:

- Communications and interpersonal effectiveness
- Critical thinking, analysis, and problem solving
- Management and leadership
- Professionalism and ethics

Admission Requirements

Admission to the Master of Health Administration program is based on the following criteria:

- b. Undergraduate GPA of at least 3.0 in the last 64 semester (96 quarter) hours (based on a 4 point scale),
 - c. Graduate GPA of at least 3.00.
2. Completion of the GMAT or the GRE with scores submitted to the Office of Graduate Studies.
3. A professional resume.
4. 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.
5. Three written professional recommendations (Recommendation Form and letter) from 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.

Transfer Credits

Transfer credits for the Master of Health Administration program are accepted from regionally accredited 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.

Master of Health Administration

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.

Courses

Credits

HADM 601 Professional Seminar 1: Interprofessional Education and Practice	1
HADM 602 Professional Seminar 2: Professionalism, Communication and Managerial Ethics	1
HADM 603 Professional Seminar 3: Clinical Concepts and Patient Care Issues for the Manager	1
HADM 604 Professional Seminar 4: Governance, Board Management and Leadership	1
HADM 605 Evidence Based Management, Research and Evaluation Methods	3
HADM 607 Health Informatics and Information Systems	3
HADM 608 Statistics for Health Care Administration	2
HADM 610 Health Care Systems	2
HADM 612 Health Policy	3
HADM 615 Managerial Accounting and Budgeting	3
HADM 620 Health Operations Methods	2
HADM 622 Health Quality Techniques	2
HADM 625 Healthcare Finance and Reimbursement	3
HADM 632 Healthcare Economics	2
HADM 635 Health Law	3
HADM 640 Managerial Epidemiology and Population Health	3
HADM 645 Rural-Frontier Health Care Management	2
HADM 675 Healthcare Human Resources	2
HADM 687 Healthcare Marketing and Strategy	3
HADM 697 Capstone	3 & 3
Total minimum credits required	48

*HADM 696 Cooperative Education/Internship in Health Administration3

Total credits including internship **51**

* Internship is required of MHA students who do not have a background in health care management.

Electives (optional)

HADM 365 Managing the Continuum of Long-Term Care Services	3
HADM 409 Aging in America and Long-Term Care	3

PROGRAM OF STUDY	
Fall Semester 1 HADM 601 Professional Seminar 1 (a) HADM 610 Health Care Systems (a) HADM 608 Statistics for Health Care Administration (b) HADM 605 Evidence Based Management, Research and Evaluation Methods (b) HADM 615 Managerial Accounting and Budgeting	Spring Semester 1 HADM 602 Professional Seminar 2 (a) HADM 625 Healthcare Finance and Reimbursement (a) HADM 640 Managerial Epidemiology and Population Health (b) HADM 632 Healthcare Economics (b) HADM 620 Health Operations Methods

PROGRAM OF STUDY (continued)	
Summer Session HADM 622 Health Quality Techniques HADM 687 Healthcare Marketing and Strategy HADM 645 Rural-Frontier Health Care Management	
Fall Semester 2 HADM 603 Professional Seminar 3 (a) HADM 607 Health Informatics and Information Systems (b) HADM 675 Healthcare Human Resources HADM 697 Capstone	Spring Semester 2 HADM 604 Professional Seminar 4 (a) HADM 635 Health Law (b) HADM 612 Health Policy HADM 697 Capstone *HADM 696 Cooperative Education/Internship in Health Administration

(a) First half of the semester

(b) Second half of the semester

*HADM 696 is required of MHA students who do not have a background in health care management.

The Department of Health and Human Performance

Dr. Suzette Nynas Chairperson
PE 120, (406) 657-2370

Assistant Professor: Lynne Fitzgerald, Alex Shafer

Athletic Training Program Director:
 Suzette Nynas

Emeritus: Kathe Gabel, Russell Lord, Jay Shaw

The department offers and administers the following Graduate Degree programs:

Master of Science in Athletic Training

B.S. in Health and Human Performance/M.S. in Athletic Training 3+2 Option

Master of Science Interdisciplinary Studies Exercise and Sport Leadership Option

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/hhp.

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

The Master of Science in Athletic Training 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.

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.

The Master of Science Interdisciplinary Studies Exercise and Sport Leadership Option 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/recforms.htm.

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.

Degree Works 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 Degree Works 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.

Master of Science in Athletic Training

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.

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. Recommended a student complete observation hours under a certified athletic trainer prior to application.
8. Student must complete technical standards and a background check once accepted into the program.

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

Other Program Requirements

For other program requirements including retention and graduation requirements, please see the Athletic Training Education Program website or Graduate Studies for the most current information.

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.

Students who complete the Montana State University Billings Master of Science in Athletic Training will:

- Meet or exceed minimal requirements for professional certification
- Ascertain and demonstrate the required skills for all NATA Athletic Training Education Competencies
- Display critical thinking and formulate sound clinical decision making in their clinical field experiences
- Establish professional relationships with medical and allied health care providers
- Develop, design, and execute independent research projects

Outcome assessments are conducted in each course, during clinical experiences, and at the conclusion of the research project or thesis.

The athletic training program was granted initial accreditation in 2005. The MSUB ATP is currently accredited by CAATE through 2020-2021. Students are eligible to sit for the BOC examination.

The Athletic Training Education Program is a two year (five semester) program with each new cohort beginning in June.

Master of Science in Athletic Training Degree Requirements

	Credits
ATEP 534 Athletic Training Techniques I.....	3
ATEP 535 Athletic Training Techniques II.....	3
ATEP 540 Practicum in Athletic Training I.....	1
ATEP 541 Practicum in Athletic Training II.....	1
ATEP 542 Lower Extremity Assessment.....	3
ATEP 544 Upper Extremity Assessment.....	3
ATEP 546 General Medical Assessment.....	3
ATEP 550 Practicum in Athletic Training III.....	1
ATEP 551 Practicum in Athletic Training IV.....	1
ATEP 566 Therapeutic Modalities.....	3
ATEP 572 Therapeutic Exercise.....	3
ATEP 578 Organization and Administration in Athletic Training.....	3
ATEP 580 Pharmacology for the Healthcare Professional.....	3
HHP 502 Research in Exercise and Sport Science.....	3
HHP 550 Psychological Principles.....	3
HHP 598 Research Project.....	3
OR HHP 599 Thesis.....	6
NUTR 411 Nutrition for Sports and Exercise.....	3
Total minimum credits required for degree.....	43-46

Students may substitute courses and change the program plan only with the approval of the graduate faculty.

Bachelor of Science Major in Health and Human Performance/Master of Science in Athletic Training 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.

The Student Learning Outcomes include:

1. Students will meet or exceed minimal requirements for professional certification.
2. Students will ascertain and demonstrate the required skills for all NATA Athletic Training Education competencies and clinical integration proficiencies.
3. Students will display critical thinking skills and formulate sound clinical decisions in their clinical field experiences.
4. Students will establish professional relationships with medical and allied health care providers.
5. Students will develop, design, and execute independent research projects.

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. 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 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 ATP

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.

Bachelor of Science Major in Health and Human Performance/Master of Science in Athletic Training 3+2 Option

Degree Requirements

Credits

General Education Requirements31

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.

Interdisciplinary Core

*BIOB 101 Discover Biology	3
*BIOB 102 Discover Biology Laboratory	1
*CHMY 121 Introduction to General Chemistry	3
*CHMY 122 Introduction to General Chemistry Laboratory	1
*PSYX 100 Introduction to Psychology	3
*STAT 216 Introduction to Statistics	4

Bachelor Requirements

ACT 498 Internship	3
AHAT 210 Prevention and Care of Athletic Injuries.....	3
AHMS 144 Medical Terminology	3
BIOH 301 Human Anatomy and Physiology I	3
BIOH 302 Human Anatomy and Physiology I Lab	1
BIOH 311 Human Anatomy and Physiology II.....	3
BIOH 312 Human Anatomy and Physiology II Lab.....	1
CHTH 317 Health Behavior Theories	3
ECP 120 Emergency Medical Responder.....	3
HTH 411 Alcohol, Tobacco and Other Drug Prevention	3
HTH 435 Health and Wellness across the Lifespan.....	3
KIN 105 Foundations of Exercise Science	3
KIN 106 Foundations 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 Research Methods in Health and Human Performance	3
KIN 415 Advanced Exercise Testing and Prescription.....	3
KIN 462 Evidence Based Assessment and Treatment.....	3
NUTR 221 Basic Human Nutrition	3
*WRIT 201 College Writing II.....	3
Elective selected in consultation with advisor	3
ACT or REC elective in consultation with advisor.....	2
Suggested:	
ACT 110 Beginning Weight Training	
ACT 150 Beginning Yoga	
ACT 155 Beginning Judo	
ACT 294 Seminar/Workshop	
REC 155 Rappelling/Belaying	
REC 285 Scuba Diving I	

Total69

*May satisfy General Education requirements.

Continued...

PLAN OF STUDY

BS in Health & Human Performance/MS in Athletic Training 3+2 Option

This sample schedule is a suggested plan for students to follow in completing the Bachelor of Science Degree Major in Health and Human Performance/Master of Science in Athletic Training 3+2 Option. Due to course schedule changes and staff assignments, students may not be able to follow the plan exactly. Students should consult with their advisors to plan classes before registering each term.

Fall Year 1

BIOB 101/102	4
WRIT 101	3
PSYX 100	3
Gen Ed History/Cul. Diversity	3
Gen Ed Arts & Humanities	3
Total	16

Spring Year 1

CHMY 121/122	4
KIN 105/106	4
AHMS 144	3
Gen Ed Comm. & Info Lit.	3
Gen Ed History/Cul. Diversity	3
Total	17

Fall Year 2

BIOH 301/302	4
ECP 120	3
NUTR 221	3
AHAT 210	3
Gen Ed Arts & Humanities	3
ACT/REC Elective	2
Total	18

Spring Year 2

BIOH 311/312	4
WRIT 201	3
STAT 216	4
CHTH 317	3
Elective	3
Total	17

Master Requirements

ATEP 534 Athletic Training Techniques I	3
ATEP 535 Athletic Training Techniques II.....	3
ATEP 540 Practicum in Athletic Training I	1
ATEP 541 Practicum in Athletic Training II.....	1
ATEP 542 Lower Extremity Assessment	3
ATEP 544 Upper Extremity Assessment.....	3
ATEP 546 General Medical Assessment.....	3
ATEP 550 Practicum in Athletic Training III.....	1
ATEP 551 Practicum in Athletic Training IV	1
ATEP 566 Therapeutic Modalities	3
ATEP 572 Therapeutic Exercise.....	3
ATEP 574 Manual Therapy Techniques	3
ATEP 578 Organization and Administration in Athletic Training	3
ATEP 580 Pharmacology for the Healthcare Professional	3
HHP 502 Research in Exercise and Sport Science	3
HHP 550 Psychological Principles	3
NUTR 411 Nutrition for Sports and Exercise.....	3
Elective selected in consultation with advisor	3
 HHP 598 Research Project	3
OR HHP 599 Thesis.....	6
 Total	49-52

Total Minimum Credits Required..... 151

Certain courses in this program have prerequisites; students should check the course descriptions for required prerequisites.

Fall Year 3	
KIN 322	3
KIN 323	1
KIN 320	3
KIN 321	1
KIN 330	3
KIN 331	1
HTH 435	3
ACT 498	3
Total	18
Spring Year 3	
KIN 364	3
KIN 325	3
KIN 328	1
KIN 462	3
KIN 415	3
HTH 411	3
Total	16
Summer Year 4	
ATEP 534	3
ATEP 542	3
Total	6
Fall Year 4	
ATEP 544	3
ATEP 540	1
ATEP 566	3
NUTR 411	3
Total	10
Spring Year 4	
HHP 502	3
ATEP 572	3
ATEP 541	1
ATEP 580	3
Total	10
Graduate with B.S. at 128 credits.	
Summer Year 5	
ATEP 546	3
ATEP 574	3
Total	6
Fall Year 5	
HHP 599 Thesis or Elective	3
ATEP 550	1
ATEP 578	3
ATEP 535	3
Total	10
Spring Year 5	
HHP Thesis or	
HHP 598 Research Project	3
HHP 550	3
ATEP 551	1
Total	7

Master of Science

Interdisciplinary Studies Exercise and Sport Leadership Option

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.

	Credits
Core Courses.....	15
EDF 501 Research Design and Interpretation	3
HHP 540 Foundations of Sport Leadership.....	3
HHP 550 Psychological Principles.....	3
HHP 570 Sport Organizations and Governance	3
HHP 592 Seminar	3
Electives	9
Determined in collaboration with an advisor. This list is illustrative, not exhaustive.	
BMKT 325 Principles of Marketing.....	3
KIN 320/321 Exercise Physiology & Lab	4
KIN 327/328 Kinesiology and Biomechanics & Lab	4
KIN 330/331 Motor Learning and Control & Lab	4
NUTR 411 Nutrition for Sports and Exercise	3
Professional Semester.....	9-12
HHP 590 Internship.....	3-6
HHP 599 Thesis	6
Total minimum credits.....	36

Comprehensive exams, written and oral, are required.

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.

The Department of Rehabilitation and Human Services

Dr. Tom Dell, Chairperson
APS 118, (406) 896-5837

Associate Professor: Thomas Dell
Assistant Professors: Jody Giles, Ambrin Masood
Lecturer: Patricia Nichols
Emeritus: Terry Blackwell, Dennis Schultz

The Department offers and administers the following Graduate Degree program:

Master of Science in Clinical Rehabilitation and Mental Health Counseling

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.

Program Objectives

The Master of Science in Clinical Rehabilitation and Mental Health Counseling program seeks to prepare counselors who:

- 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.

Program Curriculum

The program is fully accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP). CACREP has established standards for the accreditation of graduate programs in the counseling fields.

Program Outcomes

The program has four full-time, tenure-track faculty who teach the CACREP based curriculum. FTE instructor to FTE student ratio is approximately 1:10.

The program has an open enrollment policy, admitting 20-25 students each year. Program retention rate has been over 80 percent during the last 3 years. On average, 50 students are enrolled and 12-14 graduate each year from the program. Average time to complete the program is 6 semesters. Student learning outcomes are assessed at multiple points and using multiple measures for each of the CACREP knowledge and skill domains. Students/graduates of the program taking the national certification examination (CRC) had a pass rate of 86 percent.

Estimated cost for tuition and fees to attend the program (based on 9 credits per semester) is approximately \$2,500 for in-state residents and \$4,500 for out-of-state residents. Available types of financial aid include student loans, graduate/research assistantships and tuition waivers, and scholarships.

Employment rate for program graduates is over 90 percent within the first 6 months of graduation. 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.

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.
6. Official notification of scores on the Graduate Record Examination (GRE) general test. Preference is given to applicants who score above the 50th percentile on Verbal Reasoning and Analytical Writing. Applicants with GRE scores older than 3 years must retake the test.

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.

Master of Science in Clinical Rehabilitation and Mental Health Counseling

The CACREP based curriculum focuses on preparing professionals for employment in a diversity of rehabilitation and mental health settings. 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 services organizations.

Professional Practice Track

	Credits
Required Courses	42
REHA 501 Principles of Rehabilitation and Mental Health Counseling	3
REHA 502 Individual and Family Response to Disability	3
REHA 503 Psychiatric Rehabilitation.....	3
REHA 505 Theories of Counseling.....	3
REHA 507 Professional Orientation and Ethical Practice.....	3
REHA 508 Multicultural and Gender Issues in Counseling.....	3
REHA 515 Medical and Psychological Aspects of Disability	3
REHA 517 Research and Program Evaluation.....	3
REHA 519 Human Growth and Development	3
REHA 520 Group and Individual Evaluation.....	3
REHA 521 Advanced Individual Counseling	3
REHA 523 Advanced Group Counseling.....	3
REHA 525 Career Development, Placement, and Support	3
REHA 560 DSM-5 for Rehabilitation & Mental Health Counselors	3
Required Clinical Work.....	18
REHA 590 Prepracticum for Rehab and Mental Health Counseling	3
REHA 594 Counseling Practicum.....	3
REHA 596 Cooperative Education/Internship	6&6 or 12
Total minimum credits required for Professional Practice Track.....	60

Thesis Track

	Credits
Required Courses	42
Required Clinical Work.....	18
Thesis	
REHA 599 Thesis in Rehabilitation Counseling	6
Total minimum credits required for Thesis Track.....	66

VIII. The College of Arts and Sciences

Dr. Christine Shearer, Dean
LA 427, (406) 657-2177

The College of Arts and Sciences is a comprehensive college comprising ten departments and offering majors and/or minors in 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 the other colleges, including supporting the bulk of general education offerings, collaborating with the College of Education in supporting teacher education, and in supporting the Bachelor of Science in Liberal Studies, an interdisciplinary degree completion program.

The College of Arts and Sciences is comprised of the following academic departments:

- Department of Art
- Department of Biological and Physical Sciences
- Department of Communication and Theatre
- 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

- selected undergraduate and graduate degree programs in the arts, humanities, sciences, and social sciences;
- selected pre-professional programs; and
- various graduate, continuing education, and non-conventional learning opportunities consistent with the mission of the University.

Through these learning experiences, the College seeks to provide knowledge and cultivate skills to allow a student to select realistic future directions for study and/or employment. These learning experiences should be of high quality and be consistent with the mission and resources of the University. With its inherent diversity, the College serves as an intellectual and cultural resource for all students, faculty, and staff of the University, and for the larger community and region which it serves.

Advisement of Students

Upon receiving all application materials, students are fully or provisionally admitted to graduate programs in the College of Arts and Sciences. With admission, 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 Degree Works program of study and meet any admission requirements not initially met in order to be formally admitted to their program. 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.

Graduate Programs

~~Master of Public Administration (M.P.A.)~~
 (program placed on moratorium)

Master of Science in Psychology (M.S. Psyc.)

Master of Science in Public Relations (M.S.P.R.)

Certificate in Teaching Creative and Expository Writing

Certificate in Nonprofit Administration and Leadership

Mission

The mission of the College of Arts and 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;

The Department of Communication and Theatre

Dr. Samuel Boerboom, Chairperson
LA 600, (406) 657-2178

Professors: Daniel Gross, Sarah Keller
Associate Professor: Samuel Boerboom
Assistant Professor: Melissa Boehm
Lecturer: Melinda Tilton
Emeritus: Anneke-Jan Boden, Stephen Coffman, Victoria Coffman

The department offers and administers the following Graduate Degree program:

Master of Science in Public Relations (M.S.P.R.)

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 and Theatre.

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 and Theatre. 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 and Theatre. 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 and Theatre, for additional hours to be accepted from other accredited institutions.

Correspondence courses are not accepted toward a graduate degree.

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).

Student Learning Outcomes

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.

Master of Science in Public Relations

Credits

Emphasis One: Public Relations Theory and Practice

COMT 502 Research Methods*	3
COMT 514 Issues in Organizational Communication*	3
COMT 522 Issues in Public Relations*	3
COMT 525 Media Criticism*	3
COMT 526 Case Studies in Public Relations*	3
COMT 527 Public Relations Ethics*	3
COMT 529 The Law of Public Communication*	3
COMT 565 Communication Theory*	3
COMT 570 Applied Communication Studies*	3
COMT 595 Comprehensive Exams	3

Total credits required for degree 30

*With the advisor's approval, another graduate course may be substituted for this course if the student has previous coursework in this area.

Master of Science in Public Relations

Emphasis Two: Health Communication

COMT 502 Research Methods*	3
COMT 514 Issues in Organizational Communication*	3
COMT 525 Media Criticism*	3
COMT 527 Public Relations Ethics*	3
COMT 565 Communication Theory*	3
COMT 570 Applied Communication Studies	3
COMT 580 Health Communication*	3
COMT 581 Media for Social Change*	3
COMT 595 Comprehensive Exams	3

Choose one course from the following:

COMT 522 Issues in Public Relations	3
COMT 526 Case Studies in Public Relations	3
COMT 582 Women, Media and Society	3
HADM 605 Evidence Based Management, Research and Evaluation Methods*	3^
HADM 607 Health Informatics and Information Systems*	3
HADM 635 Health Law*	3
HADM 640 Managerial Epidemiology and Population Health*	3
HADM 685 Research and Evaluation Methods*	3
HADM 687 Healthcare Marketing and Strategy *	3

^ This course requires concurrent enrollment in one credit of COMT 590 Internship.

Total credits required for degree30

*With the advisor's approval, another graduate course may be substituted for this course if the student has previous coursework in this area.

Master of Science in Public Relations

Emphasis Three: Political and Public Communication

COMT 502 Research Methods*	3
COMT 514 Issues in Organizational Communication*	3
COMT 525 Media Criticism*	3
COMT 527 Public Relations Ethics*	3
COMT 565 Communication Theory*	3
COMT 570 Applied Communication Studies	3
COMT 595 Comprehensive Exams	3

Choose two courses from the following:

COMT 529 The Law of Public Communication*	3
COMT 530 Public Influence*	3
COMT 531 Political Communication*	3

Choose one course from the following:

COMT 521 Communicating Online*	3
COMT 522 Issues in Public Relations*	3
COMT 526 Case Studies in Public Relations	3
COMT 529 The Law of Public Communication* (if not chosen above)	3
COMT 530 Public Influence* (if not chosen above)	3
COMT 531 Political Communication* (if not chosen above)	3
COMT 581 Media for Social Change*	3
COMT 582 Women, Media and Society	3
COMT 592 Seminar: Feminist Rhetoric*	3
POLS 523 Constitutional Law: Civil Liberties*	3
POLS 558 Public Organization Dynamics*	3
POLS 559 Program Evaluation and Policy Analysis*	3

Total credits required for degree 30

*With the advisor's approval, another graduate course may be substituted for this course if the student has previous coursework in this area.

Master of Science in Public Relations

Emphasis Four: Media and Society

COMT 502 Research Methods*	3
COMT 514 Issues in Organizational Communication*	3
COMT 525 Media Criticism*	3
COMT 527 Public Relations Ethics*	3
COMT 565 Communication Theory*	3
COMT 570 Applied Communication Studies	3
COMT 595 Comprehensive Exams	3

Choose two courses from the following:

COMT 520 Advertising, Media, and Culture*	3
COMT 521 Communicating Online*	3
COMT 526 Case Studies in Public Relations*	3
COMT 540 Popular Culture and Cultural Studies*	3
COMT 561 Multicultural Mass Communication*	3

Choose one course from the following:

COMT 520 Advertising, Media, and Culture* (if not chosen above)	3
COMT 521 Communicating Online* (if not chosen above)	3
COMT 522 Issues in Public Relations*	3
COMT 529 The Law of Public Communication*	3
COMT 530 Public Influence*	3
COMT 540 Popular Culture and Cultural Studies* (if not chosen above)	3
COMT 561 Multicultural Mass Communication* (if not chosen above)	3
COMT 581 Media for Social Change*	3
COMT 582 Women, Media and Society	3

Total credits required for degree30

*With the advisor's approval, another graduate course may be substituted for this course if the student has previous coursework in this area.

Department of English, Philosophy and Modern Languages

Dr. Rachel Schaffer, Chairperson
LA 400, (406) 657-2348

Professors: Brian Dillon, Tami Haaland,
Bernie Quetchenbach, Deborah
Schaffer, Rachel Schaffer

Assistant Professor: Thomas Nurmi

Professors Emeritus: Acton, Healey,
Kamowski, Utroske, Willett

The department offers and administers the following
Graduate Certificate program:

**Certificate in Teaching Creative and Expository
Writing**

Program Description

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 will be based on application, transcripts, and a satisfactory writing sample.

Certificate in Teaching Creative and Expository Writing

Credits

ENGL 510 Teaching Creative and Expository Writing..... 9

Total.....9

Department of Social Sciences and Cultural Studies

**Dr. Joy Honea, &
Dr. Stephen Eliason, Co-Chairs**
LA 802, (406) 657-2311 or 657-2119

Professors: Stephen Eliason, Joy Honea

Associate Professors: Mark Hardt

Assistant Professors: Paul Pope, Jennifer Scroggins

Emeritus: Joe Floyd, C. Adrian Heidenreich, Ruey Lin-Lin, Jeffrey Sanders, Richard Waltner

The department offers the following Graduate Degree programs:

~~Master of Public Administration (M.P.A.)~~
(program placed on moratorium)

Certificate in Nonprofit Administration and Leadership

Introduction

The Master of Public Administration (MPA) program's purpose is to prepare recent college graduates and returning students for professional public service employment and to enhance the professional competence of mid-career public administrators. The MPA program is offered on the Montana State University Billings campus, primarily evening courses. Some courses may be offered online.

The MPA degree is a generalist degree designed for entry-level managers primarily for the public and nonprofit sectors. The main areas of focus for this professional curriculum are leadership, management, and analysis. Students can complete coursework in research methodology, organizational management, local government administration, public service ethics, human resource management, public budgeting, public policy analysis, and program evaluation.

Admission Requirements

To be admitted to the MPA program, prospective degree candidates must have completed a bachelor's degree at an accredited college or university with a 3.0 grade point average (GPA) recommended and submitted their GRE scores.

The following application materials need to be sent to the Office of Graduate Studies by March 15th for fall priority admission, and October 15th for spring priority

admission. Please contact the MPA program coordinator regarding late admission.

1. Submit a letter of application, stating the applicant's career goals and how the degree will be applied within those career goals.
2. Complete, official transcripts from all institutions attended.
3. GRE or GMAT scores. Preference will be given to applicants with a score in the 35th percentile or above on at least one of the three sections of the GRE or GMAT exam. GRE/GMAT requirements can be waived depending on the strength of the applicant's GPA.
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.
6. A graduate admission form. The Department Graduate Committee will determine admissions.

To be admitted to the Certificate in Nonprofit Administration and Leadership, all applicants must possess a bachelor's degree from an accredited institution at the time of admission. Applicants must submit a resume or curriculum vitae, letter of application, official transcriptions from all previous institutions of higher education, and one letter of recommendation from someone who can attest to the applicant's ability to succeed in the certificate program.

Students who complete the Certificate in Nonprofit Administration and Leadership with a minimum of 3.0 GPA and apply for admission to the Master of Public Administration program will have their GRE/GMAT requirement waived.

Students admitted to the MPA program with this Certificate will enter the program with all 12 credits. Students will have to complete the remaining 24 credits, including all required courses, to complete the MPA plan of study. Certificate holders applying to the MPA program must submit 2 additional letters of recommendation to fulfill MPA admission requirements.

Transfer Credit

The MPA coordinator must approve transfer credits. 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 "3.0."

If approved by the coordinator, a student may transfer a maximum of nine semester hours from an accredited institution.

Internship Option

Students without any public service career work are encouraged to complete an internship with a public agency. The purpose of the internship is to provide the degree candidate with a meaningful learning experience within the context of public administration. Each graduate credit for an internship must entail a minimum of 50 hours of work; a total of 150 hours for the three credit requirement. Normally, the internship is completed during the summer months between the student's first and second year in the degree program.

Comprehensive Examination

The purpose of the comprehensive examination is to test the student's capacity to identify and integrate general concepts derived from the course of study. During the student's final semester of coursework, the MPA faculty reviews the student's progress and writes five questions covering completed coursework. The student receives these questions one week prior to the examination, and comes to the exam site prepared to write on three questions of choice.

Student Learning Outcomes

Successful graduates of this program will be able to:

1. Locate, read, and evaluate professional and academic literature.
2. Develop, design, and execute independent research projects.
3. Disseminate research findings to different types of audiences.

Course Requirements

Courses for which a student has received a grade of "C-" or less may not be used to satisfy degree requirements. The MPA degree will not be awarded to a student who earns a grade of "C" or lower in more than six hours of graduate-level work.

Students may take up to nine hours of electives outside the MPA Program. At least six of those elective hours must be numbered 500 or higher. All electives must be approved by the student's MPA faculty advisor.

The MPA program is a three-year, part-time program. Students will be expected to make satisfactory progress towards degree completion each semester. Students are permitted to "fast-track" through the program by taking more than the normal 6-hour course load. No MPA student may be enrolled for more than 12 credits.

Applied Research Project

The Applied Research Project (POLS 574) is usually taken during the student's last semester of the program, after completing the Comprehensive Examination. The purpose of the Applied Research Project is to allow MPA students an opportunity to effectively integrate underlying theories, concepts, themes, and patterns found throughout the program's course work into a final, professional paper. This professional paper should constitute significant scholarly and/or practical research project. A final presentation of the course and/or project will be given to Public Administration and Political Science faculty, student peers, and other interested parties. The student will provide the department with two (2) high quality bound copies of the final, approved project. Specific printing and binding requirements are established annually and should be obtained from the Department office.

Master of Public Administration

Program placed on moratorium

Degree Requirements

The MPA program requires completion of 36 credit hours: 21 credits selected from public administration courses listed, POLS 551, POLS 554, POLS 574, and up to 6 credits of electives. NOTE: Students must be continuously enrolled until the completion of the Applied Research Project (3-6 credits of POLS 574 and up to 9 credits with permission of MPA program coordinator. *POLS 574 may not be used to satisfy elective requirement.*)

	Credits
Required Courses	
POLS 551 Research Methods.....	3
POLS 554 Foundations of Public Administration.....	3
POLS 574 Applied Research Project	3-9
Total.....	9
Choose 21 credits from below:	
POLS 523 Constitutional Law: Civil Liberties	3
POLS 527 Constitutional Law: Powers and Structures	3
POLS 555 Human Resource Management.....	3
POLS 557 Public Budgeting and Finance	3
POLS 558 Public Organization Dynamics	3
POLS 559 Program Evaluation and Policy Analysis	3
POLS 560 Ethics and Public Policy	3
POLS 562 Local Government Administration	3
POLS 576 Internship	1-9
POLS 580 Special Topics.....	3
Total.....	21
Electives.....	6
Electives must be graduate-level courses that focus on the student's goals and must be approved by the student's advisor.	
Total minimum credits required for degree.....	36

Certificate in Nonprofit Administration and Leadership

The Certificate in Nonprofit Administration and Leadership is a professional graduate level certificate. This certificate is intended for students interested in working in the nonprofit industry or mid-career professionals seeking to advance their careers. Students will learn nonprofit management, leadership ethics, financial operations, and specific laws and regulations pertaining to nonprofit governance.

	Credits
Required Courses	
POLS 530 Financial Management and Analysis in Nonprofits.....	3
POLS 531 Nonprofit Resource Development and Marketing	3
POLS 532 Nonprofit Governance and Leadership	3
POLS 533 Influences and Impact of Nonprofits	3
Total.....	12

The Department of Psychology

Dr. Matthew McMullen, Chairperson
LA 500, (406) 657-2242

Professors: Michael Havens, Matthew McMullen, Doxey Hatch

Associate Professor: Brent Finger

Emeritus: Beal Mossman

The department offers and administers the following Graduate Degree program:

Master of Science in Psychology

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.

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.

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).
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.

Student Learning Outcomes

Students who graduate with a Master's Degree in Psychology should be able to:

1. Understand the scientific process especially the design of research questions, collection, analysis and interpretation of data.
2. Demonstrate competency in collecting and analyzing data in a major research project.
3. Prepare and present effective professional publications and conference reports.

4. Work effectively in a research, mental health, or other professional psychology setting.
5. Think critically, write and speak clearly on advanced psychological topics.

Master of Science in Psychology

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.

Degree Requirements

	Credits
PSYC 505 Clinical Research Methods.....	3
PSYC 510 Advanced Social Psychology	3
PSYC 515 Psychopathology	3
PSYC 520 Human Neuropsychology	3
PSYC 525 Psychological Assessment of Cognitive 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.....	1-8
PSYC 591 Independent Study	1-5
PSYC 592 Seminar.....	3
PSYC 593 Workshop	1-8
STAT 541 Advanced Statistics	3
Total minimum credits required for degree.....	42

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.

IX. The College of Education

Dr. Mary Susan E. Fishbaugh, Dean
COE 291, (406) 657-2315

Graduate Degree & Endorsement Programs

Master of Education Degree (M.Ed.) with Options in:

- Curriculum and Instruction Teacher Licensure Option (in Secondary or Elementary Education)
- Online Instructional Technologies
- Interdisciplinary Studies (The Interdisciplinary Studies Option permits students to have flexibility to design a program in collaboration with a faculty advisor.)
- Reading
- School Counseling (K-12)

Master of Science in Special Education Degree (M.S.S.Ed.) with Options in:

- Advanced Studies
- Advanced Studies with Applied Behavior Analysis emphasis
- Generalist

Other Programs

Special Education Endorsement

Reading Endorsement

School Counseling Endorsement

Elementary Education Endorsement

Secondary Teaching Majors Endorsements

Certificate of Teaching and Learning Online

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

Supervisor Endorsements

- Supervisor of Reading
- Supervisor of Special Education

Applied Behavior Analysis Track

Academic Departments

The College of Education is comprised of the following academic department and a public service agency:

- **Department of Educational Theory and Practice**
(406) 657-2315
- **Montana Center for Inclusive Education**
(406) 657-2312

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 continuing 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.

Instructional Facilities and Special Partnerships

The Montana Center for Inclusive Education

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.

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. Students may be required to 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/etp/FieldExper/FingerprintInfo.h

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

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.

COLLEGE OF EDUCATION INITIAL LICENSURE PERFORMANCE OUTCOMES

The Learner and Learning

Standard 1: Learning Development

The educator understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate and challenging learning experiences.

Standard 2: Learning Differences

The educator uses understanding of individual differences and diverse cultures and communities to ensure inclusive learning environments that enable each learner to meet high standards.

Standard 3: Learning Environments

The educator works with others to create environments that support individual and collaborative learning, and that encourage positive social interaction, active engagement in learning, and self-motivation.

Content Knowledge

Standard 4: Content knowledge

The educator understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates learning experiences that make these aspects of the discipline accessible and meaningful for learners to assure mastery of the content.

Standard 5: Application of Content

The educator understands how to connect concepts and use differing perspectives to engage learners in critical thinking, creativity, and collaborative problem solving related to authentic local and global issues.

Instructional Practice

Standard 6: Assessment

The educator understands and uses multiple methods of assessment to engage learners in their own growth, to monitor learner progress, and to guide the professional's and learner's decision making.

Standard 7: Planning for Instruction

The educator plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context.

Standard 8: Instructional Strategies

The educator understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in meaningful ways.

Professional Responsibility

Standard 9: Professional Learning and Ethical Practices

The educator engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner.

Standard 10: Leadership and Collaboration

The educator seeks appropriate leadership roles and opportunities to take responsibility for student learning; to collaborate with learners, families, colleagues, other school professionals, and community members to ensure learner growth; and to advance the profession.

Montana Educator Licensure Standards
www.opi.mt.gov/pdf/arm/57chapter.pdf

Montana Professional Educator Preparation Program Standards (PEPPS)
www.opi.mt.gov/pdf/arm/58chapter.pdf

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 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.

Montana Educator Licensure Standards
www.opi.mt.gov/pdf/arm/57chapter.pdf

Montana Professional Educator Preparation Program
Standards (PEPPS)
www.opi.mt.gov/pdf/arm/58chapter.pdf

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.

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.

EDF 501 Research Design and Interpretation.....3
EDF 530 Advanced Human Development and Learning3

OR specific to the Advanced degree in Special Education Applied Behavioral Analysis Option:

SPED 502 Research in Special Programs3
SPED 533 Learning & the Experimental Analysis of Behavior3

Total Required Semester Core Credits6

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.

The Department of Educational Theory and Practice

with programs in Elementary/Secondary Education, Special Education, Reading Education, Early Childhood Education, and School Counseling

Dr. Cindy Dell, Chairperson

COE 278, (406) 657-2315

FAX: 657-2104/657-2082

Professor: Susan Gregory

Associate Professors: Natalie Bohlmann, Cindy Dell, Rachael Waller, Cheryl Young-Pelton

Assistant Professors: Donna Bulatowicz, Kari Dahle-Huff, Cori Day, Jeremiah Gee, Christopher Harrison, Melanie Reaves, Melissa Sullivan-Walker, Dana West, Anna Young

Lecturer: Alan Christensen

Adjunct Assistant Professors: David Blair, Kathy Holt, Lynette Schwalbe

Emeritus: Gregory Allard, Kenneth Card, Linda Christensen, Lowell Dunlop, Richard Gruber, Anton Hecimovic, Marlene LaCounte, Dixie Metheny, Kenneth Miller, Sandra Rietz, Ronald Sexton, Daniel Yazak

3. GRE (Graduate Record Examination) total score of 290 (verbal + quantitative) and written score of 3.5. 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. See page 37.

Note: Students in the Master of Science in Special Education Advanced Studies Option, Master of Science in Special Education Generalist Option, or the Master of Education Interdisciplinary Studies Option in Special Education programs must meet minimum GRE scores of 145 verbal, 145 quantitative, and 3.5 writing.

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

Admission Requirements

The following criteria are considered for program admission decisions for the Master of Education (M.Ed.), Master of Science in Special Education (M.S.S.Ed.), Post Baccalaureate Licensure, and Endorsement programs:

1. Undergraduate GPA of at least 3.0.
2. Graduate GPA of at least 3.0

Master of Education

Curriculum and Instruction Teacher Licensure Option

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.

Credits

Advanced Professional Core.....	9
EDCI 610 Curriculum Theory: Analysis and Practice	3
EDCI 697 Critical Issues in Education.....	3
EDF 501 Research Design and Interpretation	3
Licensure Professional Core	22
EDCI 500 Curriculum Development.....	2
EDCI 519 Graduate Practicum.....	2
EDCI 572 Introduction to Educational Technology	3
EDCI 584 Student Teaching (K-12)	
OR EDCI 585 Student Teaching (Elementary)	
OR EDCI 586 Student Teaching (Secondary)	6
EDF 515 Social, Philosophical, and Legal Issues in Education	3
EDF 530 Advanced Human Development and Learning	3
SPED 540 Education of Exceptional Learners	3
Elementary Specialization	17
EDCI 511 Instructional Strategies in Language Arts and Children's Literature	2
EDCI 512 Instructional Strategies in Social Studies	2
EDCI 513 Instructional Strategies in Mathematics	2
EDCI 514 Instructional Strategies in Science	2
EDCI 517 Integrating the Arts across the Elementary Curriculum	4
HTH 412 Drugs and Alcohol.....	1
HHP 518 Health Enhancement Methods and Materials K-8.....	2
RD 510 Instructional Practices in Literacy Education.....	2
Total minimum credits required for elementary program	48
Secondary and K-12 Specialization.....	7-10
Content Area Methods (dependent upon discipline)	3-6
HTH 412 Drugs and Alcohol.....	1
RD 520 Content Area Reading and Writing.....	3
Total minimum credits required for secondary program.....	38-41

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.

Non-Degree Teacher Licensure Option

Secondary Teacher Licensure Program

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.

	Credits
Licensure Professional Core.....	22
EDCI 500 Curriculum Development.....	2
EDCI 519 Graduate Practicum.....	2
EDCI 572 Introduction to Educational Technology.....	3
EDCI 584 Student Teaching (K-12)	
OR EDCI 586 Student Teaching (Secondary)	6
EDF 515 Social, Philosophical, and Legal Issues in Education	3
EDF 530 Advanced Human Development and Learning	3
SPED 540 Education of Exceptional Learners.....	3
Secondary and K-12 Specialization	7-10
Content Area Methods (dependent upon discipline)	3-6
HTH 412 Drugs and Alcohol	1
RD 520 Content Area Reading and Writing.....	3
Total minimum credits required for secondary program.....	29-32
<i>In addition, Indian Education for All requirements must be met prior to licensure.</i>	

Elementary Teacher Licensure Program

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.

	Credits
Licensure Professional Core.....	22
EDCI 500 Curriculum Development.....	2
EDCI 519 Graduate Practicum.....	2
EDCI 572 Introduction to Educational Technology.....	3
EDCI 585 Student Teaching (Elementary).....	6
EDF 515 Social, Philosophical, and Legal Issues in Education	3
EDF 530 Advanced Human Development and Learning	3
SPED 540 Education of Exceptional Learners.....	3
Elementary Specialization	17
EDCI 511 Instructional Strategies in Language Arts and Children's Literature	2
EDCI 512 Instructional Strategies in Social Studies	2
EDCI 513 Instructional Strategies in Mathematics	2
EDCI 514 Instructional Strategies in Science	2
EDCI 517 Integrating the Arts across the Elementary Curriculum	4
HHP 518 Health Enhancement Methods and Materials K-8.....	2
HTH 412 Drugs and Alcohol	1
RD 510 Instructional Practices in Literacy Education	2
Total minimum credits required for elementary program.....	39
<i>In addition, Indian Education for All requirements must be met prior to licensure.</i>	

Master of Education

Online Instructional Technologies

This degree program is designed to prepare educators for leadership positions in educational technology. Individuals successfully completing the program will meet the standards for Advanced Programs in Educational Computing and Technology Leadership adopted by the National Council for Accreditation of Teacher Education.

Credits

Professional Core.....	9
EDF 501 Research Design and Interpretation	3
EDF 530 Advanced Human Development and Learning	3
EDCI 610 Curriculum Theory: Analysis and Practice	3
Professional Specialization.....	18
EDCI 572 Introduction to Educational Technology	3
EDCI 573 Pedagogical Instructional Design	3
EDCI 575 Assessment of Online Learning Outcomes Part I.....	3
EDCI 576 Instructional Materials Design	3
EDCI 577 Assessment of Online Learning Outcomes Part II	3
SPED 530 Curricular Adaptations for Special Populations.....	3
Capstone.....	6
EDCI 690 Internship.....	3
EDCI 697 Critical Issues in Education.....	3
OR	
EDCI 699 Thesis	6
Total minimum credits required for Online Instructional Technologies	33

Certificate of Teaching and Learning Online

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. Following the successful completion of the Certificate program, students will have the option to continue their education and complete the Online Instructional Technologies Master's degree program.

Credits

EDCI 572 Introduction to Educational Technology	3
EDCI 573 Pedagogical Instructional Design	3
EDCI 574 Adaptations and Accommodations for Diverse Learners.....	3
EDCI 575 Assessment of Online Learning Outcomes Part I.....	3
EDCI 576 Instructional Materials Design	3
EDCI 577 Assessment of Online Learning Outcomes Part II	3
EDF 501 Research Design and Interpretation	3
Total.....	21

Master of Education

Interdisciplinary Studies Option

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. The program of study for Montana Educator Licensure is found on page 36 of this bulletin.

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.

Credits

Professional Core..... 6

EDF 501 Research Design and Interpretation3

EDF 530 Advanced Human Development and Learning3

Professional Specialization 24

Programs of study will include coursework from at least two departments. Students should meet with a faculty advisor from the Department that specializes in their area of interest to determine specific departmental requirements in this area.

Capstone..... 6

EDCI 699 Thesis6

OR

EDCI/EDF 698 Directed Research Project.....3

EDCI 697 Critical Issues in Education3

OR

EDCI 690 Internship.....3

EDCI 697 Critical Issues in Education3

Total minimum credits required for Option..... 36

Master of Science in Special Education

Advanced Studies Option

Special Education Emphasis

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.

Credits

Professional Core.....	6
EDF 501 Research Design and Interpretation	
OR SPED 502 Research in Special Programs.....	3
EDF 530 Advanced Human Development and Learning	3
Professional Specialization.....	18
SPED 504 Multi-Tiered Systems of Support.....	3
SPED 530 Curricular Adaptations for Special Populations.....	3
SPED 551 Assessment and Program Planning for Special Populations.....	3
SPED 574 Data-Based Instruction	3
SPED 580 Autism Spectrum Disorders: Characterizations and Interventions	3
SPED 600 Facilitating Positive Behaviors in the Classroom Environment.....	3
Professional Practice	9
SPED 590 Internship	3
And choose two of the following courses:	
SPED 510 Professional and Legal Issues in Special Education	3
SPED 520 Applied Behavior Analysis	3
SPED 611 Administration and Supervision of Special Programs	3
OR	
Thesis	9
SPED 599 Thesis	6+
And choose one of the following courses:	
SPED 510 Professional and Legal Issues in Special Education	3
SPED 520 Applied Behavior Analysis	3
SPED 611 Administration and Supervision of Special Programs	3
Total minimum credits.....	33

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.

Master of Science in Special Education

Advanced Studies Option

Applied Behavior Analysis (ABA) Emphasis

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 with Experience, recognized by the Behavior Analyst Certification Board (www.bacb.com) and the Professional Practice track is a BACB University Intensive Practicum.

Credits

Professional Core.....	6
SPED 502 Research in Special Programs.....	3
SPED 533 Learning & the Experimental Analysis of Behavior.....	3
 Professional Specialization	 18
SPED 515 Ethics in Education and Human Services	3
SPED 520 Applied Behavior Analysis.....	3
SPED 551 Assessment and Program Planning for Special Populations.....	3
SPED 574 Data-Based Instruction	3
SPED 586 Conceptual Issues in Radical Behaviorism.....	3
Choose <u>one</u> Competency Elective (Thesis track students take <u>both</u>):	
SPED 550 Evidence-Based Practices in Teaching Students with Emotional and Behavioral Disorders.....	3
SPED 580 Autism Spectrum Disorders: Characterizations and Interventions	3
 Professional Practice	 15
SPED 590 Internship in ABA (Fall).....	5
SPED 590 Internship in ABA (Spring)	5
SPED 590 Internship in ABA (Mini-Thesis)	5
 OR	
Thesis.....	9
SPED 599 Thesis.....	6+
Thesis students must take two (2) Competency Electives (SPED 550 and SPED 580).....	3
Note: Thesis students usually complete and defend their thesis in two semesters, but some students may require additional semesters at one credit per semester, depending on the study.	
 Total minimum credits.....	 33-39

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.

Master of Science in Special Education

Generalist Option

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 Student Teaching.

Credits

Professional Core	6
EDF 501 Research Design and Interpretation	
OR SPED 502 Research in Special Programs.....	3
EDF 530 Advanced Human Development and Learning	3
 Professional Preparation.....	 27
EDSP 405 Assessment of Students with Exceptionalities	3
RD 517 Diagnostic Aspects of Reading Difficulties	3
SPED 504 Multi-Tiered Systems of Support.....	3
SPED 510 Professional and Legal Issues in Special Education	3
SPED 530 Curricular Adaptations for Special Populations.....	3
SPED 550 Evidence-Based Practices in Teaching Students with Emotional and Behavioral Disorders	3
SPED 560 Best Practices in Teaching Students with Learning Disabilities	3
SPED 570 Best Practices in Teaching Students with Intellectual and Developmental Disabilities ...	3
SPED 600 Facilitating Positive Behaviors in the Classroom Environment.....	3
 Professional Practice	 6
SPED 584 Student Teaching	6
 Total minimum required credits for Generalist Option	 39

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

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). Coursework covers content from the 5th Edition Task List involving 315 hours of study in 7 courses. Students also have the option of completing their experience hours in our University Intensive Practicum.

Courses in the VCS and UIP require students to have a cleared Criminal Background Report on file in the College of Education Licensure Office. Students must submit complete applications for SPED 590 Internship in ABA by November 15 for Spring, or April 15 for Fall.

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. 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.

Applied Behavior Analysis Courses:

SPED 502 Research in Special Programs.....	3
SPED 515 Ethics in Education and Human Services	3
SPED 520 Applied Behavior Analysis.....	3
SPED 551 Assessment and Program Planning for Special Populations.....	3
SPED 574 Data-Based Instruction	3
SPED 586 Conceptual Issues in Radical Behaviorism.....	3

Choose one Competency Elective from below:

SPED 550 Evidence-Based Practices in Teaching Students with Emotional and Behavioral Disorders.....	3
SPED 580 Autism Spectrum Disorders: Characteristics and Interventions	3

Total credits for BCBA Only Verified Course Sequence 21

To complete experience hours in the University Intensive Practicum:

SPED 590 Internship in ABA (Fall).....	5
SPED 590 Internship in ABA (Spring)	5
SPED 590 Internship in ABA (Mini-Thesis)	5

Total credits for University Intensive Practicum..... 15

Note: Only one "C" grade can be counted in coursework for the BCBA option.

Master of Education

Reading Option

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.

Thesis Track

	Credits
Professional Core.....	9
RD 502 Research in Special Programs.....	3
EDF 501 Research Design and Interpretation	3
EDF 530 Advanced Human Development and Learning	3
Professional Specialization.....	24
RD 505 Psychological Processes in Reading	3
RD 506 Literacy Leadership and Coaching.....	3
RD 513 Developing Student Writing	3
RD 514 Teaching Reading K-3	3
RD 517 Diagnostic Aspects of Reading Difficulties	3
RD 518 Literacy in Rural and Multicultural Settings.....	3
RD 532 Teaching Reading 4-12	3
SPED 560 Best Practices in Teaching Students with Learning Disabilities	3
RD 599 Thesis	6
Total minimum credits required for Thesis Track	39

Professional Practice Track

Professional Core.....	9
RD 502 Research in Special Programs.....	3
EDF 501 Research Design and Interpretation	3
EDF 530 Advanced Human Development and Learning	3
Professional Specialization.....	24
RD 505 Psychological Processes in Reading	3
RD 506 Literacy Leadership and Coaching.....	3
RD 513 Developing Student Writing	3
RD 514 Teaching Reading K-3	3
RD 517 Diagnostic Aspects of Reading Difficulties	3
RD 518 Literacy in Rural and Multicultural Settings.....	3
RD 532 Teaching Reading 4-12	3
SPED 560 Best Practices in Teaching Students with Learning Disabilities	3
RD 597 Action Research Project and Seminar	3
Total minimum credits required for Professional Practice Track	36

Master of Education Interdisciplinary Studies Option

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. The Program of Study below is not applicable for educator licensure. The program of study for Montana Educator Licensure is found on page 36 of this bulletin.

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

Credits

Professional Core	6
EDF 501 Research Design and Interpretation	3
EDF 530 Advanced Human Development and Learning	3
 Professional Specialization	 27
Programs of study will include coursework from at least two departments. Students should meet with a faculty advisor from the Department which specializes in their area of interest to determine specific Departmental requirements in this area.	
 Professional Capstone	 6
EC/RD/SPED 599 Thesis	6
OR	
EC/RD/SPED 590 Internship	3
5EC/RD/SPED 597 Action Research Project and Seminar.....	3
 Total minimum credits required for Interdisciplinary Studies Option	 39

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

Advising Option for Professional Specializations

Reading/Special Education

Specialization	24
EDCI 610 Curriculum Theory: Analysis and Practice	3
EDF 530 Advanced Human Development and Learning	3
RD 505 Psychological Processes in Reading	3
RD 517 Diagnostic Aspects of Reading Difficulties	3
SPED 611 Administration & Supervision of Special Programs.....	3
SPED 504 Multi-Tiered Systems of Support	3
SPED 530 Curricular Adaptations for Special Populations.....	3
SPED 600 Facilitating Positive Behaviors in the Classroom Environment.....	3
 Specialization Research	 3
RD 502 Research in Special Programs.....	3
OR SPED 502 Research in Special Programs	
 Total for Specialization	 27

Master of Education

School Counseling Option (K-12)

OPI Licensure

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.

Professional Practice Track

Credits

Professional Core.....	6
Research course selected in consultation with advisor	3
Human Development course selected in consultation with advisor	3
School Counseling Core	8
SCOU 505 Theories of Counseling	3
SCOU 506 Practicum: Counseling and Therapy Techniques	1
SCOU 507 Ethical and Professional Issues for School Counselors.....	3
SCOU 508 Practicum: Multicultural and Gender Issues in Counseling.....	1
Professional Specialization.....	21
SCOU 504 Career and Lifestyle Development.....	3
SCOU 520 Group and Individual Evaluation	3
SCOU 527 Counseling in the Elementary and Middle School.....	3
SCOU 554 Organization and Administration of School Counseling	3
SCOU 557 Group Process: Theory and Practice	3
Curriculum course selected in consultation with advisor	3
SPED 540 Education of Exceptional Learners.....	3
Internship and Capstone.....	13
SCOU 590 Internship: School Counseling (Elementary)	6
SCOU 590 Internship: School Counseling (Secondary).....	6
SCOU 597 Capstone in School Counseling	1
Total minimum credits required for Professional Practice Track.....	48

Master of Education

School Counseling Option (K-12)

OPI Licensure and State Licensure Opportunity

The school counseling faculty of the College of Education recognizes that there will be students who wish to pursue both professional school counselor licensure from the Office of Public Instruction (OPI) and the Board of Social Work Examiners and Professional Counselors (LCPC) simultaneously. Those students pursuing both licenses will complete a 60 credit degree program in consultation with their advisors. Students who wish to pursue licensure (both OPI and LCPC) after program completion will be expected to meet the Board license requirements at that time.

Credits

Professional Core.....	6
Research course selected in consultation with advisor.....	3
Human Development course selected in consultation with advisor	3
School Counseling Core	8
SCOU 505 Theories of Counseling.....	3
SCOU 506 Practicum: Counseling and Therapy Techniques.....	1
SCOU 507 Ethical and Professional Issues for School Counselors	3
SCOU 508 Practicum: Multicultural and Gender Issues in Counseling.....	1
Professional Specialization	21
Curriculum course selected in consultation with advisor	3
SCOU 504 Career and Lifestyle Development	3
SCOU 520 Group and Individual Evaluation.....	3
SCOU 527 Counseling in the Elementary and Middle School.....	3
SCOU 554 Organization and Administration of School Counseling	3
SCOU 557 Group Process: Theory and Practice.....	3
SPED 540 Education of Exceptional Learners.....	3
Internship and Capstone.....	13
SCOU 590 Internship: School Counseling (Elementary)	6
SCOU 590 Internship: School Counseling (Secondary)	6
SCOU 597 Capstone in School Counseling	1
Advanced Counseling Practicum	12
SCOU 594 Clinic	12
Total minimum credits required for OPI Licensure and State Licensure opportunity	60

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

Interested individuals must apply for admission separately for this program. Please visit www.msubillings.edu/extendedcampus/TESOL.htm or contact Extended Campus at 406-896-5890 for more information.

	Credits
EDCI 554 TESOL Language, Culture and Pedagogy	3
EDCI 555 TESOL Second Language Acquisition	3
EDCI 556 TESOL Methods, Assessment and Evaluation.....	3
LING 494 Seminar: TESOL Linguistics Survey for Educators	3
Total.....	12

Supervisory Endorsements

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 supervisory programs in Reading and 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.

Reading Supervisor

The Supervisory Endorsement in Reading is intended for individuals pursuing advanced studies in Reading Education and planning to be employed in a supervisory position in school settings. Each applicant must meet the criteria listed below:

1. Completion of the Master of Education Degree (Reading Option) at Montana State University Billings or equivalent from an accredited program within the past 6 years.
2. Eligible for Montana Class 1 or 2 Teaching Licensure in Elementary Education.
3. Eligible for Reading Endorsement.
4. Minimum of three years teaching experience in Reading.
5. Recommendation of Chair of the Department of Educational Theory and Practice.
6. Recommendation from the Dean of the College of Education.

	Credits
EDCI 610 Curriculum Theory: Analysis and Practice	3
EDLD courses taken through MSU-Bozeman	
EDLD 532 School Law	3
EDLD 508 Supervision of Instruction.....	3
EDLD 555 School Finance.....	3
EDLD 507 Foundations of Education Leadership.....	3
RD 590 Internship: Supervision of Instruction in Reading	3
SPED 611 Administration and Supervision of Special Programs	3
Total required for endorsement.....	21

Special Education Supervisor

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.

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.

Prerequisites:

Undergraduate or graduate educational curriculum course

Undergraduate or graduate special education law course

Credits

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.

Foundations of Education Leadership	3
Supervision of Instruction	3
Montana School Law	3
Montana School Finance	3
Data Driven Decisions.....	3

The following courses are taken through MSU Billings:

SPED 611 Administration and Supervision of Special Programs	3
SPED 690 Special Education Supervisory Internship	5

Total required for endorsement 23

Teaching Endorsement in Special Education (P-12)

All students selecting a teaching endorsement in special education must have a program plan for the endorsement approved by the Department Chair and placed on file in the Department of Educational Theory and Practice with final approval from the Licensure Officer.

Credits

EDSP 204 Introduction to Teaching Exceptional Learners.....	3
EDSP 301 Teaching Students with Learning Disabilities	3
EDSP 302 Teaching Students with Emotional or Behavioral Disorders	3
EDSP 303 Teaching Students with Intellectual Disabilities.....	3
EDSP 402 Individualizing Curriculum	3
EDSP 404 Teaching Special Populations	2
EDSP 405 Assessment of Students with Exceptionalities.....	3
EDSP 461 Positive Behavior Supports.....	3
EDSP 462 Special Education Law, Policy and Practices	3
EDSP 495 Field Work/Clinical/Practicum: Student Teaching in Special Education	9
EDU 438 Literacy Assessment, Diagnosis and Instruction.....	3
(Note: EDU 433 is a prerequisite for EDU 438)	

Total Credits for Teaching Endorsement..... 38

Graduate Endorsement in School Counseling (K-12)

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.

Credits

Professional Core.....	6
Research course selected in consultation with advisor	3
Human Development course selected in consultation with advisor	3
 School Counseling Core	 8
SCOU 505 Theories of Counseling	3
SCOU 506 Practicum: Counseling and Therapy Techniques	1
SCOU 507 Ethical and Professional Issues for School Counselors.....	3
SCOU 508 Practicum: Multicultural and Gender Issues in Counseling	1
 Professional Specialization.....	 15
SCOU 504 Career and Lifestyle Development.....	3
SCOU 520 Group and Individual Evaluation	3
SCOU 527 Counseling in the Elementary and Middle School.....	3
SCOU 554 Organization and Administration of School Counseling	3
SCOU 557 Group Process: Theory and Practice	3
 Internship and Capstone.....	 13
SCOU 590 Internship: School Counseling (Elementary)	6
SCOU 590 Internship: School Counseling (Secondary).....	6
SCOU 597 Capstone in School Counseling	1
 Total minimum credits required for Endorsement	 42

X. Course Descriptions

Adventure Leadership in Health and Recreation

PE 120, (406) 657-2370

ALHR 501 Orientation to ALiHR

1 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (F) 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.

ALHR 502 Adventure Skills Training

1 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (F, Sp, Su) 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.

ALHR 503 Contemporary Issues in Health, Recreation Therapy, & Adventure Leadership

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (F) 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.

ALHR 530 Historical Perspectives and Policy of Outdoor Adventure

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (F) 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.

ALHR 532 Budgeting, Financing, & Facilities Management in Adventure Recreation

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (Sp) Applies current guidelines, policies, and practices involved in budgeting, financing, acquisition, and managing adventure recreation agencies and facilities.

ALHR 533 Risk Management and Communication in Adventure Recreation

2 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (Sp) 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.

Adventure Leadership in Recreation Therapy

PE 120, (406) 657-2370

ALTR 520 Therapeutic Recreation Process

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (Sp) 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.

ALTR 521 Assessment, Documentation, & Administration of Recreational Therapy

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (Sp) 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.

ALTR 522 Therapeutic Recreation Modalities

2 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (Sp) 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.

ALTR 523 Therapeutic Recreation and Disabilities
2 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (Sp) 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.

ALTR 590 Internship

V 1-6 cr. Prerequisite: Admission to the graduate ALiHR program and consent of instructor. (F, Sp, Su) 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.

Athletic Training
PE 120, (406) 657-2370

ATEP 534 Athletic Training Techniques I
3 cr. Prerequisite: Admission to the graduate athletic training program. (F) 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.

ATEP 535 Athletic Training Techniques II
3 cr. Prerequisite: Admission to the graduate athletic training program. (Sp) Provides an investigation into the study of evidence based medicine, epidemiology and injury surveillance, cultural competency, and mental health issues.

ATEP 540 Practicum in Athletic Training I
1 cr. (F) Builds on skills previously acquired and introduces new skills related to current coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. First in the series of four practicum courses.

ATEP 541 Practicum in Athletic Training II
1 cr. (Sp) Expands on skills previously acquired and introduces new skills related to current coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. Second in the series of four practicum courses.

ATEP 542 Lower Extremity Assessment
3 cr. Prerequisite: Admission to the graduate athletic training program. (F) Provides a study of anatomy and physiology, assessment, evaluation techniques, treatment, and management of conditions affecting the lower extremities and lumbar spine.

ATEP 544 Upper Extremity Assessment
3 cr. Prerequisite: Admission to the graduate athletic training program. (Sp) 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.

ATEP 546 General Medical Assessment
3 cr. Prerequisite: Admission to the graduate athletic training program. (F) Examines the recognition, assessment, and management of general medical conditions and illnesses.

ATEP 550 Practicum in Athletic Training III
1 cr. (F) Broadens skills previously acquired and introduces new skills related to current coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. Third in the series of four practicum courses.

ATEP 551 Practicum in Athletic Training IV
1 cr. (Sp) Reviews and refines skills previously acquired and evaluated in previous coursework. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor. Fourth in the series of four practicum courses.

ATEP 559 Clinical Education I
1 cr. Corequisite: ATEP 546. (Su) Offers an introduction to clinical education. Students review and refine basic athletic training skills and apply them in the preseason. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor.

ATEP 564 Clinical Education II
1 cr. Reviews and refines skills previously acquired and evaluated in previous course work emphasizing management of acute and emergency injuries and illnesses. Students will be assigned to a clinical education rotation under the direct supervision of a clinical preceptor.

ATEP 566 Therapeutic Modalities
3 cr. Prerequisite: Admission to the graduate athletic training program. (F) Explores the physiology, theory, indications, and contraindications of therapeutic modalities.

ATEP 572 Therapeutic Exercise

3 cr. Prerequisite: Admission to the graduate athletic training program. (F) Explores the theory, development, and application of therapeutic exercise programs.

ATEP 574 Manual Therapy Techniques

3 cr. Considers the theories and application methods of comprehensive manual therapy techniques.

ATEP 575 Case Studies in Sport Psychology

3 cr. Offers a case study approach to evaluate mental health issues as well as to discuss psychological interventions for the active individual.

ATEP 578 Organization and Administration in Athletic Training

3 cr. Prerequisite: Admittance into ATP. Explores leadership, organization, administration, and legal issues in athletic training. 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.

ATEP 580 Pharmacology for the Healthcare Professional

3 cr. Prerequisite: Admittance into ATP. Explores the pharmaceutical and chemical processes of therapeutic interventions and therapies. This course examines the constraints placed on patients in the performance environment as well as management, protocols, and legal issues.

ATEP 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

ATEP 597 Capstone

3 cr. Prerequisite: Admission to the graduate Athletic Training Program. (Sp) 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.

Art

LA 100, (406) 657-2324

ART 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

ART 591 Independent Study

V1-5 cr. Prerequisite: 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 Art.

ART 596 Cooperative Education/Internship

V1-9 cr. Provides university credit for graduate work experience in the area of Art, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

ARTZ 587 Advanced Visual Arts Studies

9 cr. (45 lec/wk, 13 studio/wk) Prerequisite: Bachelor's degree in art or art education. (Su) 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.

Biology

SCI 110, (406) 657-2031

BIOL 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

BIOL 591 Independent Study

V1-5 cr. Prerequisite: 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 Biological Sciences.

BIOL 596 Cooperative Education/Internship

V1-9 cr. Provides university credit for graduate work experience in the area of Biology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Communication and Theatre

LA 600, (406) 657-2178

COMT 502 Research Methods

3 cr. Prerequisite: Consent of instructor. (F)

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.

COMT 510 Advanced Interpersonal Communication

3 cr. Prerequisite: 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 interpersonal guidance and loving relationships. Graduate students will be required to present an extensive research paper/project.

COMT 514 Issues in Organizational Communication

3 cr. Prerequisite: Consent of instructor. (F, Su)

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.

COMT 516 Leadership and Communication (crosslisted with COMX 426)

3 cr. Offered ONLY Online. (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.

COMT 520 Advertising, Media, and Culture

3 cr. (every other year) Provides a critical look at the role(s) of advertising in a market economy, its contributions to and influences upon the mass media,

and its powers as a mirror and a shaper of society and culture. Students will acquire insights into the methods, policies, problems, opportunities, and ethical issues of advertising as a business, as a cornerstone of Western-world media systems, and as a socio-cultural force. Assignments will include the development of original creative work as well as critical assessments of current advertising.

COMT 521 Communicating Online (crosslisted with COMX 431)

3 cr. (every other year) Examines the major principles influencing the construction and dissemination of online communication. May address topics such as the conventions of web page design, effective utilization of the internet as a communication channel, differentiating useful messages from spam, and identifying the strengths and limitations of online communication.

COMT 522 Issues in Public Relations (crosslisted with COMX 452)

3 cr. (Su) 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.

COMT 525 Media Criticism (crosslisted with COMX 435)

3 cr. (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.

COMT 526 Case Studies in Public Relations (crosslisted with COMX 456)

3 cr. (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.

COMT 527 Public Relations Ethics (crosslisted with COMX 457)

3 cr. (alternating Sp) Explores ethical issues in public relations from a case study approach. Students will critically examine the structures, work and business of the public relations industry, and discuss the implications of ethical standards applied to the field.

COMT 529 The Law of Public Communication (crosslisted with COMX 429)

3 cr. (alternating F) Examines major principles in communication law that influence media and public relations professionals. Students will become familiar with landmark court decisions and contemporary issues in first amendment jurisprudence.

COMT 530 Public Influence

3 cr. (odd Sp) 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.

COMT 531 Political Communication (crosslisted with COMX 434)

3 cr. (even F) 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.

COMT 540 Popular Culture and Cultural Studies (crosslisted with COMX 436)

3 cr. (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.

COMT 561 Multicultural Mass Communication (crosslisted with COMX 438)

3 cr. (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.

COMT 565 Communication Theory

3 cr. Prerequisite: Consent of instructor. (F, Sp)

Provides the student with a theoretical/conceptual framework for understanding human communication. Graduate students will be required to present an extensive research paper/project.

COMT 570 Applied Communication Studies

3 cr. Prerequisite: Consent of instructor. (F, Sp, Su)

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.

COMT 580 Health Communication (crosslisted with COMX 480)

3 cr. (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.

COMT 581 Media for Social Change (crosslisted with COMX 481)

3 cr. (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.

COMT 582 Women, Media and Society

3 cr. Provides students an opportunity to become familiar with feminist rhetorical scholarship, to be able to apply academic research to an original research project on a contemporary issue of topical importance, and to evaluate local community organizations and/or campaigns that appeal to women on the bases of ethnicity and effectiveness.

COMT 587 Applied Communication Theory

9 cr. Prerequisite: master's degree. (Su) 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.

COMT 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

COMT 590 Internship

3 cr. Prerequisite: Consent of instructor. Provides graduate students on-site observational and involvement opportunities.

COMT 591 Independent Study

3 cr. Prerequisite: Consent of instructor. Provides graduate students of outstanding ability an opportunity to explore material not covered by regular Communication courses.

COMT 592 Seminar

3 cr. Prerequisite: Consent of instructor. *This course may be offered ONLY Online.* Provides graduate students an opportunity to investigate topics pertinent to the field of Communication.

COMT 593 Workshop

3 cr. Prerequisite: Consent of instructor. Provides graduate students an opportunity for experimental study in areas of Communication.

COMT 595 Comprehensive Exams

3 cr. Prerequisites: COMT 502, COMT 514, COMT 525, COMT 527, COMT 565, and consent of instructor. (F, Sp) 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.

COMT 596 Cooperative Education/Internship

V1-9 cr. 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).

Early Childhood

COE 261, (406) 657-2315

EC 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

EC 590 Internship

V1-6 cr. Prerequisite: 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.

EC 591 Independent Study

V1-6 cr. Prerequisite: 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.

EC 592 Seminar

V1-6 cr. Provides an opportunity to investigate topics at the advanced level pertinent to the area of Early Childhood.

EC 593 Workshop

V1-6 cr. Provides an opportunity for experimental study at the advanced level in an area of Early Childhood.

EC 594 Clinic

V1-6 cr. Prerequisite: 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.

EC 599 Thesis

6 cr. Prerequisite: 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.

Economics

McD 304, (406) 657-2296

ECON 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

ECON 592 Seminar

V1-3 cr. Prerequisite: Graduate standing or consent of department. Provides graduate students with an opportunity to investigate intensively topics pertinent to economics.

Curriculum and Instruction

COE 261, (406) 657-2315

EDCI 500 Curriculum Development

2 cr. Prerequisite: Admission to graduate study. (F, Sp, Su) 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.

EDCI 511 Instructional Strategies in Language Arts and Children's Literature

2 cr. (F) 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.

EDCI 512 Instructional Strategies in Social Studies

2 cr. Prerequisite: Consent of Instructor. (F) 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.

EDCI 513 Instructional Strategies in Mathematics

2 cr. Prerequisite: Consent of Instructor. (F) 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.

EDCI 514 Instructional Strategies in Science

2 cr. Prerequisite: Consent of Instructor. (F) 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.

EDCI 517 Integrating the Arts across the Elementary Curriculum

4 cr. Prerequisite: Admission to Teacher Education. (F, Su) 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.

EDCI 519 Graduate Practicum

2 cr. Prerequisite: Admission to Teacher Education and consent of instructor. (F, Sp) 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.

EDCI 533 Advanced Study in Mathematics Instruction

3 cr. 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.

EDCI 554 TESOL Language, Culture and Pedagogy

3 cr. (Su) 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.

EDCI 555 TESOL Second Language Acquisition

3 cr. (F) 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: (1) 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.

EDCI 556 TESOL Methods, Assessment and Evaluation

3 cr. (Sp) 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.

EDCI 572 Introduction to Educational Technology

3 cr. (even F) Familiarizes computer technology and software applications designed to effectively integrate technology into instruction.

EDCI 573 Pedagogical Instructional Design

3 cr. (even F) 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.

EDCI 574 Adaptations and Accommodations for Diverse Learners

3 cr. (odd Sp) 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.

EDCI 575 Assessment of Online Learning Outcomes Part I

3 cr. (odd Sp) Utilizing instructional technology learner-centered principles in the application of multi-dimensional approaches in the assessment, evaluation, and measurement of learning outcomes.

EDCI 576 Instructional Materials Design

3 cr. Prerequisite: Consent of instructor. (odd Su)

Provides procedures and practice in designing and developing instructional materials. The principles of visual and graphic design and layout will be stressed.

EDCI 577 Assessment of Online Learning Outcomes Part II

3 cr. (odd F) 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.

EDCI 584 Student Teaching (K-12)

6 cr. Prerequisite: Approved application to student teach. (F, Sp) 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.

EDCI 585 Student Teaching (Elementary)

6 cr. Prerequisite: Approved application to student teach. (F, Sp) 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.

EDCI 586 Student Teaching (Secondary)

6 cr. Prerequisite: Approved application to student teach. (F, Sp) 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.

EDCI 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

EDCI 590 Internship

V1-6 cr. Prerequisite: Approved plan of study and approved internship application. Corequisite: EDCI 597. (F, Sp, Su) Provides experience in a responsible appointment as an assistant in an appropriate instructional setting. Lab fee required. Valid Criminal background check required.

EDCI 592 Seminar

V1-6 cr. (F, Sp, Su) Provides an opportunity to investigate topics at the advanced level pertinent to the area of curriculum and instruction.

EDCI 593 Workshop

V1-6 cr. (F, Sp, Su) Provides an opportunity for experimental study at the advanced level in an area of curriculum and instruction.

EDCI 594 Clinic

V1-6 cr. Prerequisite: 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.

EDCI 597 Contemporary Issues in Teacher Education

3 cr. Prerequisites: Admission to candidacy in Teacher Licensure Program of Study, completion of 75% of program coursework. Corequisite: 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.

EDCI 610 Curriculum Theory: Analysis and Practice

3 cr. Prerequisites: Approved graduate plan of study and prior course in curriculum. (Sp, Su) 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.

EDCI 690 Internship

V1-6 cr. Prerequisite: Approved plan of study and approved internship application. (F, Sp, Su) Provides experience in a responsible appointment as an assistant in an appropriate instructional setting. Lab fee required. Valid Criminal background check required.

EDCI 691 Independent Study

V1-6 cr. Prerequisite: Consent of the instructor, approval of the department chairperson and Dean of Education, and Independent Study contract filed with the Office of Graduate Studies. (F, Sp, Su) Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Curriculum and Instruction.

EDCI 697 Critical Issues in Education

3 cr. Prerequisite: Successful completion of EDF 501 or approved equivalent and be in good standing. (Sp, Su) Provides experiences in reviewing literature on current issues in education with an emphasis on the synthesis of this research into written and oral presentations.

EDCI 698 Directed Research Project (crosslisted with EDF 698)

3 cr. (F, Su) 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.

EDCI 699 Thesis

6 cr. Prerequisite: EDF 501 or equivalent and an approved plan of study required. (F, Sp, Su) This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree.

**Educational Foundations
COE 261, (406) 657-2315****EDF 501 Research Design and Interpretation**

3 cr. (F, Sp, Su) 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.

EDF 515 Social, Philosophical, and Legal Issues in Education

3 cr. Prerequisites: Graduate standing or consent of instructor. (F, Sp, Su) 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.)

EDF 530 Advanced Human Development and Learning

3 cr. (F, Sp, Su) 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.

EDF 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

EDF 590 Internship

V1-6 cr. Prerequisite: Approved plan of study and approved internship application. (F, Sp, Su) Provides experience in a responsible appointment as an assistant in a foundation and/or leadership setting. Lab fee required. Valid Criminal background check required.

EDF 591 Independent Study

V1-6 cr. Prerequisite: Consent of the instructor, approval of the department chairperson and the Dean of Education, and agreement filed with the Office of Graduate Studies. (F, Sp, Su) Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Educational Foundations.

EDF 592 Seminar

V1-6 cr. (F, Sp, Su) Provides an opportunity to investigate topics at the advanced level pertinent to the area of foundations and/or leadership.

EDF 593 Workshop

V1-6 cr. (F, Sp, Su) Provides an opportunity for experimental study at the advanced level in an area of foundation and/or leadership.

EDF 594 Clinic

V1-6 cr. Prerequisite: 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.

EDF 599 Thesis

6 cr. Prerequisite: 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.

EDF 698 Directed Research Project (crosslisted with EDCI 698)

3 cr. Prerequisite/Corequisite: EDCI 697. (Sp)

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.

English

LA 400, (406) 657-2348

ENGL 510 Teaching Creative and Expository Writing

9 cr. Prerequisite: B.A. in English Education. (Su)

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.

ENGL 552 Elk River Writing Project Leadership Training

7 cr. (27.5 lec/7.5 lab/wk) Prerequisite: Bachelor's degree and completion of ENGL 554. (Su) 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.

ENGL 554 Elk River Writing Project Summer Institute

7 cr. (27.5 lec/7.5 lab/wk) Prerequisite: Bachelor's degree. (Su) 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.

ENGL 557 Worlds Apart But Not Strangers**3 cr. Prerequisite: Teaching Certificate. (Su)**

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.

ENGL 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

ENGL 591 Independent Study

V1-5 cr. Prerequisite: 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.

Finance**McD 304, (406) 657-2296****FIN 589 Professional Development**

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

FIN 592 Seminar

V1-3 cr. Prerequisites: Graduate standing or consent of department. Provides graduate students with an opportunity to investigate intensively topics pertinent to finance.

German**LA 400, (406) 657-2348****GERM 589 Professional Development**

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

GERM 591 Independent Study

V1-5 cr. Prerequisite: 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.

Health Administration**APS 107, (406) 896-5830****HADM 582 Women, Media and Health**

3 cr. Analyzes gaps in basic health care needs for women, both domestically and abroad, emphasizing the role of mass media both in promoting and hindering basic reproductive health. A special emphasis will be placed on women's reproductive rights and the ways in which political movements have limited and advanced needs in this area.

HADM 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

HADM 601 Professional Seminar 1:**Interprofessional Education and Practice**

1 cr. Prerequisite: Admission to the MHA program or approval of the MHA advisor. (F) 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.

HADM 602 Professional Seminar 2: Professionalism, Communication and Managerial Ethics

1 cr. Prerequisite: Admission to the MHA program or approval of the MHA advisor. (Sp) 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.

HADM 603 Professional Seminar 3: Clinical Concepts and Patient Care Issues for the Manager

1 cr. Prerequisites: Admission to the MHA program, HADM 601, HADM 602, or approval of MHA advisor. (F) 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.

HADM 604 Professional Seminar 4: Governance, Board Management and Leadership

1 cr. Prerequisites: Admission to the MHA program, HADM 601, HADM 602, HADM 603, or approval of MHA advisor. (Sp) 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.

HADM 605 Evidence Based Management, Research and Evaluation Methods

3 cr. Prerequisites: Admission to MHA Program or approval of MHA advisor. *Offered ONLY Online.* (first half semester) 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.

HADM 607 Health Informatics and Information Systems

3 cr. Prerequisites: Admission to MHA Program or approval of MHA advisor. *Offered ONLY Online.* (first half semester) 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.

HADM 608 Statistics for Health Care Administration

2 cr. Prerequisite: Admission to the MHA program or approval of MHA advisor. *Offered ONLY Online.* (F) 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.

HADM 610 Health Care Systems

2 cr. Prerequisites: Admission to the MHA program or approval of MHA advisor. *Offered ONLY Online. (first half semester)* 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.

HADM 612 Health Policy

3 cr. Prerequisite: Admission to the MHA program or approval of MHA advisor. *Offered ONLY Online. (Sp)* 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.

HADM 615 Managerial Accounting and Budgeting

3 cr. Prerequisites: Admission to the MHA program or approval of MHA advisor. *Offered ONLY Online. (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.

HADM 620 Health Operations Methods

2 cr. Prerequisites: Admission to MHA program or approval of MHA advisor. *Offered ONLY Online. (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.

HADM 622 Health Quality Techniques

2 cr. Prerequisites: Admission to MHA program or approval of MHA advisor. *Offered ONLY Online. (second half semester)* 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.

HADM 625 Healthcare Finance and Reimbursement

3 cr. Prerequisites: Admission to MHA Program or approval of MHA advisor. *Offered ONLY Online. (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.

HADM 632 Healthcare Economics

2 cr. Prerequisites: Admission to MHA Program or approval of MHA advisor. *Offered ONLY Online. (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.

HADM 635 Health Law

3 cr. Prerequisite: Admission to MHA program or approval of MHA advisor. *Offered ONLY Online. (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.

HADM 640 Managerial Epidemiology and Population Health

3 cr. Prerequisite: Admission to MHA program or approval of MHA advisor. *Offered ONLY Online.* (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.

HADM 645 Rural-Frontier Health Care Management

2 cr. Prerequisites: Admission to MHA program or approval of MHA advisor. *Offered ONLY Online.* (first half semester) 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.

HADM 675 Healthcare Human Resources

2 cr. Prerequisites: Admission to MHA program or approval of MHA advisor. *Offered ONLY Online.* (first 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.

HADM 685 Research and Evaluation Methods

3 cr. Prerequisites: 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.

HADM 687 Healthcare Marketing and Strategy

3 cr. Prerequisites: Admission to MHA program or approval of MHA advisor. *Offered ONLY Online.* (first half semester) 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.

HADM 690 Internship

3 cr. Prerequisites: 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.

HADM 691 Independent Study

V1-6 cr. Prerequisites: 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.

HADM 692 Seminar

V1-6 cr. Prerequisites: Admission to the MHA program. Provides an opportunity to investigate topics at the advanced level pertinent to the area of Health Administration.

HADM 693 Workshop

V1-6 cr. Prerequisites: Admission to MHA program. Provides an opportunity for experimental study at the advanced level in an area of Health Administration.

HADM 696 Cooperative Education/Internship in Health Administration

3 cr. (repeatable once) Prerequisite: Approval of MHA advisor. 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.

HADM 697 Capstone

V1-9 cr. Prerequisites: Admission to MHA program, HADM 605, HADM 608, or approval of MHA advisor. *Offered ONLY Online.* Provides an opportunity for students to integrate the skills and knowledge acquired in previous coursework to address a problem that is important to health care delivery, management, or policy. Students design and conduct an applied research project or other project that results in a high quality, compelling report and oral presentation.

Health and Human Performance

PE 120, (406) 657-2370

HHP 501 Survey of Exercise and Sport Science
3 cr. Prerequisite: 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.

HHP 502 Research in Exercise and Sport Science
3 cr. Prerequisite: 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.

HHP 518 Health Enhancement Methods and Materials K-8
2 cr. (F) Examines theories and models of curriculum design and teaching methodologies for grades K-8 Health Enhancement.

HHP 540 Foundations of Sport Leadership
3 cr. (F) 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.

HHP 545 Exercise Testing and Prescription (crosslisted with KIN 415)
3 cr. Prerequisite: HHP 430. (F) Explores basic techniques in the assessment of physical fitness, prescription of exercise for healthy and unhealthy adults, and promotion of physical activity within communities.

HHP 550 Psychological Principles
3 cr. 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.

HHP 560 Sport Marketing
3 cr. 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.

HHP 570 Sport Organizations and Governance
3 cr. (F) 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.

HHP 589 Professional Development
V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

HHP 590 Internship
V1-9 cr. Prerequisite: Approved plan of study and approved internship application. Provides experience in a responsible appointment as an assistant in physical education and/or health settings.

HHP 591 Independent Study
V1-6 cr. Prerequisite: 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.

HHP 592 Seminar
V1-6 cr. Provides an opportunity to investigate topics at the advanced level pertinent to the area of Health and Physical Education.

HHP 593 Workshop
V1-6 cr. Provides an opportunity for experimental study at the advanced level in an area of Health and Physical Education.

HHP 594 Clinic
V1-6 cr. Prerequisite: Consent of Instructor. Provides an opportunity to explore and develop advanced skills with individuals in Health and Physical Education.

HHP 597 Capstone Project

V 1-6 cr. Prerequisite: Admission to the graduate ALiHR program and consent of instructor. (F, Sp, Su) 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.

HHP 598 Research Project

V3-6 cr. (F, Sp) 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.

HHP 599 Thesis

6 cr. Prerequisite: EDF 501 or equivalent and an approved plan of study required. (F, Sp) This course may be given the grade of "T" until research and writing is completed and accepted within the time limit of the degree.

History

LA 802, (406) 657-2119

HIST 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

HIST 591 Independent Study

V1-5 cr. Prerequisite: 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.

HIST 592 Seminar

V1-6 cr. Provides an opportunity to investigate topics at the advanced level pertinent to the field of History

Mathematics

LA 838, (406) 657-2228

M 570 Independent Study

V1-3 cr. Prerequisite: Graduate standing and permission of instructor. (F, Sp, Su) Provides students an opportunity to explore material not covered by regular mathematics courses.

M 580 Special Topics

V1-4 cr. Prerequisite: Graduate standing and permission of instructor. (F, Sp, Su) Investigates intensively topics pertinent to the area of Mathematics.

M 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

Management

McD 304, (406) 657-2296

MGMT 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

MGMT 592 Seminar

V1-3 cr. Prerequisites: Graduate standing or consent of department. Provides graduate students with an opportunity to investigate intensively topics pertinent to management.

Information Systems

McD 304, (406) 657-2296

MIS 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

MIS 592 Seminar

V1-3 cr. Prerequisites: Graduate standing or consent of department. Provides graduate students with an opportunity to investigate intensively topics pertinent to information systems.

Marketing

McD 304, (406) 657-2296

MKT 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

MKT 592 Seminar

V1-3 cr. Prerequisite: Graduate standing or consent of department. Provides graduate students with an opportunity to investigate intensively topics pertinent to marketing.

Political Science

LA 802, (406) 657-2311

POLS 523 Constitutional Law: Civil Liberties (crosslisted with PSCI 472)

3 cr. Prerequisite: 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.

POLS 527 Constitutional Law: Powers and Structures (crosslisted with PSCI 473)

3 cr. Prerequisite: 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.

POLS 530 Financial Management and Analysis in Nonprofits

3 cr. 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.

POLS 531 Nonprofit Resource Development and Marketing

3 cr. 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.

POLS 532 Nonprofit Governance and Leadership

3 cr. 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.

POLS 533 Influences and Impact of Nonprofits

3 cr. 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.

POLS 551 Research Methods

3 cr. Prerequisite: 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.

POLS 554 Foundations of Public Administration

3 cr. Prerequisite: 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.

POLS 555 Human Resource Management

3 cr. Prerequisite: 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.

POLS 557 Public Budgeting & Finance (crosslisted with PSCI 459)

3 cr. Prerequisite: 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.

POLS 558 Public Organization Dynamics

3 cr. Prerequisite: 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.

POLS 559 Program Evaluation and Policy Analysis

3 cr. Prerequisite: 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.

POLS 560 Ethics and Public Policy (crosslisted with PSCI 469)

3 cr. Prerequisite: 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.

POLS 562 Local Government Administration (crosslisted with PSCI 464)

3 cr. Prerequisite: 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.

POLS 574 Applied Research Project

V3-9 cr. Prerequisite: Graduate standing. Entails preparation of a project design, implementation of the research design, and completion of a professional paper.

POLS 576 Internship

V1-9 cr. Prerequisite: Graduate standing. Provides an opportunity for students to gain practical experience beyond the material covered by regular Public Administration courses.

POLS 580 Special Topics (crosslisted with PSCI 491)

3 cr. Prerequisite: 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.

PSCI 587 Advanced Political Science

9 cr. (9 lec/wk) Prerequisite: Master's degree. (Su) 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.

POLS 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

Psychology

LA 525, (406) 657-2242

PSYC 505 Clinical Research Methods

3 cr. Prerequisite: Graduate standing and consent of the instructor. (odd Su) 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.

PSYC 510 Advanced Social Psychology

3 cr. Prerequisite: Graduate standing and consent of the instructor. (even F) Provides an overview of social-psychological perspectives on mental health, adjustment, and self-esteem. Readings include original empirical and theoretical articles.

PSYC 515 Psychopathology

3 cr. Prerequisite: Graduate standing and consent of the instructor. (odd F) Uses the DSM-IV as a framework to present current knowledge regarding the identification, classification, and treatment of psychological disorders.

PSYC 520 Human Neuropsychology

3 cr. Prerequisite: Graduate standing and consent of the instructor. (odd F) 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.

PSYC 525 Psychological Assessment of Cognitive Abilities

3 cr. Prerequisite: Graduate standing and consent of the instructor. (odd F) 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.

PSYC 527 Psychological Assessment of Clinical Disorders

3 cr. Prerequisite: Graduate standing and consent of the instructor. (even Sp) Qualifies the advanced student to administer and interpret standardized personality instruments. Prepares the student to conduct clinical interviews and write professional assessment reports.

PSYC 530 Psychopharmacology

3 cr. Prerequisite: Graduate standing and consent of the instructor. (even F) 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.

PSYC 535 Techniques of Psychotherapy

3 cr. Prerequisites: Graduate standing or consent of instructor. Serves as a clinical case conference for student's work at their practicum sites.

PSYC 537 Psychotherapy Outcomes

3 cr. Prerequisite: Graduate standing and consent of instructor. Reviews the extensive research literature on how well the major psychotherapy approaches work as treatments for various problems.

PSYC 540 Theories of Psychotherapy

3 cr. Prerequisites: Graduate Standing or consent of instructor. (even Sp) Surveys the major approaches to psychotherapy, reviewing theories and examining their practical implications for clinical practice.

PSYC 541 Graduate Statistics for Behavioral Sciences

3 cr. Prerequisite: Consent of instructor. (odd Sp) Provides students with proficiency in using the most common statistical techniques for analyzing research data, including analysis of variance, correlation, regression, and nonparametric statistics.

PSYC 545 Stress and Health

3 cr. Prerequisites: 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.

PSYC 550 Childhood Psychopathology

3 cr. Prerequisite: Graduate standing and consent of instructor. (even Sp) 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.

PSYC 555 Psychology of Religion

3 cr. Prerequisite: 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.

PSYC 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

PSYC 590 Internship

V cr. Prerequisites: Graduate standing or consent of instructor. (F, Sp) 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.

PSYC 591 Independent Study

V1-5 cr. Prerequisite: 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.

PSYC 592 Seminar

3 cr. Prerequisites: 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.

PSYC 593 Workshop

V1-8 cr. Provides an opportunity for experimental study at the advanced level in Psychology.

PSYC 596 Cooperative Education/Internship

V1-9 cr. Provides university credit for graduate work experience in the area of Psychology, supervised by faculty. Learning agreement must be completed prior to registration (restricted).

Reading

COE 261, (406) 657-2315

RD 502 Research in Special Programs

3 cr. 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.

RD 505 Psychological Processes in Reading

3 cr. (Sp) 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.

RD 506 Literacy Leadership and Coaching

3 cr. Prerequisite: RD 517. (Sp)
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.

RD 510 Instructional Practices in Literacy Education

2 cr. (even F) 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.

RD 513 Developing Student Writing

3 cr. (F) 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.

RD 514 Teaching Reading K-3

3 cr. Prerequisites: EDU 397A/EDU 433. (F)
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.

RD 517 Diagnostic Aspects of Reading Difficulties

3 cr. Prerequisite: Six (6) graduate hours in reading or experience in remedial reading. (Su) 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.

RD 518 Literacy in Rural and Multicultural Settings

3 cr. 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.

RD 519 Reading Round Table

V1-3 cr. (Su) 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.

RD 520 Content Area Reading and Writing

3 cr. Prerequisite: Graduate standing or consent of instructor. (Sp, Su) 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.

RD 531 Storytelling

3 cr. 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.

RD 532 Teaching Reading 4-12

3 cr. Offered ONLY Online. (Sp) 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.

RD 535 Literature for Young Children

3 cr. Prerequisite: 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.

RD 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

RD 590 Internship

V1-6 cr. Prerequisite: Approved plan of study and approved internship application. (F, Sp, Su)

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.

RD 591 Independent Study

V1-6 cr. Prerequisite: 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. (F, Sp, Su)

Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Reading.

RD 592 Seminar

V1-6 cr. (F, Sp, Su) Provides an opportunity to investigate topics at the advanced level pertinent to the area of Reading.

RD 593 Workshop

V1-6 cr. (F, Sp, Su) Provides an opportunity for experimental study at the advanced level in an area of Reading.

RD 597 Action Research Project and Seminar

3 cr. Prerequisite: Seventy-five percent of plan of study completed successfully. (Sp) Supports student research in areas relevant to instructional practices, diagnostic procedures, and theoretical issues in reading.

RD 599 Thesis

6 cr. Prerequisite: 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.

Outdoor Recreation

PE 120, (406) 657-2370

REC 510 Adventure Leadership (crosslisted with REC 310)

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program and consent of instructor. (F) 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.

**REC 511 Adventure Guiding and Instructing
(crosslisted with REC 411)**

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (F) 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.

**REC 566 Ethical & Legal Aspects in OAL
(crosslisted with REC 466)**

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (F) 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 accrediting standards.

**REC 570 Adventure Program Planning and
Development (crosslisted with REC 470)**

3 cr. (3 lec/wk) Prerequisite: Admission to the graduate ALiHR program. (Sp) 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.

**Rehabilitation & Mental Health
Counseling**

APS 107, (406) 896-5830

**REHA 501 Principles of Rehabilitation and Mental
Health Counseling**

3 cr. (odd F, Su) 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.

**REHA 502 Individual and Family Response to
Disability**

3 cr. (odd Sp, Su) 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.

REHA 503 Psychiatric Rehabilitation

3 cr. (odd F) 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.

REHA 505 Theories of Counseling

3 cr. (odd F) 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.

**REHA 507 Professional Orientation and Ethical
Practice**

3 cr. Offered ONLY Online. (odd F, odd Su) 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.

**REHA 508 Multicultural and Gender Issues in
Counseling**

3 cr. (Sp, odd Su) 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.

**REHA 515 Medical and Psychological Aspects of
Disability**

3 cr. (odd Sp, Su) 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.

REHA 517 Research and Program Evaluation

3 cr. (odd F) 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.

REHA 519 Human Growth and Development

3 cr. (odd Sp) 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.

REHA 520 Group and Individual Evaluation

3 cr. (Sp, Su) 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.

REHA 521 Advanced Individual Counseling

3 cr. Prerequisite: REHA 505. (F) 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.

REHA 523 Advanced Group Counseling

3 cr. (Sp, Su-1 week) 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.

REHA 525 Career Development, Placement, and Support

3 cr. (odd F) 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.

REHA 560 DSM-5 for Rehabilitation & Mental Health Counselors

3 cr. (F, Sp) 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.

REHA 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

REHA 590 Prepracticum for Rehab and Mental Health Counseling

3 cr. (F, Su-1 week) 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).

REHA 591 Independent Study

V1-6 cr. Prerequisite: 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.

REHA 592 Seminar

V1-6 cr. Provides an opportunity to investigate topics at the advanced level pertinent to the area of counseling.

REHA 593 Workshop

V1-6 cr. (F, Sp) Provides an opportunity for experimental study at the advanced level in an area of counseling.

REHA 594 Counseling Practicum

3 cr. Prerequisites: REHA 590 or consent of instructor. (F, Sp, Su) 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.

REHA 596 Cooperative Education/Internship V6-12 cr. Prerequisites: REHA 590 and REHA 594, or consent of instructor. (F, Sp) 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.

REHA 599 Thesis 6 cr. 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.

School Counseling COE 261, (406) 657-2315

SCOU 504 Career and Lifestyle Development 3 cr. Offered ONLY Online. (F) 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.

SCOU 505 Theories of Counseling 3 cr. Offered ONLY Online (F) 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.

SCOU 506 Practicum: Counseling and Therapy Techniques 1 cr. Prerequisite: SCOU 505. Introduces the practicum experience for counseling students. This course provides an opportunity to learn, develop, demonstrate, and practice skills necessary for observing student behavior(s), conducting therapy, promoting observation of appropriate and effective counselor/student interactions while considering developmental levels during the process of interviewing and counseling.

SCOU 507 Ethical and Professional Issues for School Counselors 3 cr. Offered ONLY Online. (F) 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.

SCOU 508 Practicum: Multicultural and Gender Issues in Counseling

1 cr. 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.

SCOU 520 Group and Individual Evaluation 3 cr. Offered ONLY Online (Sp) 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.

SCOU 527 Counseling in the Elementary and Middle School

3 cr. Prerequisites: 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.

SCOU 554 Organization and Administration of School Counseling 3 cr. Prerequisites: 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.

SCOU 557 Group Process: Theory and Practice 3 cr. Prerequisites: SCOU 505, SCOU 506, SCOU 507 or consent of instructor. (Sp) Includes methods of exploring the individual's own philosophy, values, attitudes, and goals through experience in group dynamics.

SCOU 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

SCOU 590 Internship: School Counseling

V1-12 cr. Prerequisite: Approved plan of study and approved internship. Corequisite: SCOU 597. (F, Sp, Su) Provides experience as a counselor in training in a community setting. Lab fee required. Valid Criminal background check required.

SCOU 591 Independent Study

V1-6 cr. Prerequisite: 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. (F, Sp, Su) Provides an opportunity for students of superior academic standing to explore material not covered by regular graduate courses in Counseling.

SCOU 592 Seminar

V1-6 cr. Provides an opportunity to investigate topics at the advanced level pertinent to the area of counseling.

SCOU 593 Workshop

V1-6 cr. (Sp) Provides an opportunity for experimental study at the advanced level in an area of counseling.

SCOU 594 Clinic

V1-6 cr. Prerequisite: 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.

SCOU 597 Capstone in School Counseling

V1-2 cr. Prerequisite: Completion of 75% of approved plan of study or consent of the instructor. Corequisite: Registration in or completion of SCOU 590. (F, Sp, Su) Provides an opportunity for students in the school counseling program to demonstrate proficiency in the skills presented in the school counseling curriculum.

SCOU 599 Thesis

V4-6 cr. Prerequisite: 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.

Sociology

LA 802, (406) 657-2311

SOCL 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

SOCL 591 Independent Study

V1-5 cr. Prerequisites: 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.

SOCL 593 Workshop

V1-8 cr. Provides an opportunity for experimental study at the advanced level in Sociology.

Spanish

LA 400, (406) 657-2348

SPAN 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

SPAN 591 Independent Study

V1-5 cr. Prerequisites: 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 Spanish.

Special Education

COE 261, (406) 657-2315

SPED 502 Research in Special Programs

3 cr. Offered ONLY Online. 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.

SPED 504 Multi-Tiered Systems of Support

3 cr. Offered ONLY Online. (F) 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.

SPED 510 Professional and Legal Issues in Special Education

3 cr. (Sp) Focuses on current professional issues in special education. Current literature, legal decisions and research will be discussed.

SPED 515 Ethics in Education and Human Services

3 cr. Prerequisite: admission to graduate studies. Offered ONLY Online. (even Su) 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.

SPED 520 Applied Behavior Analysis

3 cr. Prerequisite: admission to graduate studies. Offered ONLY Online. (Su) 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.

SPED 526 Special Education Interventions and Adaptations for Children (0-6)

3 cr. Focuses on teaching strategies and adaptations for young children with special needs, with an emphasis on communication strategies.

SPED 530 Curricular Adaptations for Special Populations

3 cr. (Sp) Examines research-based practices used in making accommodations and providing access for students with disabilities to the general curriculum.

SPED 533 Learning & the Experimental Analysis of Behavior

3 cr. (Sp) 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.

SPED 540 Education of Exceptional Learners

3 cr. (F, Sp, Su) 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.

SPED 550 Evidence-Based Practices in Teaching Students with Emotional and Behavioral Disorders

3 cr. Offered ONLY Online. Reviews the current literature and recommended instructional strategies and resources for teaching students with emotional disturbance.

SPED 551 Assessment and Program Planning for Special Populations

3 cr. Offered ONLY Online. (odd F) 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.

SPED 560 Best Practices in Teaching Students with Learning Disabilities

3 cr. Offered ONLY Online. Reviews the current literature and recommended instructional strategies and resources for teaching students with learning disabilities.

SPED 570 Best Practices in Teaching Students with Intellectual and Developmental Disabilities

3 cr. Offered ONLY Online. Reviews the current literature and recommended instructional strategies and resources for teaching students with intellectual and developmental disabilities.

SPED 572 Community Integration for Persons with Severe Disabilities

3 cr. Explores current areas within which children with severe disabilities are being integrated into their communities. At a minimum, this course will address the areas of school, work, home and recreation.

SPED 574 Data-Based Instruction

3 cr. (even Sp) Focuses on data-based instruction techniques such as discrete trial training, precision teaching, and verbal behavior methods.

SPED 580 Autism Spectrum Disorders: Characteristics and Interventions

3cr. Prerequisite: admission to graduate studies. Offered ONLY Online. (odd Sp) Examines unique characteristics of individuals with autism from diagnosis through skill development by intensive and naturalistic teaching methods. Established treatments will be highlighted.

SPED 584 Student Teaching**6 cr. Prerequisite: 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.

SPED 586 Conceptual Issues in Radical Behaviorism

3 cr. Offered ONLY Online. (Sp) Examines Skinner's writings as primary sources for understanding determinism, private events, and cultural design.

SPED 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

SPED 590 Internship

V1-6 cr. Prerequisite: Approved internship application. (F, Sp) Provides experience in a special education setting. Lab fee required. Valid Criminal background check required.

SPED 591 Independent Study

V1-6 cr. Prerequisites: 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.

SPED 592 Seminar

V1-6 cr. Provides an opportunity to investigate topics at the advanced level pertinent to the area of Special Education.

SPED 593 Workshop

V1-6 cr. (Su) Provides an opportunity for experimental study at the advanced level in an area of Special Education.

SPED 594 Clinic

V1-6 cr. Prerequisite: 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.

SPED 597 Professional Seminar in Special Education

3 cr. 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.

SPED 599 Thesis

6 cr. Prerequisites: 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.

SPED 600 Facilitating Positive Behaviors in the Classroom Environment

3 cr. (F) Examines and evaluates historical and current models for facilitating positive behaviors in the school setting. Techniques will also be explored for dealing with challenging behaviors.

SPED 611 Administration and Supervision of Special Programs

3 cr. (even F) 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.

SPED 612 Colloquium on Special Education Leadership

3 cr. Prerequisites: Enrollment in Doctoral Program at MSU-Bozeman or consent of instructor. Examines contemporary leadership issues in the field of special education. Current leaders in the field will participate in the course, either through on-site visits or telecommunications.

SPED 650 Current Practices for Students with Disabilities

3 cr. Offered ONLY Online. (even Sp) Focuses on current theory and practice in teaching students with learning disabilities, emotional disturbance, and intellectual and developmental disabilities.

SPED 690 Special Education Supervisory Internship

5 cr. Prerequisite: 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.

SPED 690 Internship for Doctorate Degree

V1-6 cr. Prerequisite: Approved doctoral plan of study and approved internship application. Provides experience in a responsible appointment as leadership intern in a special education or policy-making position. Lab fee required. Valid Criminal background check required.

SPED 691 Directed Readings

V1-3 cr. Prerequisite: Enrollment in Doctoral Program at MSU-Bozeman. Presents students with the opportunity for inquiry and investigation to extend research and interests initiated through introduction to topics covered in regular courses.

Statistics

LA 802, (406) 657-2228

STAT 541 Applied Statistics

3 cr. Prerequisite: Graduate standing and permission of instructor. Offered ONLY Online. 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.

STAT 589 Professional Development

V1-3 cr. Designated course number for professional development credit bearing courses offered by Extended Campus. These credits do not count toward any degree at MSU Billings.

STAT 592 Independent Study

V1-3 cr. Prerequisite: Graduate standing and permission of instructor. (F, Sp, Su) Provides students an opportunity to explore material not covered by regular mathematics/statistics courses.

XI. 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.

ADMISSION TEST All students intending to enroll in a graduate program at Montana State University Billings must 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/ 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.

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 Graduate assistantship may include research, scholarly activity, professional service or assistance with some campus program. The dollar amount of assistantships varies among colleges. Please visit with the department chair or faculty member for the exact amount. A graduate assistant may be recommended for a partial tuition waiver each semester. A 15-19 hour per week work load is expected. A student must take at least nine credits to be eligible for an assistantship. The assistantship is counted as financial aid.

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 STUDIES 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.

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. Stipends for teaching assistants vary in amounts among colleges. Please visit with the department chair or faculty member for the exact amount. A teaching assistant may be recommended for a partial tuition waiver each semester. A 15-19 hour per week work load is expected. A student must take at least nine credits to be eligible for an assistantship. The assistantship is counted as financial aid.

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.

XII. Montana State University Billings Graduate Faculty

Balter-Reitz, Susan *Communication and Theatre*
Boehm, Melissa *Communication and Theatre*
Blair, David *Educational Theory and Practice*
Boerboom, Sam *Communication and Theatre*
Bohlmann, Natalie *Educational Theory and Practice*
Bulatowicz, Donna *Educational Theory and Practice*
Campbell, Michael *Business Administration*
Christensen, Alan *Educational Theory and Practice*
Cook, Paul *Health Administration*
Dahle-Huff, Kari *Educational Theory and Practice*
Dell, Cindy *Educational Theory and Practice*
Dell, Tom *Rehabilitation and Human Services*
Dillon, Brian *English, Philosophy and Modern Languages*
Edgerton, Keith *History*
Finger, Brent *Psychology*
Fishbaugh, Mary Susan *Educational Theory and Practice*
Gee, Jeremiah *Educational Theory and Practice*
Giles, Jody *Rehabilitation and Human Services*
Gregory, Susan *Educational Theory and Practice*
Gross, Daniel *Communication and Theatre*
Harris, Scott *Business Administration*
Hatch, Doxey *Psychology*
Havens, Michael *Psychology*
Heiat, Abbas *Business Administration*
Heiat, Nafisseh *Business Administration*
Honea, Joy *Social Sciences and Cultural Studies*
Keller, Sarah *Communication and Theatre*
Masood, Ambrin *Rehabilitation and Human Services*
McMullen, Matthew *Psychology*
Nynas, Suzette *Health and Human Performance*
Pope, Paul *Social Sciences & Cultural Studies*
Schaffer, Deborah *English, Philosophy and Modern Languages*
Schaffer, Rachel *English, Philosophy and Modern Languages*
Schwalbe, Lynette *Educational Theory & Practice*
Shafer, Alex *Health and Human Performance*
Shearer, Christine *College of Arts & Sciences*
Vettel-Becker, Patricia *Art*
Waller, Rachael *Educational Theory and Practice*
Young-Pelton, Cheryl *Educational Theory and Practice*

Emeritus Faculty

Acton, Dr. Gary A. *Professor, English, Philosophy and Modern Languages* (1966-2014)

Allard, Mr. W. Gregory *University Lecturer, Educational Theory and Practice* (2003-2018)

Amundson, Mr. Gary *Adjunct Instructor, Business Administration* (1998-2016)

Baack, Ms. Susan *Instructor, General Education-English* (1995-2008)

Behm, Dr. Gary *Professor, Music* (1979-2008)

Bieber-Moses, Dr. Jeanette *Professor, Information Resource Management* (1961-1986)

Blackwell, Dr. Terry *Professor, Rehabilitation and Human Services* (2006-2018)

Boden, Dr. Anneke-Jan *Professor, Communication Arts* (1964-1996)

Card, Dr. Kenneth *Professor, Special Education* (1964-1981)

Cast, Mr. Brian *Professor, Art* (1987-2013)

Christensen, Dr. Linda *Professor, Special Education* (1982-2008)

Coffman, Dr. Stephen L. *Professor, Communication and Theatre* (1977-2018)

Coffman, Dr. Victoria Marie Tait *Professor, Communication Arts* (1967-2004)

Dunlop, Dr. Lowell A. *Professor, Elementary and Secondary Education, Dean of Students* (1965-1989)

Fargo, Dr. Mumatz A. *Professor, History* (1969-2000)

Farsio, Dr. Farzad *Professor, Finance and Economics* (1987-2007)

Floyd, Dr. Joseph W. *Professor, Native American Studies, Political Science, and Sociology & Director, CATI Lab* (1978-2007)

Gabel, Dr. Kathe *Professor, Health and Human Performance* (2009-2017)

Groseth, Dr. Rolf S. *Chancellor* (2010-2014)

Gruber, Dr. Richard *Professor, Education* (1962-1992)
Gulick, Dr. Walter B. *Professor, Philosophy, Humanities, and Religious Studies* (1974-2002)

Healey, Dr. James *Professor, English* (1975-1999)

Hecimovic, Dr. Anton *Professor, Educational Theory and Practice* (1990-2016)

Heidenreich, Dr. C. Adrian *Professor, Native American Studies* (1977-2006)

Heikes, Mr. Kenneth W. *Administrator Emeritus* (1967-1992)

Hinthorne, Dr. Thomas *Professor, Management* (1993-2008)

Hobbs, Dr. Sharon F. *Professor, Educational Theory and Practice* (1996-2018)

Holman, Ms. Patricia *Adjunct Assistant Professor, Business Administration* (1993-2011)

Howard, Mr. C. Randy *Professor, Accounting* (1973-1996)

Howell, Dr. Joseph O. *Professor, Mathematics* (1980-2008)

Jensen, Dr. Theodore W. *Professor, Modern Languages and Literatures* (1974-2006)

Jussila, Mr. Neil R. *Professor, Art* (1969-2012)

Karnos, Dr. David D. *Professor, Philosophy* (1977-2006)

Kamowski, Dr. William *Professor, English* (1985-2018)

Khaleel, Dr. Tasneem *Professor, Biology* (1976-2017)

Kittock, Mr. Charles E. *Administrator Emeritus* (1964-1994)

Kochner, Mr. Curtis *Vice Chancellor of Student Affairs Emeritus* (1984-2006)

LaCounte, Dr. Marlene *Professor, Education* (1982-2003)

Lin, Dr. Ruey-Lin *Professor, Sociology* (1974-2002)

Lord, Dr. Russell *Professor, Health and Human Performance* (1985-2016)

McKinley, Dr. William S. *Professor, Mathematics and Management* (1969-1987)

McNally, Dr. Mary *Professor, Management* (1987-2016)

Metheny, Dr. Dixie *Professor, Educational Theory and Practice & Mathematics* (1990-2012)

Miller, Dr. Kenneth *Professor, Educational Theory and Practice* (1992-2018)

Moses, Dr. Norton H. *Professor, History* (1969-2005).

Mossman, Dr. Beal *Professor, Psychology* (1967-1996)

Pollock, Mr. John W. *Professor, Art* (1974-2010)

Rietz, Dr. Sandra *Professor, Educational Theory and Practice* (1974-2015)

Sanders, Dr. Jeffrey *Professor, Native American Studies* (1996-2016)

Schoenthal, Dr. Norman *Professor, Biological Sciences* (1966-1994)

Schulz, Dr. Dennis D. *Professor, Habilitative Services* (1967- 1987)

Selsor, Marcia L. *Professor, Art* (1975-2000)

Sexton, Dr. Ronald P. *Chancellor; Professor, Educational Theory and Practice* (1966-71, 1975-2010)

Shaw, Mr. John "Jay" H. *Associate Professor, Health and Human Performance* (1967-2014)

Sheridan, Ms. Joanne *Professor, Accounting* (1978-79, 1981-2002)

Smith, Dr. Kenyard E. *Professor, Music* (1987-1994)

Spicer, Dr. Janeth *Professor, Information Systems* (1972-2002)

Stannard, Dr. William *Professor, Mathematics* (1966-1984)

Urbaniak, Dr. Timothy *Instructor, Computer Technology and Drafting and Design* (1987-2016)

Utroske, Mr. Walter F. *Associate Professor, English* (1966-2006)

Waltner, Dr. Richard H. *Professor, Sociology* (1981-1993)

Wiatr, Dr. Stanley *Professor, Biology* (1979-2017)

Willett, Dr. Flora *Associate Professor, English* (1965-1990)

Yazak, Dr. Daniel *Professor, Educational Theory and Practice* (1990-2018)

Zwick, Dr. Thomas T. *Professor, Geology* (1971-2007)

INDEX

A

Absences	43
Academic Dishonesty	45
Academic Probation.....	45
Academic Records.....	45
Academic Support Center.....	16
Disability Support Services	16
Academic Suspension.....	45
Accessibility Data.....	19
Accessibility, Building	19
Accreditation	9
Adding Courses	42
Admission	
Petition to Waive Admission Requirement	50
Requirement Chart	35
Admission Requirements	
Department of Communication and Theatre.....	69
Department of English, Philosophy and Modern	
Languages	75
Department of Psychology	81
Adventure Leadership in Health and Recreation Course	
Listings.....	109
Adventure Leadership in Recreation Therapy Course Listings	
.....	109
Advisors and Degree Works Plans	40
Allied Health Professions, College of.....	53
College Mission.....	53
Department of Health and Human Performance.....	57
Admission Requirements	57
BS in Health and Human Performance/MS in Athletic	
Training 3+2 Option	61
Graduate Degree Programs	57
Master of Science in Athletic Training	59
Master of Science Interdisciplinary Studies Exercise	
and Sport Leadership Option	64
Mission.....	57
Transfer Credit	57
Department of Health Care Services	
Master of Health Administration.....	55
Department of Rehabilitation and Human Services.....	65
Master of Science in Clinical Rehabilitation and	
Mental Health Counseling	67
Health Care Services, Department of	54
Transfer Credits.....	46
Allied Health, College of	
Advisement of Students.....	53
Alumni Association	16
American Indian Outreach <i>See</i> Native American Achievement	
Center	
Americans With Disabilities Act	11
Application Fee.....	22
Applied Behavior Analysis Track.....	99
Art Course Listings.....	111
Arts and Sciences, College of	
Advisement of Students.....	68

College Mission.....	68
Department of Communication and Theatre	69
Admission Requirements.....	69
Courses and Credit Requirements.....	69
Master of Science in Public Relations	71
Student Progress	69
Transfer Credits	69
Department of English, Philosophy and Modern	
Languages.....	75
Admission Requirements.....	75
Certificate in Teaching Creative and Expository	
Writing	76
Department of Psychology.....	81
Admissions Procedures.....	81
Clinical Internship	81
Master of Science in Psychology	83
Thesis.....	81
Transfer Credit.....	81
Department of Social Sciences and Cultural Studies	77
Admission Requirements.....	77
Certificate in Nonprofit Administration and Leadership	
.....	80
Comprehensive Examination	78
Internship Option.....	78
Master of Public Administration.....	79
Transfer Credit.....	77
Transfer Credits	47
Arts And Sciences, College of	68
ASMSUB	32
Assistantships.....	25
Associated Students	32
Athletic Training Course Listings	110
Audit Fee.....	22

B

Biology Course Listings.....	111
BS in Health and Human Performance/MS in Athletic	
Training 3+2 Option	61

C

CAEP	84
Calendar	<i>See</i> University Calendar
Campus	
Description of	8
Visits.....	9
Campus Activities & Engagement Office	32
Career Services and Cooperative Education.....	15
Certificate in Nonprofit Administration and Leadership	80
Certificate in Teaching Creative and Expository Writing	76
Certificate in Teaching English to Speakers of Other	
Languages (TESOL)	104
Certificate of Teaching and Learning Online	94
Clinics	48
COE 401.....	13

Collaborative Graduate Core, M. Ed.....	47
Commencement	52
Communication and Theatre Course Listings	112
Community Involvement	32
Conflict of Interest Policy	10
Consumer Information	27
Continuous Enrollment	43
Cooperative Education.....	15, 48
Course Descriptions	109–36
Adventure Leadership in Health and Recreation	109
Adventure Leadership in Recreation Therapy	109
Art 111	
Athletic Training	110
Biology	111
Communication and Theatre.....	112
Curriculum and Instruction.....	115
Early Childhood	114
Economics	114
Educational Foundations	117
English.....	118
Finance	119
German	119
Health Administration	119
Health and Human Performance.....	123
History.....	124
Information Systems.....	124
Management	124
Marketing	125
Mathematics	124
Outdoor Recreation	129
Political Science	125
Psychology	126
Reading.....	128
Rehabilitation and Mental Health Counseling	130
School Counseling.....	132
Sociology.....	133
Spanish	133
Special Education	133
Statistics	136
Course Load Limits	44
Course-Related Fees	22
Crime Report	11
Culminating Experience	42
Curriculum and Instruction Course Listings	115

D

Dating Violence Policy	10
Degree Works Plans	40
Department of Health Care Services.....	54
Department of Social Sciences and Cultural Studies	77
Dining Services.....	31
Disability Support Services.....	16
Discrimination, Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Stalking, and Retaliation Policy and Grievance Procedures	10
Diversity Center.....	15
Domestic Violence Policy.....	10
Dropping a Course.....	42

E

Early Childhood Course Listings	114
Economics Course Listings	114
Education, College of.....	84
College Mission	84
Convocation	90
Department of Educational Theory and Practice.....	91
Certificate in Teaching English to Speakers of Other Languages (TESOL).....	104
Certificate of Teaching and Learning Online.....	94
Graduate Endorsement in School Counseling.....	108
Master of Education Curriculum and Instruction Teacher Licensure Option	92
Master of Education Interdisciplinary Studies	101
Master of Education Interdisciplinary Studies Option.....	95
Master of Education Online Instructional Technologies	94
Master of Education Reading Option.....	100
Master of Education School Counseling.....	102
Master of Education School Counseling.....	103
Master of Science in Special Education Advanced Studies	96
Master of Science in Special Education Generalist.....	98
Supervisory Endorsements.....	105
Teaching Endorsement in Special Education (P-12)	107
Drug and Alcohol Course Requirement	86
Educator Oath	84
General Structure of Degree Programs	89
Graduate Advisor	89
Graduate Advisory Committee.....	89
Graduate Degree Programs	84
Indian Education for All.....	86
Montana Center for Inclusive Education.....	14, 84
Montana State University Cooperative Programs	85
Plan of Study.....	89
Professional Core	89
Teacher Education Program	85
Teacher Licensure Requirements	86
Transfer Credits	47
Educational Foundations Course Listings	117
Educational Theory and Practice, Department of.....	91
Admission Requirements	91
Emeritus Faculty	140
Endorsements	36
English Course Listings.....	118
Extended Campus.....	14
Extension Credits	47
Extracurricular Activities Recreational Activities	16

F

Faculty.....	9
Faculty, Emeritus	140
FAFSA	24
Family Housing	30
Fee Waivers.....	25
Fees	20
Academic Building	20
Academic Support Center	21
Application.....	22
Associated Students Activity	20

Athletic	21
Audit	22
Changes in Credit Load	22
Computer	20
Course-Related	22
Graduation	22
Health Insurance	21
Health Service	21
Late Registration	21
Library/Assessment	21
Non-Payment	21
Payment of	21
Recreational Activity	20
Refunds	22
Rehabilitation Counseling Field Insurance	22
Renewal and Replacement Equipment	20
Resident and Nonresident Building Renewal and Replacement	20
Resident Status	20
Returned Check Fee	23
Schedule Explanation	20
Student Union Fee	20
Technology Replacement	21
Transcript	23
Final Examinations	42
Finance Course Listings	119
Financial Aid and Scholarships	24
Assistantships	25
Consumer Information	27
Fee Waivers	25
General Eligibility Requirements	24
Loans	24
Refund Policy	27
Return of Title IV Funds Policy	27
Satisfactory Academic Progress Standards	27
Scholarships	26
Study Abroad	27
Summer Session	27
Teaching/Graduate Assistantships	25
Verification	27
Veterans' Benefits	25
What Does College Cost?	24
Work Study	25
Food Service	<i>See Dining Services</i>
Foundation, Montana State University Billings	16

G

General Admission Procedures for Graduate Students	36
Admission Test Scores	37
Advisors and Degree Works Plans	40
Application Deadlines	37
Denial of Admission	41
Non-Degree Graduate Status	38
Petition to Consider Exemptions	38
Special Graduate Admissions	39
Western Regional Graduate Program	40
German Course Listings	119
Glossary of Definitions	137–38
Grade Appeal Procedure	41
Grades Incomplete	44

Pass/No Pass	44
Point Assigning	44
Report	45
Transcripts	45
Work in Progress (T)	44
Graduate Assistantships	25
Graduate Committee	33
Graduate Endorsement in School Counseling	108
Graduate Faculty	9, 139
Graduate Programs other than Master's Degree Programs	36
Graduate Studies, Office of	33
Mission	33
Graduation Fee	22
Graduation Requirements	51

H

Harassment Policy	10
Health Administration Course Listings	119
Health Administration Program Admission Requirements ..	54
Health Administration Program Student Learning Outcomes	54
Health and Human Performance Course Listings	123
Health and Human Performance, Department of	57
Health Insurance	21
Health Plan	21
Health Services	17
History Course Listings	124
Housing Application	30
Human Subjects Protocol	48

I

Independent Study	47
Indian Education for All (IEFA)	86
Information Systems Course Listings	124
Information Technology	12
COE 401	13
Information Commons	13
International Studies	17
Internships	48
Intertribal Indian Club	15
Intramural Sports	16

J

Jackets and Company	16
---------------------------	----

K

KEMC Public Radio	17
-------------------------	----

L

Leave of Absence	43
Legal Services	32
Leisure Recreation	16

Library Services.....	12
Loans	24

M

Management Course Listings	124
Marketing Course Listings.....	125
Master of Education	
Curriculum and Instruction Teacher Licensure Option....	92
Online Instructional Technologies.....	94
Reading Option.....	100
Master of Education Interdisciplinary Studies Option ..	95, 101
Master of Education School Counseling Option.....	102, 103
Master of Health Administration	55
Master of Public Administration.....	79
Master of Science in Athletic Training	59
Master of Science in Clinical Rehabilitation and Mental	
Health Counseling	67
Master of Science in Psychology	83
Master of Science in Public Relations	71
Master of Science in Special Education Advanced Studies	
Option.....	96
Master of Science in Special Education Advanced Studies	
Option Applied Behavior Analysis Emphasis	97
Master of Science in Special Education Advanced Studies	
Option, Special Education Emphasis.....	96
Master of Science in Special Education Generalist.....	98
Master of Science Interdisciplinary Studies Exercise and	
Sport Leadership Option.....	64
Math Course Listings.....	124
Mathematics.....	<i>See Statistics</i>
Montana Center for Inclusive Education	14
Montana Teacher of the Year Tuition Waiver	52
MSU Billings Online University.....	14
MSU Billings, Description of	8
MSU Billings, History	8
Multiple Degree Programs	36

N

Native American Achievement Center	15
--	----

O

OCI	<i>See Community Involvement</i>
Office of Information Technology.....	12
Online University.....	14
Outdoor Recreation Course Descriptions.....	129

P

Parking Permit	22
Petition to Waive Graduate Requirements/Policies	50
Physical Education Facility.....	16
Plan of Study	<i>See Degree Works Plans</i>
Political Science Course Listings.....	125
Psychology Course Listings.....	126
Public Radio	17

R

Reading Course Listings	128
Recreational Activities	16
Registration	
Late	42
Procedures.....	42
Rehabilitation & Mental Health Counseling Course Listings	
.....	130
Rehabilitation and Human Services, Department of.....	65
Rehabilitation Counseling Field Insurance Fees	22
Repeated Courses	42
Research Protocol.....	48
Residence Halls	30
Residence Life and Housing.....	30
Resident Fee Status, Determination.....	20
Retaliation Policy	10
Returned Check Fee	23

S

Safety & Security	11
Satisfactory Academic Progress	42
Scholarships	25–27
School Counseling Course Listings.....	132
Second Degree	36
Sexual Misconduct Policy	10
Sociology Course Listings.....	133
Spanish Course Listings	133
Special Education Course Listings	133
Stalking Policy	10
Statistics Course Listings	136
Student	
Residence Life and Housing	30
Rights, Responsibilities and Conduct.....	29
Student Activities Board	32
Student Affairs	29
Community Involvement	32
Mission	29
Residence Life and Housing	
Housing Application	30
On-Campus Requirement	31
Student Computing Resources	13
Student Health Insurance.....	17
Student Health Services.....	17
Student Learning Outcomes	8
Student Organizations	32
Associated Students	32
Student Resolution Officer	42
Summer Session	14
Supervisory Endorsement	
Reading	105
Special Education.....	106

T

Teacher Licensure	36
Teaching Endorsement in Special Education	107
TESOL Certificate.....	<i>See Certificate in Teaching English to</i>
Speakers of Other Languages (TESOL)	
The Retort	32

Thesis.....	49
Time Limit.....	50
Time Limit and Update Process for the Graduate Degree	
Programs	50
Transcript Fee	23
Transcripts	45
Transfer Credits	46
College of Allied Health Professions	46
College of Arts and Sciences.....	47
College of Education	47

U

University Calendar.....	2
University Facilities and Support Services	12
University Policies.....	10
Update Courses Process.....	50

Urban University	8
------------------------	---

V

Veterans' Benefits	25
--------------------------	----

W

Welcome from the Chancellor	5
Welcome from the Office of Graduate Studies	6
Western Regional Graduate Program	40
What Does College Cost?	24
Withdrawal Procedures From the University	42
Withdrawal from a Course	42
Work Study	25