

GRADUATE PROGRAMS

SCHOOL OF ARTS
 MASTER OF EDUCATION
 MASTER OF ARTS IN CATHOLIC STUDIES
 MASTER OF ARTS IN TEACHING
 MASTER OF SCIENCE IN EDUCATIONAL LEADERSHIP

SCHOOL OF BUSINESS
 MASTER OF BUSINESS ADMINISTRATION

SCHOOL OF ENGINEERING
 MASTER OF ENGINEERING MANAGEMENT
 MASTER OF SCIENCE IN ENGINEERING MANAGEMENT

GRADUATE ADMISSIONS POLICIES

A bachelor's degree or its equivalent from an accredited American college or university or from a foreign institution of acceptable standing is required for admission. Each applicant is admitted on the presumption that a bachelor's degree or its equivalent will be earned by the time of graduate matriculation, or the student's admission is void.

Applicants for admission to a master's degree program at Christian Brothers University should demonstrate a high promise of success and should submit:

1. One official transcript of previous academic credits from each of the colleges or universities previously attended (official transcripts submitted that are not in English will require an official translation);
2. Two letters of recommendation from former teachers or immediate supervisors qualified to attest to the applicant's preparation for and ability to do graduate study; or, in the case of a licensure candidate, those who can attest to the individual's capability to become a teacher;
3. A completed Graduate School Application Form with application fee;
4. (Foreign Applicants Only) scores from the TOEFL if English is not their native language or was not the language of instruction for their baccalaureate degree (a proficiency in English at least the equivalent to a TOEFL score of 500 paper-based, 173 computer-based, 61 internet-based must be demonstrated);
5. Official test scores from GMAT, GRE, or PPST, for the M.A.T. Program or proof of previously attained graduate work or completed professional examination by the discretion of the MBA Director for the M.B.A. program, GRE for the M.E.M. and M.S.E.M. programs, GMAT, GRE, or strong PRAXIS II scores for the M.Ed. or M.S.E.L. programs. The GMAT and GRE may not be required for those seeking the M.Ed. or M.S.E.L. degree if the undergraduate cumulative average is 3.0 on a 4.0 scale, if the individual already holds a graduate degree, or if the individual is already a fully licensed professional teacher in the State of Tennessee;
6. And any other requirements set by a specific graduate program;

Applicants for admission for non-degree status are required to submit a completed Graduate School Application Form and one official transcript of all previous academic credits from each of the colleges and universities attended. Permission of the graduate director over the course area is required before the special graduate status will be granted. Because students admitted to this status are not officially admitted to a degree program, they are not eligible for federal financial aid. Students wishing to become degree seeking must reapply through the appropriate admission office and meet all the admission requirement for a regular, degree-seeking student. Requirements and regulations prevailing for the semester of formal admission to a graduate program will govern the student's program.

Students unable to submit an official transcript from each previous college or university attended have the first semester to submit the required documents if they submit the minimum requirements which follow:

1. Graduate Student Application
 2. One official transcript providing evidence of a bachelor degree awarded from a regionally accredited college or university in the United States or have acceptable proof of an equivalent degree from a foreign institution
 3. Any other materials required by the graduate department
- Students in this status must complete the admission process within the first semester by providing all official transcripts from every university attended along with any additional credentials specified by the graduate program director. If all the transcripts and specified credentials are not received by the end of the first semester, the student will not be allowed to continue.

Falsification of admission records by the student is grounds for immediate dismissal.

Each applicant will be notified officially of the results of their application by a letter from a Graduate Program Director. Official acceptance to the Graduate Program in a specific academic year is granted only by a Graduate Program Director.

GRADUATE ACADEMIC POLICIES

BASIC REQUIREMENTS

In addition to the following general graduate programs requirements, individual programs may have additional standards in their Graduate Program Publications.

Students are expected to know their program requirements. It is ultimately the student's responsibility to follow the guidelines established in the catalog and brochures concerning the completion of their degree.

Once a student graduates from a master's program and the graduation GPA is locked in, a grade change cannot be made. Courses from one master's earned at Christian Brothers University cannot satisfy the requirements for another master's at Christian Brothers University unless the course requirements or courses overlap.

Graduating students only have three business days after the official graduation date to remove an incomplete grade. If this is not done, the student's graduation date is postponed, and the student must refile for graduation. If a student fails to do this, his/her graduation date will be delayed. It will be the graduation date after the form is completed and all course work is completed.

CREDIT HOURS FOR GRADUATION

A minimum of 30 semester hours at or above the 600 level is required for a master's degree. Students may earn up to six of these credit hours by completing a thesis.

TIME LIMITS FOR DEGREE ELIGIBILITY

A student normally completes all requirements for the master's degree within three years of initial enrollment. The degree must be completed within five years of initial enrollment.

ADVISOR

Each graduate student will be assigned an academic advisor to coordinate the student's studies toward the completion of the degree. The advisor is usually the Director of the program. The Director may, however, assign students to other faculty members.

COMPREHENSIVE EXAMINATION

A written and/or oral comprehensive examination may be required by individual degree programs.

CLASSIFICATION OF STUDENTS

An applicant may seek admission to a degree program or to the status as a special student. Degree students are those working for a master's degree at Christian Brothers University. An applicant for special status may be admitted as a conditional student or as a visiting student.

Degree Student: A degree student is one who has been admitted to a graduate program.

Full-Time Student: One who registers for nine or more credit hours of course work in any semester.

Part-Time Student: One who does not qualify as a full-time student.

Special Student: A special student is one who is admitted conditionally or is a visiting student and is not eligible for financial assistance. No more than 15 hours may be accumulated as a Special Student. Credit earned under the special graduate status - but none that has been earned at another institution (transfer credit) - will be officially recorded. This credit may be applied toward degree requirements if a student later is admitted to a degree program and if the credit is appropriate to the degree objective. However, admission as a special graduate student in no way assures subsequent admission to a degree program.

Conditional: One who has not satisfied all of the admissions requirements but who is allowed to take approved courses while completing the admissions prerequisites. The graduate programs in the Department of Education will no longer accept students on a conditional basis.

Visiting: One who is normally a degree student at another college or university who enrolls for credit in selected courses at Christian Brothers University. A letter from the visitor's college or university certifying official that the student is in good standing is required along with an official copy of a transcript. A visiting student is not eligible for financial assistance.

STUDENT RESPONSIBILITY

It is the student who is ultimately responsible for knowing and following the courses and graduation requirements published in this catalog. The student is also responsible for becoming familiar with the academic policies, curriculum requirements and associated deadlines as outlined in the catalog, whether it is in hard copy or posted to the University Web site. Although the academic advisor is there to aid the student with matters related to their program of study, it is ultimately the student's responsibility for meeting all stated requirements for the degree and the policies associated with the degree. The student is also responsible for any changes that might occur that are posted in the CBU Connection, sent through the official CBU email address, or posted to the University Web site, as these are the primary forms of communication with all students.

COURSE NUMBERING

No credit for courses below the 600 level is allowed towards a graduate degree.

GRADUATE GRADES

Listed below are the graduate grades and corresponding number of quality points per credit hour.

GRADE	QUALITY POINTS	MEANING
A	4.0	Excellent
B+	3.5	
B	3.0	Good
C+	2.5	
C	2.0	Pass
P	0.0	Pass (Master of Education-Student Teaching)
F	0.0	Failure
FA	0.0	Failure - Excessive Absences
FN	0.0	Failure - Never Attended
I	0.0	Incomplete (until removed)
AU	—	Satisfactory Audit
UA	—	Unsatisfactory Audit
W	—	Withdraw

QUALITY POINTS are used to compute the student's grade point average (GPA). The GPA is the ratio of accumulated quality points to accumulated earned semester credit hours.

Only graduate courses earned at the 600 level or above at Christian Brothers University are included in the computation for graduation.

The **WITHDRAWAL GRADE "W"** is given for a course taken by the student who is allowed to withdraw from the course after the add/drop period and before the end of the withdrawal period. The last day for withdrawing from a course is listed in the University Calendar posted on the CBU web site.

The INCOMPLETE GRADE "I"

Instructors will penalize a student for failing to submit required work. Alternatively, an instructor may agree to give a student a temporary grade of "I" if asked by the student in a timely fashion. Instructors are under no obligation to agree to give a grade of "I." The grade of "I" can only be given after the student, the instructor and the dean of the particular school in which the incomplete grade is being given sign an "Incomplete Contract" specifying the work to be completed and return it to the Registrar's Office for the posting of the incomplete grade. Incompletes can only be given if the paperwork is completed at least one week prior to the deadline for entering grades. Exceptions to this deadline may only be made by the Associate Registrar. These will only be granted for a documented illness, a serious family emergency, or another issue of comparable magnitude. Requests made by students for an exception to this deadline must be received by the Associate Registrar by the last day of exams. The "I" grade will not be computed in the GPA. When the "I" is changed to a grade, that grade will be calculated into the GPA, and the "I" will show next to the new grade. The "I" grade does not satisfy the prerequisite if the course is needed to the continue to the next course. The grade is changed to and "I/F" if all the work is not completed by the midterm of the following semester for day courses or the end of the following term for evening courses. The "Incomplete Contract" form is located on the website at <http://www.cub.edu/cbu/resources/RegistrarsOffice/Forms/index.htm>.

Failure to attend a class or ceasing to attend a class does not constitute a drop, and a grade of "F" will be recorded.

GRADE CHANGES

Grade changes for prior semesters submitted after the mid-point of the following semester will require the faculty member's signature as well as the signature of the Graduate Program Director and Dean of the school before the grade change can be processed by the Registrar's Office.

Students who are graduating may not have a grade changed once the graduation is finalized and the graduating GPA is locked in. Graduating students only have three business days after the official graduation date to remove an incomplete grade and graduate. If this is not done, the student's graduation date is postponed, and the student must refile for graduation.

GRADE APPEALS

A student who has evidence that he or she has been assigned a final grade in a capricious, prejudicial, or arbitrary manner may appeal the assigned grade within two weeks after the beginning of the subsequent academic semester (or term). The student should file for a grade appeal formally in the Academic Affairs Office. Then, the student should discuss the grade in question with the instructor involved. If not satisfied, the graduate student should discuss the situation with his or her graduate director. The student should discuss the matter with the Graduate Director if s/he is still not satisfied. If no resolution is reached, the student should refer the matter to the Dean of the appropriate school. If the matter remains unresolved, the student may then appeal the case to the Grade Appeals Committee. The judgment of the Committee is final.

REPEATING COURSES

A graduate course may be repeated only once (a total of two enrollments) in an attempt to improve the grade. The last grade received in a course is used in the calculation of the student's grade point average. A student may not repeat any course off-campus that has been previously attempted.

COURSE AUDITS

A student may earn the grade of "AU" for a satisfactorily completed course audit. The "AU" grade has neither quality points nor credit hour values.

MINIMUM GRADE REQUIREMENTS

Graduation from a graduate program requires a cumulative GPA of 3.0 or better.

CONTINUATION IN PROGRAM

All participants are expected to maintain a grade point average of 3.0 or higher on a 4.0 point grade scale. Persons who fail to attain and maintain the 3.0 GPA may be allowed to continue in the program on a probationary basis. Failure to remove the probationary condition within two semesters will cause the participant to be dismissed from the program. A person dismissed from the program may reapply after being out of the program for one academic year. Each graduate director will monitor the performance of students enrolled in the respective graduate program.

EXPERIENTIAL ASSESSMENT

Students may apply for and be granted college-level credit for knowledge and understanding related to the student's degree program and gained from work-site or other experiences. Documentation is evaluated for credit by the department chair who teaches in the area in which credit is sought. The student must submit all appropriate documentation to the Director of Graduate and Professional Studies along with the "Experiential and Non-Credit Learning Assessment" application and the application fee. The department chair will complete the evaluation form detailing what, if any, credit should be awarded and then forward the material back to the Director of Graduate and Professional Studies. Upon payment of appropriate fees the Registrar's Office will be notified to post the credit. The credit awarded will not be posted to the student's transcript until the student has earned 12 hours of academic credit at Christian Brothers University.

GRADUATION

Christian Brothers University has only one Graduation Ceremony a year in May, although there are three official graduation dates. Students may graduate in May, August, or December. Only those students who can complete their course work in within the academic year of the graduating ceremony can walk. Graduating students also have three business days after the official graduation date to remove any Incomplete grades, send in any transcripts from other universities, or to have a grade changed in order to be graduated for a particular graduation date. Once a student is graduated, his or her cumulative graduating GPA is locked in and no grade change can be made. Once a student graduates and wants to come back to CBU to take additional

courses or enter another program, he or she must contact the Graduate and Professional Studies Office and reapply for the new program. Students must file an online "Intent-to-Graduate" form on the Registrar's Web page. If the deadline is not met, a \$50.00 non-refundable late fee is assessed and the student will be graduated the next available graduation date.

ATTENDANCE

Any student who has missed a total of eight (8) hours of class time may be given a grade of "F" after the last day to withdraw from classes has passed. All students are expected to attend class beginning with the first class meeting. Students taking courses in the 8-week accelerated programs should plan to attend the first class meeting as each class is equivalent to one week of class time.

TRANSFER CREDITS

A student may transfer credits earned at another accredited college or university only if:

1. the student is a degree student,
2. the courses to be transferred are graduate courses appropriate to the Christian Brothers University graduate program,
3. prior courses were completed within five years before admission to the Christian Brothers University graduate program,
4. grade of "B" (3.0 on a scale of 4.0) or better was achieved, and
5. the transfer is recommended by the Graduate Director and notification sent to the Registrar's Office.

A maximum of nine semester credit hours with grades of B or better may be transferred from another college or university.

EARLY ADMISSION

Undergraduate students may be admitted to the graduate program during the final semester of their senior year as **CONDITIONAL STUDENTS** subject to completion of the undergraduate requirements. The granting of graduate credit is given upon completion of the course. An undergraduate student wishing to use the graduate credit as part of their total number of hours for the undergraduate degree may not use that course as part of the master's program. Students in their last semester of undergraduate coursework may take up to six hours of graduate work.

Early admission to the M.A.T. Program will only be granted if the student has made an application including test scores and other items as outlined on page 172.

WITHDRAWAL FROM CLASS OR THE UNIVERSITY

All withdrawals, both complete and partial, must be submitted to the Office of the Registrar by the student. A student must notify the Office of the Registrar of the withdrawal by completing the online "Withdrawal" form on the Registrar's Web page. Anyone requesting a "complete withdrawal" will be required to come to the Registrar's office to secure the necessary signatures to complete the withdrawal process.

The date on the official form will count as the official date of notification for processing the withdrawal. The instructor will be contacted for the date of last attendance, but the official notification date for processing the withdrawal will be the date of notification. This is the date that will be used by all offices for processing the withdrawal and any possible refunds. See Withdrawal Policies on the CBU Business Office web page.

TUITION REFUND

Tuition refund policies are the same as given for the undergraduate program on Page 18-19.

OBTAINING A SECOND MASTER'S DEGREE AT CBU

Any student interested in completing a second master's degree at CBU can do so (at the discretion of the Program Director of the particular program) by taking an additional 21-26 graduate credit hours.

Program directors of each program will specify which additional courses must be taken to fulfill additional credit hour requirements. Admission policies and procedures are the same as those for any student applying to the program, except that an application fee is not required.

Grades for the courses being credited toward the second degree program will be used to calculate the GPA for both degrees. Students must have at least a 3.0 cumulative graduate grade point average for the required courses in each of the programs. Students seeking a second degree are subject to the policies and procedures of each degree program.

For those students seeking a second degree in the MED and MSEL programs, a minimum of 21 hours must be completed in the second degree program.

GRADUATE EXPENSES PER SEMESTER 2011-12

Tuition

Master of Business Administration, per semester hour (includes books and meals)	\$650.00
Master of Engineering Management, per semester hour (includes books and meals).....	\$650.00
Master of Education, per semester hour	\$500.00
Master of Arts in Teaching, per semester hour.....	\$500.00
Master of Science in Educational Leadership, per semester hour	\$500.00
Master of Science in Engineering Management (includes books and meals)	\$650.00
Master of Arts in Catholic Studies.....	\$365.00

OTHER FEES

Application Fee, all programs excluding Graduate Education (payable only once) Non-Refundable	\$50.00
Application Fee, Graduate Education (payable only once) Non-Refundable	\$35.00
Late Registration, Non-Refundable.....	\$150.00
Technology Fee	\$70.00
Intern/Student Teaching Fee	\$150.00
Alternative Licensure Type I/II Fee.....	\$625.00

M.S.E.L. Administrative Internship Fee.....	\$100.00
M.S.E.L. Practicum Fee.....	\$625.00
Experiential Credit Assessment Fee.....	\$50.00
Experiential Credit Posting Fee.....	\$100.00
Experiential Credit Graduate, per credit hour fee.....	\$150.00
Returned Check Charge.....	\$30.00
Graduation Fee (payable once per degree, non-refundable).....	\$75.00

For further information about each Master's Program, please contact the Graduate and Professional Studies office at (901) 321-3291.

All tuition and fees are subject to change at any time when circumstances so warrant. Information on indirect costs (books, transportation, etc.) is available in the Student Financial Assistance Office.

GRADUATE PROGRAMS IN EDUCATION

— SCHOOL OF ARTS —

ADMINISTRATION

DR. PAUL A HAUGHT, *Dean*

DR. RICHARD POTTS, *Chair, Department of Education*

DR. WENDY ASHCROFT, *Director of Field Experience*

DR. SAMANTHA M. ALPERIN, *Director of Graduate Education*

FACULTY

SAMANTHA M. ALPERIN, *Associate Professor*

B.S.B.A., University of Tennessee; M.A.T., The University of Memphis;
Ed.D., University of Memphis

WENDY ASHCROFT, *Assistant Professor*

B.A., Rhodes College; M.E.D., Memphis State University; Ed.D., Memphis State University

ELLEN S. FAITH, *Professor*

B.A., Regents College; M.A., Vermont College; Ed.M., Ed.D., Harvard University

RICHARD POTTS, *Assistant Professor*

B.A., Southern Illinois University; M.Ed., M.A., and Ed.D., The University of Memphis

BROTHER MICHAEL A. SCHMELZER, *Assistant Professor*

B.A., Christian Brothers College; M.A.T., St. Mary's College;
Ph.D., The Ohio State University

NANCY WILDER, *Visiting Assistant Professor*

B.S., M.Ed., The University of Memphis

MISSION

GRADUATE PROGRAMS IN EDUCATION at Christian Brothers University aim to engage men and women in a self-reflective process of lifelong learning characterized by integrity, competence, compassion, creativity, and leadership. The goals of the graduate programs in education are to prepare individual educators to reflect the values and traditions of the Christian Brothers, to work effectively and collaboratively in rapidly changing schools and related settings, and to prepare educators and others for positions of leadership. Education programs at the graduate level include the Master of Arts in Teaching (M.A.T.) for initial teaching licensure with a choice of three concentrations; the Master of Education (M.Ed.) for advanced professional development; the Master of Science (M.S.) in Educational Leadership; and the LANCE program, a Catholic teacher-service program that combines graduate study, spiritual development, and community living for teachers in the Catholic schools.

GRADUATE PROGRAMS IN EDUCATION

Non-degree programs at the graduate level also include post-baccalaureate teaching licensure; post-master's licensure in beginning and advanced school administration and supervision; second endorsement options; and the master's plus 30, a post-master's option for individuals wanting to take additional graduate credit hours to advance on their school's salary scale. Performance Learning Systems (PLS) and Christian Brothers University have created a partnership to provide graduate level courses for classroom teachers. Students must register and pay fees directly to PLS. For more information about courses that are offered via this partnership, please go to the PLS website: www.plsweb.com

MASTER OF ARTS IN TEACHING (M.A.T.) PROGRAM

The Master of Arts in Teaching (M.A.T.) program is designed to provide initial teaching licensure at the following levels, Early Childhood (Pre-K - 3), Elementary (K-6), Middle School (4-8), Secondary (7-12), Special Education (K-12), and Visual Arts (K-12). The M.A.T. program admits only those individuals who wish to earn an initial teaching license and a graduate degree simultaneously.

Candidates for both degree and initial teaching licensure face additional requirements because of licensure. Tennessee requires that all individuals seeking initial teaching licensure must provide evidence of a strong general education and mastery of a major in the arts or sciences earned at the undergraduate level. State and national standards for initial teaching licensure may mandate that an individual complete undergraduate deficiencies in either general education or a major area in the arts or sciences in addition to required graduate credit hours.

Licensure requirements include the successful completion of undergraduate or other content deficiencies, field experiences, and internal and external assessments, including the Praxis II tests. Completion of coursework for the degree must be complemented by successful completion of all licensure requirements before CBU recommends for the license. Praxis II tests vary with the licensure track, but students must meet the milestones of passing content knowledge test for each licensure track as well as the PLT (Principles of Learning and Teaching) test that is appropriate to the age group of each licensure track before a student is allowed to Student Teach or Intern Teach. Student and Intern Teaching must be taken in the final semester; no classes should be taken after the student/intern teaching semester.

COMMON REQUIREMENTS FOR ALL M.A.T. PROGRAM CONCENTRATIONS

EDFD 600 and CIED 600. Professional Foundations I and II	6 hours
EDDL 630. Educating Special Needs Learners.....	3 hours
CIED 609. Classroom Management	3 hours
CIED 671. Portfolio and Practicum I.....	1 hour
CIED 672. Portfolio and Practicum II	1 hour
CIED 673. Teaching Practicum III	4 hours
CIED 674. Professional Seminar and Portfolio III.....	1 hours
Total for Common M.AT. Requirements.....	19 hours

ADDITIONAL COURSES REQUIRED FOR THE ELEMENTARY EDUCATION CONCENTRATION

EDFD 615. Child Development and Learning	3 hours
READ 605. Curriculum and Methods in Reading/Language Arts, K-3	3 hours
READ 606. Curriculum and Methods in Reading/Language Arts, 4-8.....	3 hours
CIED 622. Curriculum and Methods in Mathematics, Pre-K-8.....	3 hours
CIED 611. Curriculum and Methods in Science, Pre-K-8	3 hours
CIED 612. Curriculum and Methods in Social Studies, Pre-K-8.....	3 hours
CIED 615. Rhythmic Activities and Games.....	1 hour
CIED 624. Creative Expression In Elementary Schools, Pre-K-6	1 hour
Total for Additional Elementary Concentration Courses	20 hours

ADDITIONAL COURSES REQUIRED FOR THE MIDDLE GRADES CONCENTRATION

CIED 604. Strategies for Differentiating Instruction in 4-8 and 7-12 Classrooms.....	3 hours
EDFD 617. Adolescent Development and Learning.....	3 hours
CIED 627. Middle School Strategies.....	3 hours
READ 606. Curriculum and Methods in Reading/Language Arts, 4-8.....	3 hours
Curriculum and Methods, choose two courses from CIED 611, 612, 622, READ 628.....	6 hours
READ 629. Literacy Across the Curriculum.....	3 hours
Total for Additional Middle Grades Concentration Courses.....	21 hours

ADDITIONAL COURSES REQUIRED FOR THE SECONDARY CONCENTRATION

EDFD 617. Adolescent Development and Learning.....	3 hours
CIED 630. Curriculum and Assessment in Secondary Schools.....	3 hours
READ 629. Literacy Across the Curriculum.....	3 hours
Curriculum and Methods, choose one course from CIED 633, 634, 635, 636, 637, 638.....	3 hours
Electives	6 hours
Total for Additional Secondary Concentration Courses.....	18 hours

ADDITIONAL COURSES REQUIRED FOR THE SPECIAL EDUCATION CONCENTRATION

**note: all common requirements are the same except those seeking special ed licensure do not take CIED 609.*

EDDL 633. Direct Instruction to Exceptional Learners	3 hours
EDDL 634. Models of Instruction for Exceptional Learners	3 hours
EDDL 640. Special Education Assessment,.....	3 hours
EDDL 638. Specialized Classroom Management	3 hours
EDDL 651. Family Consultation and Support.....	3 hours
EDDL 631. Inclusion Strategies for Science and Social Studies.....	3 hours
Total for Additional Special Education Concentration.....	18 hours

ADDITIONAL COURSES REQUIRED FOR THE VISUAL ART CONCENTRATION

EDFD 615. Child Development and Learning	3 hours
EDFD 617. Adolescent Development and Learning.....	3 hours
READ 629. Reading and Writing Across the Curriculum.....	3 hours
CIED 638. Teaching Visual Arts, K-12	3 hours
Total for Additional Art Concentration Courses.....	12 hours

ADDITIONAL COURSES REQUIRED FOR THE EARLY CHILDHOOD CONCENTRATION

ECED 630. Child Development and Learning***	3 hours
READ 605. Curriculum and Methods in Reading/Language Arts, Pre-K-3.....	3 hours
ECED 631 Methods of Teaching Early Childhood Education.....	3 hours
CIED 622. Curriculum and Methods in Mathematics, Pre-K-8.....	3 hours
CIED 611. Curriculum and Methods in Science, Pre-K-8	3 hours
CIED 612. Curriculum and Methods in Social Studies, Pre-K-8.....	3 hours
CIED 615. Rhythmic Activities and Games.....	1 hour
CIED 624. Creative Expression, Pre-K-6	1 hour
Total for Additional Early Childhood Concentration Courses.....	20 hours

MASTER OF ARTS IN TEACHING (M.A.T.) TRANSITION LICENSURE OPTION

The alternative licensure options for the M.A.T. degree at Christian Brothers University are not available to all candidates for the M.A.T. The individual applicant for a transition licensure program, as required by the State of Tennessee, is jointly selected for admission into the program simultaneous with an offer of employment as a teacher of record into a school district, system, or school with which Christian Brothers University has established a particular partnership. Those admitted to a transition licensure program are part of a cohort and must proceed at the same pace as other cohort members to maintain eligibility for the program. The M.A.T. program for transition licensure differs from the regular M.A.T. in that supervised field experience occurs over the whole of the program, rather than through a culminating experience. While all other common courses and requirements for a particular concentration are the same, M.A.T. candidates in a transition licensure program take a series of practical courses in conjunction with their status in the program. Each course holds zero credits, however a fee is attached to each course.

MASTER OF EDUCATION (M.ED.) PROGRAM

The Master of Education (M.Ed.) program is designed primarily for the advanced professional development of already-licensed teachers. Concentrations in the M.Ed. degree may be used to achieve additional endorsements in several licensure areas. Additional endorsements blend core M.Ed. degree requirements with the specific coursework required for the endorsement. A minimum of 32 graduate credit hours is required to award the M.Ed. degree.

COMMON REQUIREMENTS FOR ALL M.ED. PROGRAM CONCENTRATIONS

LEAD 601. The Teacher as Leader: Renewing the Profession.....	3 hours
LEAD 615. Strategies for Whole School Renewal.....	3 hours
EDFD 602. Professional and Portfolio Development	1 hour
EDFD 639. Mid-Point Assessment and Portfolio Development.....	2 hours
EDFD 640. or EDFD 641 Inquiry Course	3 hours
EDFD 675. Capstone Project	4 hours
Subtotal.....	16 hours
Any combination of CIED, EDDL, READ, LEAD, or EPLS courses	15 hours
TOTAL FOR DEGREE.....	32 hours

ADDITIONAL COURSES REQUIRED FOR ADDITIONAL ENDORSEMENTS

Additional courses for additional endorsements are selected from among licensure requirements used for the M.A.T. initial licensure concentrations and are chosen with respect to the teacher's previous coursework in professional education, professional goals, and the State of Tennessee's guidelines for additional endorsements. *Additional endorsement programs include the successful completion of content deficiencies, field experiences, and internal and external assessments, including the Praxis II tests. Completion of coursework for the M.Ed. must be complemented by successful completion of all additional requirements before CBU recommends for the additional endorsement.*

MASTER OF SCIENCE (M.S.) IN EDUCATIONAL LEADERSHIP

The Master of Science (M.S.) degree in Educational Leadership prepares individuals for roles in administration, supervision, and school leadership in K-12 settings. The courses and modules in this degree program are designed to meet standards for the Tennessee Instructional Leadership Licences in Tennessee. The program leading to the M.S. degree in Educational Leadership requires a minimum of 31 graduate credit hours.

M.S. IN EDUCATIONAL LEADERSHIP

LEAD 605. Policy Perspectives for Educators	3 hours
LEAD 607. School, Parent and Community Partnerships	3 hours
LEAD 610. Exploring School Leadership	3 hours
LEAD 615. Strategies for Whole School Renewal	3 hours
LEAD 620. Supervision and Teacher Development	3 hours
LEAD 625. Managing the Modern School	3 hours
EDFD 640. Educational Research.....	3 hours
EDFD 675 Capstone Project	4 hours
Elective, chosen with advisor	3 hours
LEAD 674 Administrative Internship.....	3 hours
LEAD 661 Leadership Practicum I.....	0 hours
LEAD 662 Leadership Practicum II	0 hours

TENNESSEE INSTRUCTIONAL LEADERSHIP LICENSURE PROGRAM (Fast Track Leadership Program)

The Tennessee Instructional Leadership Licensure program prepares individuals for roles in administration, supervision, and school leadership in K-12 settings. The courses and modules in this licensure program are designed to meet standards for the Beginning Tennessee Instructional Leadership License in Tennessee. The program requires individuals to already possess a masters degree. It requires 18 hours of graduate credit hours.

LEAD 605. Policy Perspectives for Educators	3 hours
LEAD 610. Exploring School Leadership	3 hours
LEAD 615. Strategies for Whole School Renewal	3 hours
LEAD 620. Supervision and Teacher Development	3 hours
LEAD 625. Managing the Modern School	3 hours
LEAD 661 Leadership Practicum I.....	0 hours
LEAD 662 Leadership Practicum II	0 hours
LEAD 674 Administrative Internship.....	3 hours

GRADUATE PROGRAM IN ARTS

— SCHOOL OF ARTS —

ADMINISTRATION

DR. PAUL A HAUGHT, *Dean*

DR. J. BURTON FULMER, *Director of Catholic Studies Program*

THE MASTER OF ARTS IN CATHOLIC STUDIES has as its major goal the broadening and deepening of the understanding of the Catholic faith through the study of Catholic theology and the interdisciplinary study of Catholicism's influence in the world. The program offers systematic and critical exploration of the diverse ways in which the Catholic tradition informs theology, culture, institutions, and identity.

The study of the Catholic faith will help individuals develop an intellectual and academic approach to Catholicism which does justice to the richness and profound truth of Catholicism as a Christian religious tradition. An additional goal is that through the study of Catholicism, individuals will come to understand and deepen their knowledge and love of God, seek the well-being of humankind, and provide well-reasoned motives for the practice of Christian principles. This program will help prepare students for diverse ministries, such as primary and secondary school religion teaching, religious education in parish settings, pastoral leadership, and social service.

The degree is a 30-hour degree program with the courses being offered on the CBU campus on weekends. Students must take nine of the ten courses listed below as well as MACS 699 Thesis. Students are assigned a final paper or thesis that is based on one of the students' ten term papers. The students are advised and graded jointly by the director and the professor for whom the originally wrote the paper.

CATHOLIC STUDIES CURRICULUM

MACS 600. Catholic Thought and Culture Through the Ages	3 hours
MACS 610. Catholic Biblical Studies.....	3 hours
MACS 650. Theology of Sacraments and Worship.....	3 hours
MACS 690. Ecclesiology and Ministry	3 hours
MACS 640. Christology.....	3 hours
MACS 620. Catholic Spirituality	3 hours
MACS 670. Catholic Social Ethics	3 hours
MACS 630. God and the Human Person	3 hours
MACS 660. Moral Theology	3 hours
MACS 680. Catholicism and other Faith Traditions.....	3 hours

GRADUATE PROGRAM IN BUSINESS

— SCHOOL OF BUSINESS —

ADMINISTRATION

DR JOHN M. HARGETT, *DEAN*

DR. M. SCOTT LAWYER, *Director of Master of Business Administration Program*

FACULTY

DALE G. BAILS, *Professor of Economics*

B.S.B.A., University of South Dakota; M.A., University of Missouri;
Ph.D., University of Nebraska

DANIEL M. BRANDON, JR., *Professor of Management Information Systems*

B.S., Case-Western Reserve University; M.S., Ph.D., University of Connecticut

ROBERT L. BRITTINGHAM, *Professor of Economics*

B.A., St. Mary's College; M.S. in C.; Ph.D., St. Louis University

BJOERN CLAASSEN, *Assistant Professor of Finance*

B.B.A., University of Georgia; M.B.A. in Finance, Kennesaw State University; Ph.D., University of Mississippi

JUDY RAMAGE LAWRENCE, *Professor of Accounting*

B.B.A., Memphis State University; M.S., University of Arkansas;
D.B.A., Nova Southeastern University; C.P.A.

R. CAYCE LAWRENCE, *Associate Professor of Management*

B.A., St. Meinrad College; M.B.A., Memphis State University; Ph.D., University of Arkansas

M. SCOTT LAWYER, *Associate Professor of Law*

B.P.A., J.D., University of Mississippi

FRANK M. MARION, *Professor of Marketing*

B.S.Ch.E., South Dakota School of Mines & Technology;
M.B.A., Baldwin Wallace College; D.B.A., Memphis State University

JAMES PARKER, *Professor*

B.B.A., M.A., J.D., Memphis State University; M.L.T., Emory University

REGINALD PEYTON, *Professor of Marketing*

B.S., Christian Brothers College; D.B.A. Memphis State University

SARAH T. PITTS, *Professor of Finance*

B.S., Lenoir Rhyne College; M.B.A., J.D., University of Houston

KRISTIN O. PRIEN, *Professor of Management*

A.B., Mount Holyoke College; M.B.A., Ph.D., University of Memphis

JAMES T. RHODES, *Associate Professor of Management*

B.S., Morningside College; M.B.A., Memphis State University; C.P.I.M.

LAWRENCE J. SCHMITT, *Professor of Management Information Systems*

B.B.A., M.B.A., Ph.D., University of Memphis

BEVALEE B. VITALI, *Associate Professor of Management*

B.B.A., M.B.A., University of Central Arkansas; Ph.D., University of Memphis

MASTER OF BUSINESS ADMINISTRATION PROGRAM

The School of Business offers a 35-hour course of study leading to the Master of Business Administration (MBA) degree. To differentiate this program from the former MBA program, the course designations for the new program carry the prefix CMBA, for Cohort MBA, as opposed to the prior designations of MMGT, MACC, MMKT, MFIN, MITM, and MECO. The core curriculum consists of eight courses, preceded by a two hour orientation course (which is a prerequisite for the remaining eight courses). In addition, a student must complete three elective courses to obtain a graduate certificate in one of several specializations and has the option of taking the MBA Certification Examination after completing his/her degree requirements. An applicant to the MBA program must demonstrate acceptable scores on either the GMAT or GRE examinations or proof of previously attained graduate work or completed professional examination by the discretion of the MBA Director. A student may be able to transfer up to nine hours of graduate level business-related course work into the program to meet the requirements of the elective course work, but under no circumstances will be permitted to transfer in any coursework to meet the requirements of the core curriculum coursework.

MBA CORE COURSES

CMBA 600. Orientation.....	2 hours
CMBA 601. Business Ethics.....	3 hours
CMBA 602. Managerial Economics.....	3 hours
CMBA 603. Financial Statement Analysis.....	3 hours
CMBA 604. Strategic Financial Management	3 hours
CMBA 605. Strategic Management.....	3 hours
CMBA 606. Analytical Business Research	3 hours
CMBA 607. Strategic Marketing.....	3 hours
CMBA 608. Capstone Project.....	3 hours

MBA ELECTIVE COURSES

The successful completion of the three elective courses in the overall MBA sequence of courses will result in the awarding of a graduate concentration in the area the student has selected.

Current elective concentrations include but are not limited to Project Management, International Business, Finance, Marketing, General Management, Commercial Banking, Financial Planning, Leadership and Non-Profit Management. For more information on these concentrations, both now and as contemplated in the future, please contact the MBA Director.

As previously noted, a student may be able to transfer in graduate level business-related course work or experiential learning credit to fulfill the requirements of the elective courses with the advance approval of the MBA Director.

TRANSFER OF GRADUATE CREDITS

Every transfer of graduate credit from any institution must be approved, in advance, by the Director of the MBA program.

GRADUATE PROGRAMS IN ENGINEERING

— SCHOOL OF ENGINEERING —

ADMINISTRATION

DR. ERIC B. WELCH, *Dean*

DR. NEAL JACKSON, *Director of Graduate Engineering*

FACULTY

KIMBERLY ARMSTRONG, *Adjunct Lecturer*
B.S., The University of Memphis; M.S.E., Purdue University

SUSAN BELL, *Adjunct Lecturer*
A.S., State Technical Institute at Memphis; B.S., Memphis State University; M.E.M., Christian Brothers University

DANIEL M. BRANDON, JR., *Professor of Management Information Systems*
B.S., Case Western Reserve University; M.S., Ph.D., University of Connecticut; PMP

SUSAN B. FENTRESS, *Adjunct Assistant Professor*
B.S., University of Wisconsin; JD, Marquette University Law School

NEAL JACKSON, *Professor, Engineering Management*
B.S., Memphis State University; M.S., University of Arkansas;
Ph.D., University of Mississippi

SIRIPONG MALASRI, *Professor, Civil Engineering*
B.E., Chulalongkorn University; M.Engr., Asian Institute of Technology (Thailand);
Ph.D., Texas A&M University, P.E.

PHILIP J. MALONEY, *Associate Professor, Religion and Philosophy*
B.A., M.A., University of Montana; Ph.D., University of Memphis

CHARLES MCCAIN, *Adjunct Lecturer*
B.S., Purdue University; M.B.A., Gannon University; C.P.A.

MARGARET A. MILLER, *Professor, Behavioral Science*
B.A., Carlow College; M.Ed., Ph.D., University of Pittsburgh

JUAN CARLOS OLABE-BASOGAIN, *Professor, Electrical Engineering*
M.S., Ph.D., Universidad Politecnica de Madrid (Spain); I.T.

CHRISTINE SCIFERT, *Adjunct Lecturer*
B.S., Hamline University; M.S., University of Iowa; M.E.M. Christian Brothers University

H. JOHN VENTURA, *Associate Professor*
B.S., Christian Brothers College; M.E., University of Florida;
Ed.S., Ph.D., Nova Southeastern University; P.E.

STANLEY WEINRICH, *Adjunct Assistant Professor*
B.ChE.; The Cooper Union; M.A., Ph.D., Princeton University; M.B.A., Pace University

ERIC B. WELCH, *Professor, Electrical Engineering*
B.S., M.S., Ph.D., Mississippi State University

MISSION

Graduate Engineering offers the **MASTER OF ENGINEERING MANAGEMENT** and the **MASTER OF SCIENCE IN ENGINEERING MANAGEMENT** which build upon the bachelor's degree preparation in several engineering disciplines, other technical programs such as physics and chemistry, and quantitative management. The purpose of these degree programs is to prepare individuals to successfully address supervisory and managerial needs in a technical environment. Students will take courses in technical fields, finance and accounting for technical managers, computer applications for management, and systems simulation.

THE MASTER OF ENGINEERING MANAGEMENT program was developed for the engineer or technically prepared individual who has professional industrial experience and who expects to move up the management ladder to take an increasingly active role in his or her organization's decision-making process. The capstone of the program will be the completion of the Engineering Management Project. The Master of Engineering Management degree consists of 33 semester hours of academic work, which consists of eight core courses including the Engineering Management Project and three elective courses.

CORE MEM COURSES:

ENGM 601. Engineering Management
ENGM 602. Engineering Accounting
ENGM 603. Engineering Finance
ENGM 604. Social, Legal, and Ethical Considerations for Engineering
ENGM 605. Quality Assurance
ENGM 606. Computer Applications
ENGM 607. Operations Research
ENGM 690. Engineering Management Project

ELECTIVE MEM COURSES:

ENGM 621. Engineering Law
ENGM 624. Knowledge Engineering
ENGM 636. Computer Networks
ENGM 637. File Organization and Database Management
ENGM 640. Principles of Packaging
ENGM 641. Distribution and Medical Device Packaging
ENGM 642. Sustainability
ENGM 643. Medical Device Packaging
ENGM 644. Cold Chain Management
ENGM 650. Regulatory Affairs and Quality Systems
ENGM 652. Quality Systems for the Medical Device Industry
ENGM 691, 692, 693. Special Topics
ENGM 698. Professional Seminar
ENGM 699. Research

THE MASTER OF SCIENCE IN ENGINEERING MANAGEMENT program emphasizes the theories, concepts, and applications of the engineering management discipline. Students will conduct research to identify and propose solutions to engineering management problems. The Master of Science in Engineering Management degree consists of eight core courses including the Thesis and three elective courses.

CORE MSEM COURSES:

ENGM 600. Engineering Management Theory
ENGM 602. Engineering Accounting
ENGM 603. Engineering Finance
ENGM 604. Social, Legal, and Ethical Considerations for Engineering
ENGM 605. Quality Assurance
ENGM 607. Operations Research
ENGM 695. Research Methods in Engineering Management
ENGM 696. Thesis

ELECTIVE MSEM COURSES:

ENGM 606. Computer Applications
ENGM 621. Engineering Law
ENGM 624. Knowledge Engineering
ENGM 636. Computer Networks
ENGM 637. File Organization and Database Management
ENGM 640. Principles of Packaging
ENGM 641. Distribution and Medical Device Packaging
ENGM 642. Sustainability
ENGM 643. Medical Device Packaging
ENGM 644. Cold Chain Management
ENGM 650. Regulatory Affairs and Quality Systems
ENGM 652. Quality Systems for the Medical Device Industry
ENGM 691, 692, 693. Special Topics
ENGM 698. Professional Seminar
ENGM 699. Research