



Library

Thomas G. Carpenter
Library

**1994-1995
Graduate
Catalog**

UNIVERSITY OF
**NORTH
FLORIDA**
JACKSONVILLE

Mailing Address
University of North Florida
4567 St. Johns Bluff Road South
Jacksonville, Florida 32224-2645

Area Code for the University (904)
University Operator 646-2666
TDD available

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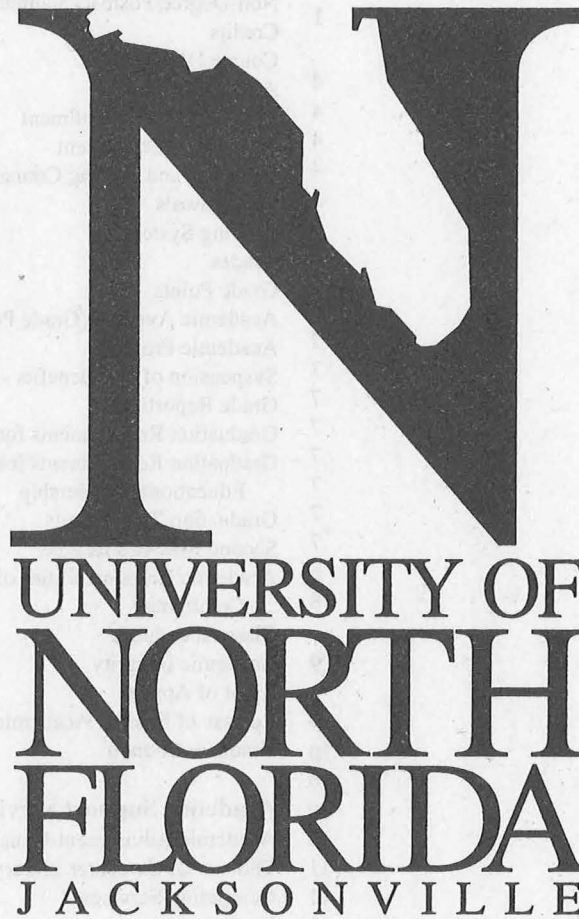
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UNIVERSITY OF NORTH FLORIDA



The University of North Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Baccalaureate and Masters Degrees and is a Candidate for Accreditation with the above Commission to award the Doctor of Education Degree.

Professional Accreditations:

- American Assembly of Collegiate Schools of Business (Graduate)
- National Council for Accreditation of Teachers Education (Graduate)

Note: The programs, policies, requirements, and regulations published in this catalog are continually subject to review in order to serve the needs of the University's various publics and to respond to the mandates of the Florida Board of Regents and the Florida Legislature. Changes in programs, policies, requirements, and regulations may be made without advance notice.

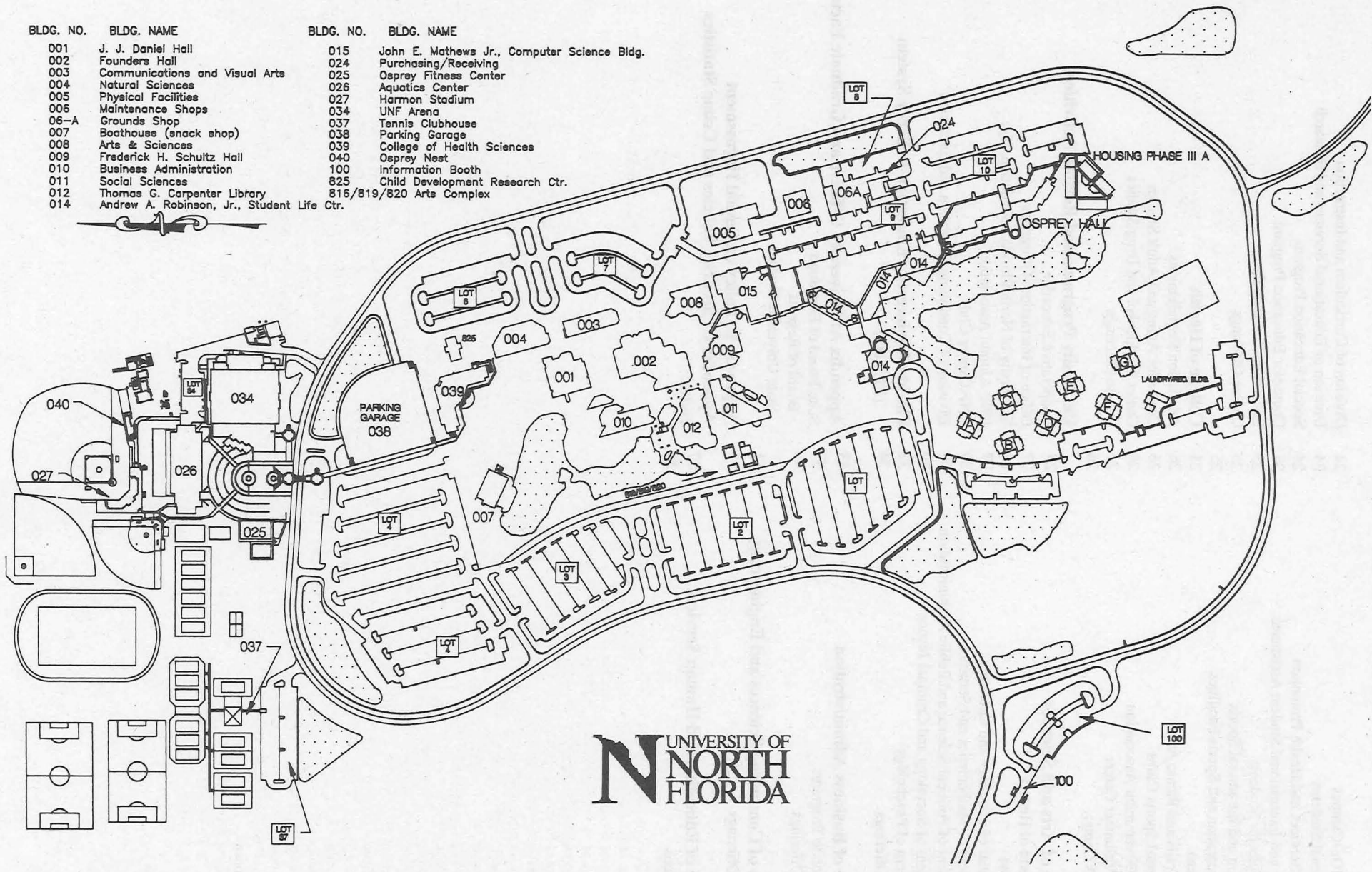
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BLDG. NO.	BLDG. NAME	BLDG. NO.	BLDG. NAME
001	J. J. Daniel Hall	015	John E. Mathews Jr., Computer Science Bldg.
002	Founders Hall	024	Purchasing/Receiving
003	Communications and Visual Arts	025	Osprey Fitness Center
004	Natural Sciences	026	Aquatics Center
005	Physical Facilities	027	Harmon Stadium
006	Maintenance Shops	034	UNF Arena
06-A	Grounds Shop	037	Tennis Clubhouse
007	Boathouse (snack shop)	038	Parking Garage
008	Arts & Sciences	039	College of Health Sciences
009	Frederick H. Schultz Hall	040	Osprey Nest
010	Business Administration	100	Information Booth
011	Social Sciences	825	Child Development Research Ctr.
012	Thomas G. Carpenter Library	816/819/820	Arts Complex
014	Andrew A. Robinson, Jr., Student Life Ctr.		

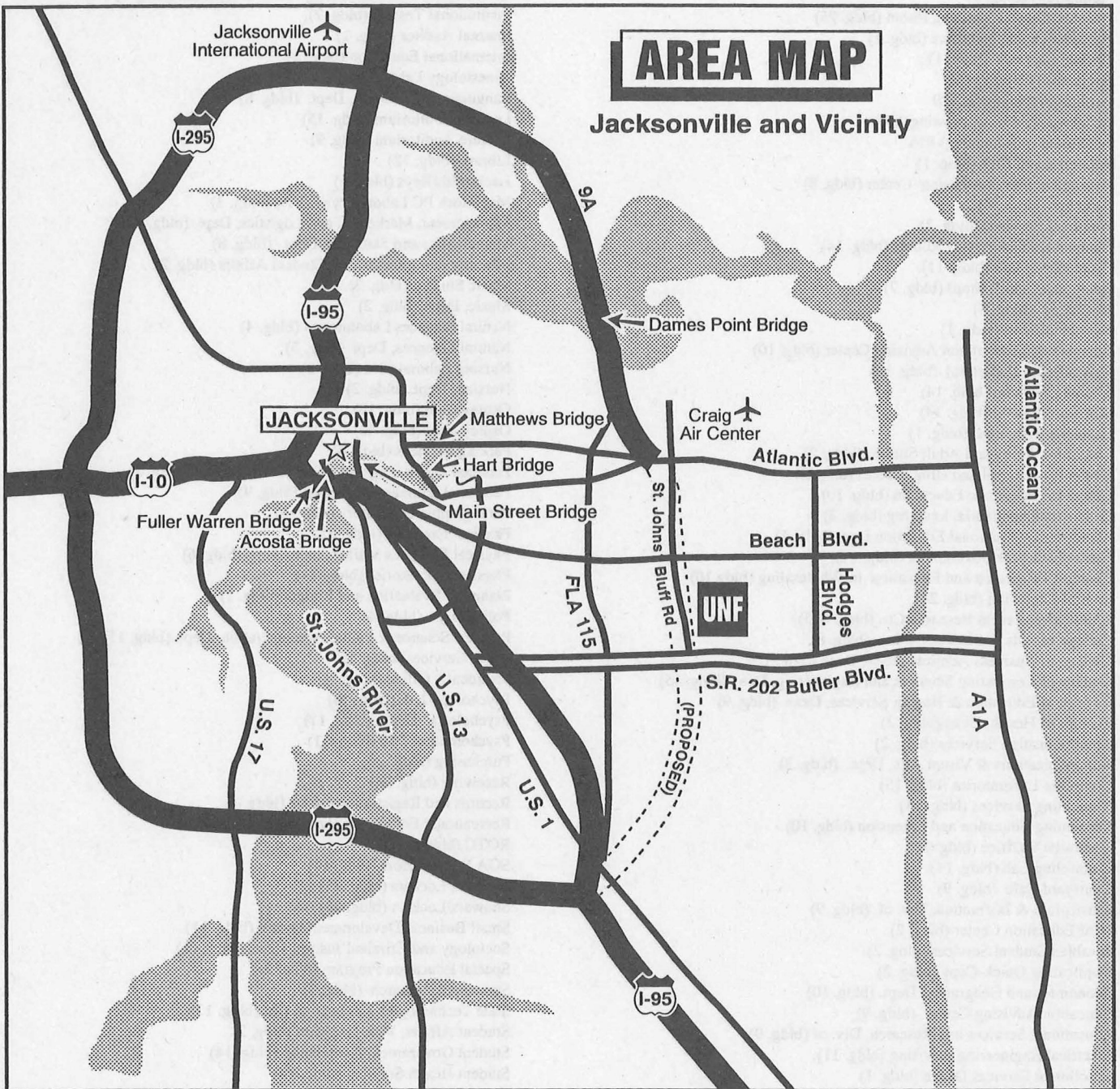


N UNIVERSITY OF
NORTH
FLORIDA

CAMPUS MAP LEGEND

Academic Affairs, Vice President (bldg. 1)
 Academic Resource Center (bldg. 2)
 Accounting & Finance, Dept. (bldg. 10)
 Administration & Finance, Vice President (bldg. 1)
 Admissions (bldg. 1)
 Aerobics/Fitness Training Room (bldg. 25)
 Affirmative Action Office (bldg. 1)
 Alumni Services (bldg. 1)
 Army ROTC (bldg. 11)
 Art Studio (ceramics) 820
 Art Studio (printing, drawing) 819
 Art Studio (printmaking) 816
 Articulation Office (bldg. 1)
 Arts and Sciences Advising Center (bldg. 8)
 Athletics (bldg. 34)
 Auxiliary Services (bldg. 2)
 Banquet Room/Meeting Rooms (bldg. 14)
 Biofeedback Lab (bldg. 11)
 Boathouse (snack shop) (bldg. 7)
 Bookstore (bldg. 8)
 Budget Officer (bldg. 1)
 Business Administration Advising Center (bldg. 10)
 Cafe, Osprey (cafeteria) (bldg. 14)
 Campus Housing (bldg. 14)
 Campus Ministry (bldg. 14)
 Cashier's Windows (bldg. 1)
 Center for Aging and Adult Studies (bldg. 2)
 Center for Alcohol and Drug Studies (bldg. 2)
 Center for Economic Education (bldg. 10)
 Center for Experiential Learning (bldg. 2)
 Center for International Education Dev. (bldg. 1)
 Center for Local Government (bldg. 11)
 Center for Research and Education in Wholesaling (bldg. 10)
 Central Receiving (bldg. 24)
 Child Development Research Ctr. (bldg. 825)
 College of Arts & Sciences, Dean (bldg. 8)
 College of Business Administration, Dean (bldg. 10)
 College of Computing Sciences and Engineering, Dean (bldg. 15)
 College of Education & Human Services, Dean (bldg. 9)
 College of Health, Dean (bldg. 2)
 Communication Services (bldg. 2)
 Communications & Visual Arts, Dept. (bldg. 3)
 Computer Laboratories (bldg. 15)
 Computing Services (bldg. 15)
 Continuing Education and Extension (bldg. 10)
 Controller's Office (bldg. 1)
 Counseling Lab (bldg. 11)
 Courtyard Cafe (bldg. 9)
 Curriculum & Instruction, Div. of (bldg. 9)
 Deaf Education Center (bldg. 2)
 Disabled Student Services (bldg. 2)
 Duplicating Quick-Copy (bldg. 2)
 Economics and Geography, Dept. (bldg. 10)
 Education Advising Center (bldg. 9)
 Educational Services and Research, Div. of (bldg. 9)
 Electrical Engineering Advising (bldg. 11)
 Enrollment Services Office (bldg. 1)
 Entrepreneurial Center (bldg. 11)
 FEEDS (Florida Engineering Education Delivery System) (bldg. 11)
 Facilities Planning (bldg. 1)
 Faculty Association Office (bldg. 11)
 Faculty Lounge (bldg. 11)
 Financial Aid Office (bldg. 1)
 Florida Institute of Education (FIE) (bldg. 11)
 Foundation Board Conference Room (bldg. 12)
 Gallery (bldg. 2)
 General Counsel (attorney) (bldg. 1)
 Graphic Design Laboratory (bldg. 3)
 Graphics & Instructional Support (bldg. 3)
 Gym Equipment/Weights (bldg. 25)
 Harmon Stadium (bldg. 27)
 Health Science, Dept. (bldg. 39)
 History, Philosophy and Religious Studies, Dept. (bldg. 8)
 Honors Program (bldg. 8)
 I.D. Cards Office (bldg. 2)
 Institute of Police Technology and Management (bldg. 9)
 Institutional Testing (bldg. 2)
 Internal Auditor (bldg. 1)
 International Education (bldg. 1)
 Kinesiology Laboratory (bldg. 2)
 Language & Literature, Dept. (bldg. 8)
 Lecture Auditorium (bldg. 15)
 Lecture Auditorium (bldg. 9)
 Library (bldg. 12)
 Locksmith/Keys (bldg. 5)
 MacIntosh PC Laboratory (C/VA) (bldg. 3)
 Management, Marketing, and Logistics, Dept. (bldg. 10)
 Mathematics and Statistics, Dept. (bldg. 8)
 Minority and International Student Affairs (bldg. 2)
 Music Studios (bldg. 2)
 Music, Dept. (bldg. 2)
 Natural Sciences Laboratories (bldg. 4)
 Natural Sciences, Dept. (bldg. 3)
 Nursing Laboratories (bldg. 2)
 Nursing, Dept. (bldg. 2)
 Osprey Cafe (bldg. 14)
 Osprey Nest (bldg. 40)
 Parking Services (bldg. 4)
 Personal Counseling and Career Development (bldg. 2)
 Personnel (Human Resources) (bldg. 9)
 Photographic Laboratory (bldg. 3)
 Physical Facilities (bldg. 5)
 Physical Facilities Maintenance Shops (bldg. 6)
 Physics Laboratories (bldg. 11)
 Planning, Evaluation and Budget (bldg. 1)
 Police Dept. (bldg. 4)
 Political Science & Public Administration, Dept. (bldg. 11)
 Postal Services (bldg. 5)
 President's Office (bldg. 1)
 Psychology Lab (bldg. 10)
 Psychology, Dept. (bldg. 11)
 Psychometrics Lab (bldg. 11)
 Purchasing (bldg. 24)
 Receiving (bldg. 24)
 Records and Registration Office (bldg. 1)
 Recreational Equipment checkout (bldg. 25)
 ROTC (bldg. 11)
 SGA Senate Room (bldg. 14)
 Showers/Lockers (bldg. 25)
 Showers/Lockers (bldg. 26)
 Small Business Development Center (bldg. 11)
 Sociology and Criminal Justice, Dept. (bldg. 11)
 Special Education Program (bldg. 2)
 Sponsored Research (bldg. 1)
 State Technologies Application Ctr. (bldg. 11)
 Student Affairs, Vice President (bldg. 2)
 Student Government Association (bldg. 14)
 Student Health Services (bldg. 14)
 Student Life (bldg. 14)
 Student Lounge/Recreation Areas (bldg. 14)
 Student Newspaper Office (Spinnaker) (bldg. 14)
 Swimming Pool (bldg. 26)
 TSI/Foundation Accounting (bldg. 1)
 TV Laboratory/Studio (bldg. 2)
 Technology and Vocational Education, Dept. (bldg. 9)
 Telephone: Switchboard (bldg. 5)
 Television Lounge (bldg. 14)
 Tennis Club House (bldg. 37)
 Theatre (bldg. 14)
 Ticket Office (bldg. 2)
 University Relations, Vice President (bldg. 1)
 Veterans Affairs Office (bldg. 1)
 Womens Center (bldg. 14)

Jacksonville Area Map



Academic Calendar
1994-1995
Fall Term 1994

UNIVERSITY OF NORTH FLORIDA

The official University calendar for fall will appear in the Schedule of Courses booklet published each term.

1994

- Feb. 1 Tues. Deadline for application to graduate program for Counseling Psychology (MACP)
- May 2 Mon. Last day to submit complete application for admission to degree program by international students*
- April 30 Sat. Deadline for application to graduate program for Counseling Psychology (MACP) acceptance on space available basis
- June 1 Wed. Deadline for application to graduate program for General Psychology (MAGP)
- June 13 Mon. Deadline for former students on academic suspension or probation to reapply
- July 7 Thurs. Last day to submit complete application for admission*
- Aug. 22 Mon. Classes begin
- Sept. 5 Mon. Holiday -- Labor Day
- Sept. 19 Mon. Last day to apply for Dec. degree; Last day for reinstatement
- Oct. 8 Sat. Administration of Graduate Record Examination (GRE)
- Oct. 22 Sat. Florida Teacher Certification Examination
- Nov. 11 Fri. Holiday -- Veterans Day
- Nov. 24 & 25 Thurs.-Fri. Holiday -- Thanksgiving
- Dec. 9 Fri. Classes end
- Dec. 10-15 Sat.-Thurs. Final examinations
- Dec. 15 Thurs. Fall term ends
- Dec. 26 Mon. Holiday -- Christmas

August 1994

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 1994

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 1994

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 1994

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 1994

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

*The fall semester application for admission deadlines refer to completion of all application procedures including receipt of all required credentials and the completion of department requirements, if any. Applications for admission to limited access programs received after the deadline may be returned unprocessed. Applications for admission to other programs received after the deadline will be reviewed by a committee and will be processed on a space available basis.

Academic Calendar

1994-1995

Spring Term 1995

UNIVERSITY OF NORTH FLORIDA

The official University calendar for spring will appear in the Schedule of Courses booklet published each term.

1994

Oct. 3 Mon. Last day to submit complete application for admission to degree program by international students*

Oct. 28 Fri. Deadline for former students on probation or suspension to reapply

Nov. 4 Fri. Last day to submit complete application for admission*

1995

Jan. 2 Mon. Holiday -- New Years

Jan. 4 Wed. Classes begin

Jan. 6 Mon. Holiday -- Martin Luther King, Jr.

Jan. 15 Wed. Last day to submit application for Generic Nursing for spring term

Jan. 20 Fri. Last day to submit application for community internship for the Department of Health Science for summer term, 1995

Jan. 21 Sat. Florida Teacher Certification Examination

Feb 1 Tues. Last day to apply for May degree; Last day for reinstatement

Feb. 15 Wed. Last day to submit application for Physical Therapy programs for fall term

March 6-11 Mon.-Sat. Spring break (No classes)

April 8 Sat. Administration of Graduate Record Examination (GRE)

April 22 Sat. Florida Teacher Certification Examination

April 28 Fri. Classes end

April 29-May 4 Sat.-Thurs. Final examinations

May 4 Thurs. Spring term ends

January 1995

S	M	T	W	T	F	S	
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

February 1995

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 1995

S	M	T	W	T	F	S
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April 1995

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30						

May 1995

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

*The spring semester application for admission deadlines refer to completion of all application procedures including receipt of all required credentials and the completion of department requirements, if any. Applications for admission to limited access programs received after the deadline may be returned unprocessed. Applications for admission to other programs received after the deadline will be reviewed by a committee and will be processed on a space available basis.

Academic Calendar
1994-1995
Summer Term 1995

UNIVERSITY OF NORTH FLORIDA

The official University calendar for summer will appear in the Schedule of Courses booklet published each term. Students should review the Summer Term Schedule of Courses booklet to determine the beginning and ending dates for specific classes.

Please Note:

The UNF Summer Term consists of three calendar units during which course work may be offered:

Summer A - May 10 to June 21

Summer B - June 22 to August 3

Full Term - May 10 to August 3

May 1995

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1995

Feb. 1 Wed. Last day to submit complete application for admission to degree program by international students*

Feb. 27 Mon. Last day for former students on probation or suspension to reapply

March 13 Mon. Last day to submit complete application for admission*

May 10 Wed. Full term and Summer A classes begin

May 29 Mon. Holiday--Memorial Day

June 3 Wed. Last day to apply for August degree; Last day for reinstatement

June 21 Wed. Summer A classes end

June 22 Thurs. Summer B classes begin

July 4 Tue. Holiday--Independence Day

Aug. 3 Thurs. Full term and Summer B classes end

Aug. 5 Sat. Florida Teacher Certification Examination

JUNE 1995

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

JULY 1995

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST 1995

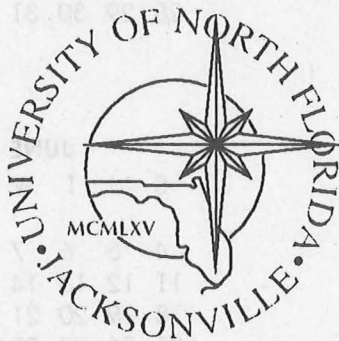
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

*The summer semester application for admission deadlines refer to completion of all application procedures including receipt of all required credentials and the completion of department requirements, if any. Applications for admission to limited access programs received after the deadline may be returned unprocessed. Applications for admission to other programs received after the deadline will be reviewed by a committee and will be processed on a space available basis.

Seal, Logo and Mascot

UNIVERSITY OF NORTH FLORIDA

The Seal The official seal for the University of North Florida incorporates a circle and a compass rose—a direction-finding device for mariners. These symbolize the University's role in providing direction for students. The placement of the symbol in the upper northeast quadrant of the circle describes the University's location in the northeast region of Florida. The Roman numerals MCMLXV refer to the year that the university was chartered, 1965. Use of the official University seal is reserved for official documents, such as diplomas and other official certificates.



The UNF Logo The University's graphic symbol is a capital "N" in which the geographical outline of the state of Florida is inscribed. It is always used with the words "University of North Florida." The symbol appears on official University stationery, business cards, envelopes, labels and external publications. Blue and gray are official UNF colors.



The Athletics Logo The stylized osprey in a bold circle creates a uniform visual identity for UNF athletics.



The Osprey Mascot The osprey was adopted officially as the University of North Florida mascot in November 1979 by an election conducted by the Student Government Association. The osprey received 47 percent of the votes and won over the armadillo, sea gull, manatee and shark.

An osprey can be seen often, gliding majestically over the campus. The osprey—a member of the hawk family with a wingspan of up to six feet—is capable of diving 80 miles per hour in pursuit of fish which constitute its main diet.

UNF's mascot has the characteristics that UNF students hope to have when they graduate. Ospreys have been described as seemingly inexhaustible, tenacious, opportunistic, cosmopolitan, loyal to their species, adaptable, resilient and fond of living near other ospreys. Described as "trendy birds" in *National Geographic* magazine for their success in adapting to suburban neighborhoods, osprey also are into recycling. Children's toys, styrofoam containers, cork buoys and doormats are many of the items they use to construct their gigantic nests. Ospreys, like UNF alumni, reside on all continents, except Antarctica.



To commemorate UNF's commitment to the environment and its adoption of the osprey as its mascot, the University of North Florida Foundation Inc., commissioned a watercolor painting of the osprey by noted ornithologist and wildlife artist Frederick William Wetzels of Jacksonville. The painting hangs permanently in the second floor lounge of the Thomas G. Carpenter Library.

UNIVERSITY OF NORTH FLORIDA

Jacksonville, Florida

A MEMBER OF THE STATE UNIVERSITY SYSTEM OF FLORIDA

The University of North Florida (UNF) is one of nine institutions within the State University System of Florida. It is a comprehensive, urban university which offers degree programs at the baccalaureate, master's and doctoral levels. Initially established as an upper division and master's-degree granting institution, UNF began offering classes in 1972 to a 2,000-member student body. In 1984, freshmen and sophomores were admitted.

The University is an accredited member of the Southern Association of Colleges and Schools. Baccalaureate and graduate programs in the College of Business Administration are accredited by the American Assembly of Collegiate Schools of Business. Teacher education programs in the College of Education and Human Services are accredited by the National Council for the Accreditation of Teacher Education. The undergraduate computer science program in the College of Computing Sciences and Engineering is accredited by the Computer Science Accreditation Commission of the Computing Sciences Accreditation Board. In the College of Health the nursing program is accredited by the National League of Nursing. The nutrition and dietetics program has American Dietetic Association accreditation. The Florida Department of Education has approved the teacher education programs at UNF as applicable toward teacher certification.

Academic programs at UNF are built on a strong foundation in the traditional arts and sciences. UNF offers 45 undergraduate degree programs and 24 master's degree programs through its Colleges of Arts and Sciences, Business Administration, Computing Sciences and Engineering, Education and Human Services, and Health. UNF began its first doctoral program,

the Ed.D., in the College of Education and Human Services, in fall 1990.

Since its founding, UNF has demonstrated a continuing commitment to its mission of excellence in teaching, research and public service. The University's faculty is committed to providing high-quality instruction. Members of the faculty simultaneously engage in and produce a level of creative scholarship which demonstrates a determination to remain at the cutting edge of intellectual inquiry and practice in their respective disciplines. Through its centers and institutes, numerous continuing education programs, and staff volunteer activities, UNF is a major contributor to the life of the community, the First Coast region and Florida.



The University has been strengthened significantly by its public-private partnerships. Through the strong support of the University of North Florida Foundation

Inc., and the generosity of corporate leaders and dedicated citizens of Florida's First Coast region, UNF has four fully funded eminent scholar chairs valued at more than \$4 million: the Andrew A. Robinson, Jr., Chair in Educational Policy and Economic Development; the Ira M. Koger Chair in American Music; the Prime F. Osborn Chair in Transportation; and the National Paper Trade Association Endowed Research Chair in Wholesaling.

UNF enrolls more than 1,300 students at the graduate level. It has 329 faculty and more than 1,350 full-time and part-time staff. The total UNF budget exceeds \$56 million annually.

Statement of Mission The mission of the University of North Florida is to provide an intellectually stimulating and caring environment which:

- Enables students to achieve their highest potential through learning that emphasizes liberal arts, professional and interdisciplinary education in the context of individual and societal responsibility;
- Maximizes the personal and professional growth of teacher/scholars by supporting teaching, scholarship and creative endeavors that include the discovery, integration and application of knowledge;
- Establishes significant partnerships with external communities by responding to the evolving challenges of an interconnected and more informed global society; and
- Provides high quality support services that offer a campus environment focused on the needs of the University's clients.

University Imperatives for the 1990s The president of the University has identified six imperatives that constitute the foundation for the development of the University of North Florida over the next decade. They are:

- Maintain a strong commitment to quality undergraduate education in the highest traditions of the liberal arts.
- Remain responsive to regional needs and priorities. New programs will be linked to regional economic development, and the conduct of research must inform teaching and address critical community and regional needs.
- Remain a state leader in the enhancement of K-12 education. Priority will be given to teacher preparation and continuing education, recruitment of minority teachers, student retention, leadership development and educational innovation in the areas of curriculum and education system problem solving
- Maintain a strong and unequivocal commitment to the achievement of diversity among the University's faculty, students and staff.
- Utilize resources in creative ways which are reflective of UNF's institutional commitment to excellence and innovation in all University endeavors.
- Nurture within the campus community those ethical standards which reflect the highest aspirations of society. The intellectual experience at UNF should produce very bright and able students who are well-prepared to pursue their life's work and who appreciate the challenges and obligations of life in a civilized society.

Colleges Within the College of Arts and Sciences are the departments of communications and visual arts; history, philosophy and religious studies; language and literature; mathematics and statistics; music; natural sciences; political science and public administration; sociology and criminal justice; and psychology.

The College of Business Administration includes the departments of accounting and finance; economics and geography; management, marketing and logistics.

The College of Computing Sciences and Engineering has programs in computer science; information science; information systems; and electrical engineering

The College of Education and Human Services is organized into three divisions: curriculum and instruction; educational services and research; and technology and vocational education.

The College of Health includes the departments of nursing and health science.

Degrees Graduate degrees include the master of arts in English, master of arts in mathematical sciences, master of science in criminal justice, master of public administration, and master of arts in counseling psychology offered through the College of Arts and Sciences. The master of business administration, master of human resource management, and master of accountancy are offered through the College of Business Administration. The doctor of education in educational leadership and master's degree programs are offered through the College of Education and Human Services. The master of science in health science and the master of health administration are offered through the College of Health. The master of science in computer and information sciences is offered through the College of Computing Sciences and Engineering. Requirements for these degrees are enumerated in appropriate sections of this catalog.

A cooperative degree program with the University of Florida is available at UNF leading to the master of arts in history.

Faculty UNF has a distinguished group of full-time faculty members. Faculty hold degrees from more than 100 American and foreign universities. Three faculty members have been the recipients of Fulbright Awards, one has been a participant in the International Research Exchange Program, one has been elected to the International Jazz Educators Hall of Fame, and another has been elected to the National Academy of Public Administration. The faculty are augmented, as appropriate, by outstanding adjunct faculty members.

In addition to possessing outstanding academic and professional credentials, the faculty at UNF are characterized by a dedication to excellence in teaching. Through participation in their colleges and the UNF Faculty Association, members of the faculty exercise responsibility for the University's academic programs.

Campus The UNF campus is located on slightly more than 1,000 acres of timberland approximately seven miles inland from the Atlantic Ocean and 12 miles southeast of downtown Jacksonville. Wooded ridges interspersed with small lakes and streams provide a spacious site and an attractive rustic setting.

2 General Information

Easy access is provided to UNF's entrance on St. Johns Bluff Road from Beach Boulevard (U.S. Highway 90) or State Roads 115, A1A, and Interstate 95 via J. Turner Butler Boulevard. Interstate 295 beltway provides access for students commuting from surrounding communities.

UNF's campus is compact; most buildings are connected by a two-story, covered pedestrian walkway. Parking areas surround the campus providing minimal walking distances and easy accessibility to buildings.

A unique feature of the UNF campus is its system of nature trails, one of which is designed for people with disabilities. The trails are open to everyone as a community resource.

Virtually every type of terrain found in northeast Florida can be found along the UNF trails, along with a surprising variety of animal and plant life. The University, as a wildlife sanctuary, has adopted strict protection policies to ensure the maintenance of an ecologically balanced environment in which flora and fauna can thrive.

The Community UNF is located in a city of almost 750,000 people. Jacksonville is a major center for manufacturing, insurance, transportation and finance, and is one of the busiest port, trucking and rail centers of the Southeast. Jacksonville offers a variety of cultural, entertainment, sports and recreational opportunities for its residents, visitors and college students. Museums, art galleries, symphony, opera, theater and ballet are available. A wide variety of professional, college and high school athletic events attract sports fans. Moreover, Jacksonville's nearby beaches and the St. Johns River provide opportunities for water sports enthusiasts. Many public and private golf courses and tennis courts are available in and around the city, and numerous state parks provide a wide range of outdoor recreational facilities.

Jacksonville is set in an area rich in Florida history. America's oldest continuous city, St. Augustine, with its handsomely restored old quarter and imposing Castillo de San Marcos, is less than an hour away. Fort Caroline, built by the French in 1564 and America's oldest European settlement, is on the south bank of the St. Johns River, just minutes from UNF. Fort Clinch, where English soldiers guarded the southern approaches to the Georgia colony, stands only a few miles north in Fernandina Beach.

Within easy driving distance of the city are several of Florida's major attractions. Famed Silver Springs, near Ocala, is 100 miles south. Disney World in Orlando, with its Magic Kingdom, EPCOT Center and MGM/Disney Movie Studio theme parks, is a three-hour drive from Jacksonville via the interstate highway system.

An Invitation The University of North Florida invites you to visit its campus. You are encouraged to evaluate its graduate programs; to meet its faculty, students, and staff; and to participate in the vision and development of an outstanding University dedicated to the highest standards and goals. Individuals who need an accommodation because of a disability should notify the ADA coordinator 48 hours in advance.

Equal Opportunity/Affirmative Action The University of North Florida complies with both the philosophy and the practice of equal opportunity for all citizens in academic life and employment as specified in the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. The president of UNF has designated a coordinator to ensure compliance with policies regarding affirmative action, equal opportunity, sexual harassment (see Appendix B of the catalog), and nondiscrimination against disabled persons. Inquiries about UNF policies and practices in regard to relevant institutional policies, Title VI, Title IX, or Section 504 should be directed to the director of equal opportunity programs, 646-2507.

UNIVERSITY OF NORTH FLORIDA

General Policies The University of North Florida encourages application from qualified persons and does not discriminate on the basis of sex, age, culture, ethnicity, race, religion or disability. The President has designated a coordinator for affirmative action, equal opportunity and non-discrimination against disabled persons. Inquiries about policies and practices may be directed to the Equal Opportunity Office, 646-2507.

General Procedures

All applicants for admission are required to submit the following:

1. An application for admission must be submitted by the deadline specified in the official University schedule of classes published each term. Applicants may apply for admission up to one year in advance of the term in which enrollment is sought. Graduate or post-baccalaureate applicants must complete the appropriate UNF application. An application may be obtained from UNF's Office of Admissions by calling 646-2624 or by writing.
2. An application fee payment of \$20 by check or money order (not cash) must be attached to the application for admission by applicants who intend to seek a degree. This is not refundable. Applications received without the fee will be returned.
3. Transcripts and test scores are required for all applicants seeking formal admission to the University. It is the applicant's responsibility to have the required documentation forwarded to the UNF Office of Admissions in sufficient time for processing.
4. Applicants should refer to Admission Requirements and Special Admission Requirements in this section to determine if additional materials such as letters of recommendation, financial statements, or other test scores are required.

5. Students who matriculate at a State University System (SUS) institution are required to provide proof of immunization against rubeola (measles) and rubella (German measles) prior to the initial registration. The policy applies to all students except those 40 years of age or older, who attend classes taught at the main campus. Students will receive a health form when the application is acknowledged. Questions concerning this policy should be directed to the Student Health Services Office, 646-2900.



Each application is acknowledged as soon as it arrives in the Office of Admissions, and an admission decision will be made upon receipt of all required documents.

Students whose applications for admission are denied may petition for reconsideration. Information about reconsideration may be obtained from the Office of Admissions.

Programs Graduate programs leading to 26 master's degrees are currently offered. The master of arts in English, master of arts in mathematical sciences, master of science in criminal justice, master of public administration, and master of arts in counseling psychology, master of arts in psychology, master of arts in history are offered through the College of Arts and Sciences; the master of business administration, master of human resource management and master of

accountancy through the College of Business Administration; the master of education in 10 different specialty fields through the College of Education and Human Services; the master of health administration and the master of science in health through the College of Health; and the master of science in computer and information sciences through the College of Computing Sciences and Engineering. The doctor of education degree in educational leadership is offered through the College of Education and Human Services.

Admission Applicants for admission to graduate-level programs at UNF are required to submit an official transcript from each college or university attended. An official transcript is one sent by the registrar of the issuing institution directly to the Office of Admissions.

As soon as required credentials are submitted and evaluated, the complete record will be forwarded to the administrator of the graduate program in which admission is sought for review and decision. The applicant will be notified of the action taken on the application by the Office of Admissions.

Permission to take graduate level courses prior to official admission to the University of North Florida as a graduate student must be granted by the program administrator or college dean. Authorization to take graduate courses does not guarantee admission or inclusion of this course work into a graduate degree program.

Criminal Offense Charges The University reserves the right to review the case of any student who has been implicated in a criminal offense prior to admission to determine eligibility for admission and participation in extracurricular activities.

Admission Requirements Basic requirements for admission to graduate study in the State University System are set by the Florida Board of Regents. These requirements are as follows:

1. A baccalaureate degree from an approved * college or university.
2. At least one of the following:
 - a) A grade point average of 3.0 (B) or higher in all work attempted as an upper-level student, normally the 60 semester hours taken during the last two years of undergraduate study. Depending on the degree program to which admission is sought, an official score report from the Graduate Record Examination (GRE) or the Graduate Management Admissions Test (GMAT) must be submitted.
 - b) A composite score of 1,000 or more on the verbal and quantitative sections of the GRE, or 500 or more on the GMAT is required of all first-time or transferring graduate students. Applications for the GRE or GMAT are available in the Office of Admissions. The Educational Testing Service, Princeton, N.J., issues official scores. Scores must be sent directly from ETS to the Office of Admissions.
 - c) A graduate degree from an accredited institution.

*An approved college or university is one that has candidacy or membership status with the appropriate regional accrediting agency, such as the Southern Association of Colleges and Schools.

Applicants who are otherwise qualified, but who hold baccalaureate degrees from non-approved institutions, may contact the Office of Admissions to inquire about gaining admission through a degree-validation process.

Each graduate program has specific admission requirements which also must be met. These specific admission requirements are described in this section and/or in the following graduate sections for each college.

A limited number of exceptions may be granted to applicants who do not meet the basic admission requirements of the State University System. These applicants should request special consideration from the administrator of the graduate-degree program they wish to pursue. All applicants requesting an exception must submit GRE or GMAT scores prior to making the request. Additional factors, such as letters of recommendation, post-baccalaureate course work and professional experience will be considered when granting an exception. Students granted an exception will be placed in a provisional program for the graduate-degree program which they wish to enter. Continuation as a graduate student will depend upon successful completion of the provisional program and any subsequent work.

Admission to graduate study is granted on an individual basis upon review of the entire academic record of the applicant, including quality of past performance, GRE or GMAT scores, appropriateness of work taken and suitable professional experience.

Special Admission Requirements College of Arts and Sciences:

Master of Arts in English In addition to the basic requirements for graduate admissions, the following are required for admission to the master of arts in English program:

1. One of the following:
 - a) A minimum of 18 semester hours of English credit beyond freshman composition.
 - b) Satisfactory score at or above the 50th percentile on the advanced GRE in literature test.
2. Entering students who do not have the equivalent of an undergraduate English major may be required to take extra undergraduate course work.
3. Applicants who have not taken the GRE, but who are otherwise eligible for admission, may be admitted to the program on a provisional basis and will be required to take the GRE as soon as possible.

Master of Arts in Mathematical Sciences Students desiring admission to the MA in mathematical sciences program should present an educational background equivalent to the undergraduate degree program in the Department of Mathematics and Statistics at UNF.

Master of Public Administration Applicants must meet the general graduate admission requirements of the University. In addition, the MPA program requires:

1. Completion of a bachelor's degree at an accredited institution and either a GPA of 3.0 or above and a combined score of 1000 or above on the verbal and quantitative sections of the Graduate Record Examination (GRE). In those cases where either the GPA or GRE criteria are not met, the program will

accept a combination of the two equalling 2200 points based on the formula $(\text{GPA} \times 400) + \text{GRE}$. Students not meeting this minimum standard may be admitted provisionally upon the approval of the MPA Steering Committee.

2. Each candidate must have completed, with a grade of C or better, at least one undergraduate course in American government or the American political system prior to admission to the program.
3. Each applicant is required to write an essay outlining their career goals and reasons for pursuing the MPA degree. This essay should be submitted with other application materials to the UNF Office of Admissions.
4. Applicants are encouraged to participate in an admissions interview with the MPA coordinator. This interview should be scheduled prior to the semester in which the applicant intends to begin course work.

Master of Science in Criminal Justice In addition to the basic requirements for graduate admission, the following items must be submitted for admission to the master of science in criminal justice program:

1. Evidence of completion of program prerequisites.
2. A letter from applicant describing academic and relevant employment experiences, career goals, areas of interest in criminal justice and reasons for seeking degree.
3. Two letters of recommendation from individuals who can attest to the applicant's ability to do graduate work and pursue a career in criminal justice.
4. Interview with a graduate advisor.

College of Business Administration: Master of Business Administration students desiring to enter in the master of business administration, master of accountancy or master of human resources management programs must satisfy general University graduate admissions criteria and the criteria established by the College of Business Administration. These include:

1. a minimum score of 20 on the verbal portion of the Graduate Management Admission Test (GMAT) and a minimum score of 22 on the quantitative portion of the GMAT; and
2. earning 1000 or more based on the formula: $200 \times \text{upper-level GPA} + \text{the GMAT total score}$.

College of Computer and Information Sciences: Master of Science in Computer and Information Sciences Students desiring admission to the master of science program in computer and information sciences must present GRE scores of 1000 or higher and a grade point average of 3.0 or higher in course work taken as an upper-division student (normally the 60 semester hours taken during the last two years of undergraduate study).

College of Education and Human Services: Master of Education In addition to the basic requirements for graduate admissions, the following items must be submitted for admission to any master of education program:

1. A regular Florida teaching certificate or its equivalent.

Individuals not holding a regular certificate may be admitted to graduate study in certain programs.

2. Three letters of recommendation citing academic and professional potential.

Note: Evidence of successful teaching or work experience is a criterion for certification.

Students who fail to meet the College of Education and Human Services or departmental requirements for admission may request a review of their qualifications by a departmental review committee and the dean of the College. Such requests must be in writing and must include supporting evidence.

Doctor of Education in Educational Leadership The minimum criteria for admission to the program are the following:

1. A master's degree earned from an accredited institution.
2. Three years of successful teaching experience.
3. Demonstrated leadership or leadership potential.
4. Demonstrated academic ability and potential to complete the course work and a dissertation successfully.
5. Recommendations of the doctoral admissions committee.

Applicants will be asked to submit transcripts of previous college work and scores on the Graduate Record Examination. Foreign applicants must also submit a TOEFL score. Information about the program and application forms may be obtained from the Division of Educational Services and Research, College of Education and Human Services.

College of Health:

Master of Science in Health Students wishing to enter the degree program leading to the Master of Science in Health must satisfy the general University criteria for admission to a graduate program. GRE scores are mandatory and must be received prior to being fully admitted into the graduate program regardless of the student's GPA. In addition, the student must have an undergraduate degree supporting graduate study in health science. Otherwise, qualified students not satisfying the latter condition may be admitted only after arranging with the graduate advisor for a program of study which will remove the deficiencies. Students who do not meet the admissions requirement must submit three letters of recommendation if they want to be considered for the trial program.

Master of Health Administration The Master of Health Administration is designed to meet the educational needs of men and women interested in assuming management positions in the health-care industry. It is a 54-credit degree that includes 36 hours in College of Health core courses, three hours in College of Health electives, and 15 hours in College of Business and Administration courses. There are 15 hours of prerequisites in business software management related courses. In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter this degree program must present an official record of scores on the GMAT taken within two years prior to request for admission. Students must score a minimum of 20 on the verbal portion of the GMAT and a minimum score of 22 on

the quantitative portion of the GMAT. To qualify for admission, the student must earn 1000 or more based on the formula: $200 \times \text{upper-level GPA} + \text{GMAT total score}$.

Students that do not meet the admission criteria must also submit three reference letters to the department advisor if they wish to be considered for admission under the departmental trial program.

Master of Arts in History General University requirements for admission include a baccalaureate degree from an accredited college or university; a grade point average of 3.0 or better for the last two years of undergraduate work; and a satisfactory score (generally 1000) on the Aptitude Test (Verbal and Quantitative) of the Graduate Record Examination (GRE). Foreign students must score at least 550 on the Test of English as a Foreign Language (TOEFL).

Post-Baccalaureate Students An applicant with a bachelor's or master's degree from a regionally accredited institution may be admitted as a post-baccalaureate student. Post-baccalaureate students are admitted to extend teacher certification, to work toward a second bachelor's degree, or take courses to extend their areas of competency. The term post-baccalaureate student is not synonymous with graduate student.

An applicant seeking post-baccalaureate status is required to submit an official transcript from the institution where the bachelor's or master's degree was awarded.

To be eligible for graduate-level courses, a student must maintain a post-baccalaureate GPA of 3.0 or better. Grades earned in undergraduate and graduate-level courses will not be computed in the graduate grade point average if the student is later admitted to a graduate program at UNF.

Students who intend to earn a graduate degree after completing post-baccalaureate coursework must reapply for admission to a graduate program.

International Students Students who have attended colleges outside the United States will be considered for admission on the same basis as those who have attended colleges within the U.S.

Application and Fee Because of the special processing required for international students, applications must be submitted at least three months prior to the anticipated date of entry. The general deadlines are as follows: Fall--May 1; Spring--October 1; Summer--February 1. A \$20 (U.S. currency) non-refundable application fee must accompany the completed application form. The application fee must be in U.S. dollars.

Academic Records Applications must be supported by official academic credentials. Documents must be originals, bearing the seal of the institution and the signature of the registrar, or exact copies which have been legally certified. If

the document is not recorded in English, a translation that is a literal and complete rendition of the original document is required. Records that cannot be evaluated by UNF must be submitted to an approved credential evaluation agency. For additional information contact the Office of Admissions.

Certification of Finances The University is required by immigration authorities to insure that sufficient financial resources are available prior to issuing the Certificate of Eligibility (Form I-20). The Certificate of Financial Responsibility form must be completed, signed by the sponsor, and verified by the sponsor's bank or financial institution.

English Proficiency A minimum score of 500 on the Test of English as a Foreign Language (TOEFL) is required, with the exception of students from countries where English is the only official language. The TOEFL must be taken prior to admission. For information on the TOEFL, write to: TOEFL, Educational Testing Service, Princeton, N. J. 08541, U.S.A. The University's institutional code for the transmittal of test scores is 5490.

Health Information All international applicants are required to submit a statement from a physician attesting to the results of their physical examination. The health certificate is required prior to the issuance of the Form I-20. All international students must also submit proof of immunization against rubeola (measles) and rubella (German measles).

Health Insurance The University of North Florida requires international students to purchase health insurance in order to help pay for major medical expenses. Information about health insurance may be obtained from the Student Health Services Office.

Interinstitutional Transient Students* UNF cooperates in a program which enables graduate students to take advantage of special resources and programs available on another campus but not at their own institution, e.g., special course offerings, research opportunities, unique laboratories, overseas study programs and library collections.

Procedures and conditions of the program include:

1. The student, by mutual agreement of the sponsoring and hosting institutions, will receive a waiver of admission requirements, a waiver of the application fee with the hosting institution and a guarantee of acceptance of earned resident credits by the sponsoring institution.
2. The student must be recommended by the sponsoring dean, who will arrange the student's visit with the appropriate dean at the host institution.
3. The student will register at the host institution and pay tuition and registration fees according to fee schedules established at that institution.
4. Each university retains the right to accept or reject any student who wishes to study under its auspices.
5. Students will normally be limited to one term or for the duration of a special program at the university.

*Note to veterans: Special conditions must be met by transient and

non-matriculating students in order to be eligible for VA benefits. Consult the Office of Veterans Affairs at UNF.

Transient Students* A student in good standing at another approved collegiate institution may be admitted to UNF for one term to complete work to be transferred back to the student's home institution.

An applicant for transient status is required to submit either an official transcript or a letter of good standing from the registrar of the last college-level institution attended. The student must have a 2.0 or better GPA.

*Note to veterans: Special conditions must be met by transient and non-matriculating students in order to be eligible for VA benefits. Consult the Office of Veterans Affairs at UNF.

Re-Admission Former UNF students in good standing who have not enrolled for three consecutive terms must file a Request for Re-Admission in the Office of Admissions at least six weeks before the term begins. Former students who were not in good standing, i.e. probation or suspension, must file the request 10 weeks before the term begins. Another application fee is not required unless the student intends to seek a degree and has not previously paid an application fee. Students who must re-apply are subject to any new admissions requirements and to the program requirements published in the catalog for the academic year in which they re-initiate enrollment at UNF.

UNIVERSITY OF NORTH FLORIDA

Tuition and Student Fees

Florida Residency for Tuition Purposes

Tuition and fees at each institution of the State University System of Florida are set by the Florida Legislature upon recommendation by the Florida Board of Regents. These fees are assessed on the basis of residency, i.e., enrolling students are classified either as "Florida " or "non-Florida" students.

The following information is summarized from Florida statutes and policies approved by the Florida Board of Regents in establishing residency criteria. (240.1201 Florida Statutes and BOR Rule 60-7.05).

To qualify as a Florida resident for tuition purposes, students must:

Be a U.S. citizen, resident alien, parolee, Cuban national, Vietnamese refugee, or other refugee or asylee so designated by the U.S. Immigration and Naturalization Service,

and

Have established a legal residence in this state and maintained that legal residence for 12 months immediately prior to the term in which they are seeking Florida resident classification. The student residence in Florida must be as a bona fide domiciliary rather than for the purpose of maintaining a mere temporary residence or abode incidental to enrollment in an institution of higher education, and should be demonstrated as indicated below (for dependent students, as defined by IRS regulations, a parent or guardian must qualify),

and

Submit the following documentation (or in the case of a dependent student, the parent must submit documentation) prior to the last day of registration for the term for which resident status is sought:

1. Documentation establishing legal residence in Florida (this document must be dated at least one year prior to the first day of classes of the term for which resident status is sought). The following documents will be considered in determining legal residence:

- a) Declaration of Domicile.
- b) Proof of purchase of a home in Florida in which a student resides.
- c) Proof that the student has maintained residence in the state

for the preceding year.

2. Documentation establishing bona fide domicile in Florida which is not temporary or merely incidental to enrollment in a Florida institution of higher education. The following documents will be considered evidence of domicile even though no one of these criteria, if taken alone, will be considered as conclusive evidence of domicile:

- a) Declaration of Domicile.
- b) Florida voter registration.
- c) Florida vehicle registration.
- d. Florida driver license.
- e) Proof of real estate ownership in Florida (i.e., deed, tax receipts).
- f) A letter on company letterhead from an employer verifying permanent employment in Florida for the 12 consecutive months before classes begin.
- g) Proof of membership in or affiliation with community or state organizations or significant connections to the state.
- h) Proof of former domicile in Florida and maintenance of significant connections while absent.
- i) Proof of reliance upon Florida sources of support.
- j) Proof of admission to a licensed practicing profession in Florida.
- k) Any other factors peculiar to the individual which tend to establish the necessary intent to make Florida a permanent home and that the individual is a bona fide Florida resident, including the age and general circumstances of the individual.



3. No contrary evidence establishing residence elsewhere.
4. Documentation of dependent/independent status (notarized copy of most recent IRS tax return).

Federal income tax returns filed by resident(s) of a state other than Florida disqualify such students for in-state tuition, unless said student's parents are divorced, separated or otherwise living apart and either parent is a legal resident of Florida,

or

become a legal resident and be married to a person who has been a legal resident for the required 12-month period,

or

be a member of the Armed Forces on active duty stationed in Florida, or a spouse or dependent,

or

be a member of the full-time instructional or administrative staff of a state public school, community college or university in Florida, or a spouse or dependent,

or

be a dependent and have lived five years with an adult relative who has established legal residence in Florida,

and

file a residence affidavit with the Office of Admissions.

The Office of Admissions reserves the right to require additional documentation in order to accurately determine the resident status of any student.

Note: Rent receipts, leases, employment records, tax returns and school/college records are not evidence of a legal Florida residence. Students who are dependent on out-of-state parents or who come to Florida for educational purposes are generally ineligible for reclassification to Florida status.

Tuition and Student Fee Schedule Tuition fees have been established by the Board of Regents, approved by the Florida Legislature and subject to change without prior notice. Please contact the Office of Finance and Accounting at 646-2920 for current tuition information.

Application Fee (non-refundable; each applicant): \$20

Tuition Fees (per credit hour):

	Resident	Non-Resident
Graduate 5000, 6000 & 7000 level courses	\$109.33	\$362.35

Late Registration Fee Assessed for failure to register within prescribed periods-- \$50

Late Payment Fee Payments made by check which are returned for any reason (i.e. insufficient funds, stop payment, account closed, etc.) will result in the additional assessment of a \$50 late payment fee and a \$15 service fee.

Only one charge (late registration or late payment) will be assessed.

Parking Decal Fee Parking decals may be purchased by term or an annual permit may be purchased. The rates are:

	Annual	Per Term
Automobile		
Hanging decal:	\$60	\$25
Affixed decal:	\$50	\$20
Motorcycle		
Affixed decal:	\$25	\$15

Transcript Fee Students will receive 5 transcripts at no cost. Thereafter, a fee of \$5 will be assessed for each transcript requested.

Optional Student Pin Number for Registration Students desiring an alternative pin number for accessing the course registration system they should contact the Office of Records and Registration. To receive a new pin number a student must come in person and present an appropriate picture identification.

Fee Payment All fees must be paid by mail or in person by the date listed in the University calendar published in each term's Schedule of Courses booklet. Failure to pay will result in registration cancellation, but not necessarily fee liability. A \$50 late payment will be assessed on all fees not paid in full by the date listed in the University calendar.

A fee transaction, regardless of amount, confirms a student's intention to attend all courses for which he/she is still registered at the close of the drop/add period.

Reinstatement of Registration Students whose registrations are cancelled may apply for reinstatement by submitting a petition to the Office of Records and Registration prior to the end of the fourth week of classes. Students must reinstate for all courses initially registered but not dropped within the add/drop period. If approval is granted, payment of all delinquent financial liabilities and a \$50 late add fee will be required.

Fee Refunds Full refunds will be made for each course dropped before the close of the drop/add period. A full refund also will be made for University cancellation of courses or denial of a student's admission to a course.

After the close of the drop/add period, students who must withdraw from a course or the University may request a 25 percent refund of their course fee or total fees paid (less building and capital improvement fees). This refund is dependent on the University's approval of a student's written notice of withdrawal from the course or the University. Such written notice must be received by the Office of Records and Registration prior to the end of the fourth week of classes or by an announced date for the summer session. This 25 percent refund policy applies only to the full Summer Term, not to Summer Sessions I or II.

Withdrawals from courses or the University after the drop/add period may be subject to full fee refunds for the following reasons:

1. Student's involuntary call to active military duty.
2. Death of the student or in the student's immediate family (parent, spouse, child, sibling).
3. Incapacitating illness of such duration or severity, as confirmed in writing by a physician, that completion of the term is impossible.
4. Exceptional circumstances.

To request a full fee refund after the close of the drop/add period under the conditions specified above, a student or his/her representative must complete an official withdrawal form at the Office of Records and Registration. A student fee petition is then completed and submitted with supporting documentation to the Cashier's Office for processing. Students have one academic year to make appeals. Petitions must be submitted two days prior to the weekly fee committee meetings.

Financial Holds Failure to pay outstanding amounts due the University in a timely manner will result in a financial hold being placed on the student's records and registration processing. A financial hold prohibits processing of requests for grade transcripts, withdrawal from class or classes, registration and/or reinstatement until the account is cleared by the Office of Finance and Accounting.

Student Financial Aid

Application Procedures The financial aid program at UNF is committed to serving all students. Its purpose is to provide financial assistance for students who would be unable to further their education without such support. Educational opportunities should not be limited by the financial resources of the students and their families, although the University expects students and/or their families to make a maximum effort to help with University expenses.

Through the Office of Student Financial Aid and Scholarships, UNF provides a comprehensive student financial aid program. All aid is based on individual need, educational costs and availability of funds. Awards may consist of scholarships, loans, grants and/or employment. Funds are limited; therefore, students are encouraged to complete their file by the April 1st priority date for early consideration. Applications after April 1st are considered on a funds-available basis only. Inquiries concerning financial aid should be directed to the office of financial aid and scholarships. To apply for aid, the following steps must be met:

1. Complete and process the free application for Federal Student Aid (FAFSA). These forms may be picked up at any local high school guidance office, community college or university financial aid office.
2. Complete and return UNF financial aid application.
3. Provide a financial aid transcript for each previously

attended post-secondary educational institution.

4. If selected for verification, students will be required to provide copies of relevant Federal income tax returns (1040, 1040A, 1040EZ). Dependent students must also provide parents' tax information. Independent married students must provide spouse tax information. Other information may also be requested to meet federal verification regulation requirements.

Types of Financial Aid

Federal Perkins Loan Through a partnership between UNF and the federal government, Federal Perkins loans are made available to students who are United States citizens or eligible non-citizens who demonstrate financial need. Graduate and professional students may borrow up to \$5,000 per year. The maximum aggregate limit is \$30,000, including loans borrowed for undergraduate studies. These loans carry an interest rate of 5 percent for new borrowers with repayment beginning nine months after the applicant graduates or ceases to carry at least a half-time academic load.

Federal Work-Study The Federal Work-Study program is a federal program supported with matching funds from UNF. This employment program is designed to assist students by providing employment opportunities and work experience while attending school. Students are paid an hourly rate on a bi-weekly basis. Students must demonstrate financial need.

Graduate Assistantships A limited number of graduate assistantships and fellowships are available to qualified students. Continuation of the awards is based on the student's satisfactory performance in both academic and assigned duties. Graduate students who wish to apply for assistantships should write to the chairperson of the department in which they plan to enroll.

Part-Time Employment Students interested in part-time employment opportunities other than Federal Work-Study are urged to refer to the job listings maintained by the Office of Human Resources and the Career Development Office or to seek employment independently.

University Student Loan The university student loan program is designed to assist students with special needs for tuition. All loans carry a small handling fee payable at the time of disbursement. The amount of the loan is equal to direct tuition costs plus handling fee to a maximum of \$500. Loans are repayable within the academic term in which funds are borrowed. Loans not paid when due will result in a financial hold being placed on the student's record, plus a \$50 late payment. Application for tuition loans should be made as soon as possible after registration so that eligibility can be determined.

Non-Florida Tuition Waivers Non-Florida tuition may be waived for certain full-and part-time enrolled non-residents who have skills or abilities which will contribute to the academic environment of the University. UNF, as a young

institution, attracts a great majority of its students from Northeast Florida. In an effort to create a diversified student body, the University actively seeks a limited number of students from outside this area. Non-resident students should contact the individual college to apply.

Appeals Procedure An appeal is a request for re-evaluation of your offer of financial assistance based upon changes in the circumstances reported on your application for financial aid. If you think some aspect of your financial situation was overlooked during the award process that would affect an evaluation of your need, you are entitled to an appeal. Appeal forms are available by contacting the Office of Student Financial Aid and Scholarships. Appeals of financial aid offers will be considered subject to federal, state and university regulations, as well as available funds.

Standards for Academic Progress Federal regulations require institutions to establish standards of academic progress. In order to maintain eligibility for federal and state financial aid programs at UNF, students must adhere to the following standards:

Grade Point Average Grade point average is monitored by the Office of Student Financial Aid and Scholarships. Graduate students must maintain a 3.0 GPA to continue eligibility for financial aid programs.

Time Frame Graduate students receiving financial aid will be given six full-time semesters (or the equivalent) to attain a master's degree.

Hours Completed Students enrolled full-time (12 credit hours or more) must complete at least 10 hours per semester. Three-quarter-time students enrolled in 9-11 hours must complete at least 7 hours per semester. Half-time graduate students enrolled in 6-11 hours must complete at least 5 hours per semester.

Satisfactory Academic Progress Status The first time a student fails to meet any element of the criteria for satisfactory progress, the student is placed on warning; the second occurrence places the student on financial aid probation and the third will result in cancellation from financial aid at UNF. The satisfactory academic status will continue for the duration of enrollment at UNF.

Appeals Process Financial aid warning, probation, and cancellation will remain on the student's record unless overturned through the established appeals process. Students may file an appeal based upon any factor they consider relevant to their cancellation status. Appeals are reviewed based on extenuating circumstances. Such appeals will be reviewed by the office of student financial aid and forwarded to the University Appeals Committee when appropriate. A student's status is never overturned automatically; a satisfactory academic progress appeal must be initiated. Upon request, university-documented medical withdrawals are automatically reinstated.

Withdrawals and Incompletes Students who withdraw from courses after the drop/add period are not considered to be making satisfactory academic progress and may be required to repay a proportionate amount to financial aid programs. Students who officially withdraw from classes due to medical reasons, enter the military, or due to death in the family, in accordance with University policy, will not forfeit financial aid eligibility.

Withdrawals and incompletes are not considered completed courses. It is the responsibility of the student to provide information on changes made after the normal grading periods.

Scholarship Programs Students interested in scholarship information should contact the Office of Student Financial Aid and Scholarships at 646-2604.

Teacher Scholarship Loan Program The state of Florida has established a teacher scholarship loan program for the purpose of attracting capable and promising students to the teaching profession in areas of projected or critical teacher shortage as identified by the State Board of Education. Graduate applicants must be fully-admitted, full-time students in a teacher training program. Scholarship loans may be received for no more than two years and may not exceed \$4,000 per year. Students interested in this program should contact the Office of Student Services, College of Education and Human Services, 646-2530.

Florida's State University System Grants-In-Aid for Graduate Students Scholarship This scholarship encourages black students to enter disciplines and professional programs in which blacks are under-represented. A variable number of \$4,500 grants are available each academic year.

Veterans Assistance - Certification The Office of Veterans Affairs is available to assist all veterans eligible for any of the educational benefit programs administered by the Veterans Administration. Students who believe that they are eligible for benefits may receive assistance in applying through this office.

The following programs are available:

Chapter 30 - Montgomery G.I. Bill

Chapter 31 - Vocational Rehabilitation

Chapter 32 - Veterans Educational Assistance Program

Chapter 35 - Dependents Educational Assistance Program

Students must expect a delay in receipt of benefits during their first term at UNF to allow for processing of forms at the regional level. Initial certification can be made for one semester during which time the student may be waiting for transcripts or test scores (e.g., GRE, SAT). However, students may not be certified for a second term until fully admitted into a graduate program.

Veterans who plan to attend UNF under any of the veterans training laws must contact the Office of Veterans Affairs.

The office will assist veterans with completing all forms necessary for transferring and initiating educational benefits.

All degree programs at UNF are approved for VA purposes by the state approval agency for veterans training. The only non-degree programs currently approved for benefit payment are Becket Review, CPA, and Teacher Certification and Paralegal Studies.

Certification of School Attendance The Office of Veterans Affairs certifies school attendance to the appropriate Veterans Administration Office.

Full-Time	9 or more hours
Three-Quarter	7-8
Half-Time	4-6
Less than Half-Time	1-3

Graduate students who enroll in 3000 or 4000 level courses may have their level of certification lowered as a result of enrollment in such courses.

To expedite processing of certification, students receiving VA education benefits must report to the veterans affairs office at UNF after registering for course work. Students are responsible for notifying the UNF veterans affairs office whenever their course load changes.

In order to be eligible for benefits, veterans must maintain the same academic and conduct standards expected of all UNF students. Students will be placed on unsatisfactory progress status and benefits will be suspended when the cumulative and term grade point average fall below 3.0 during the term following probation status. All veterans should consult the Office of Veterans Affairs for specific information about requirements for benefits. For further information call, 646-2882.

Academic Policies and Regulations

UNIVERSITY OF NORTH FLORIDA

Charles M. Galloway, Associate Vice President
for Academic Affairs 646-2700

General Policies and Regulations Each graduate student must have a planned degree program. A master's degree program must include a minimum of 30 hours (including thesis if required). At least 18 hours must be at the 6000 level.

Each graduate program will be administered through the office of the dean of the college offering that program, either by the dean or appointed designee.

Classification A student is considered a graduate student upon acceptance and enrollment in a graduate or provisional graduate program. Students admitted in a provisional or trial graduate program will be classified as conditional graduate students until satisfactory completion of the trial program.

Credit Validation Coursework completed at UNF or elsewhere more than five years prior to the completion of a graduate-degree program or admission to candidacy for the doctoral degree may not be applied toward that program unless validated.

Course work which has exceeded the five-year limit may be validated by the program administrator according to the following procedures:

1. Specific application for validation of the course work should be made to the program administrator involved. The petition should include information pertinent to the course work.

2. The program administrator will review the request and either permit or deny validation. The decision may be reached through testing or any other procedures the program administrator determines appropriate.

Credit Transfers With approval of the program administrator and appropriate college program committee, up to 6 semester hours of course work may be transferred from

another approved institution and applied toward the first 30 hours of the graduate program according to the following provisions:

1. The course(s) must have been earned with grade(s) of 3.0 (B) or above.
2. Course work is subject to the time limits applicable to a graduate degree.
3. Course work may not be applied toward the 18 hour minimum of 6000-level work required for all master's degrees.
4. The course(s) must fit the student's planned program.
5. The institution(s) where the courses were completed must be accredited by the Regional Accrediting Agency for master's level work.
6. Correspondence courses and courses included in a completed degree program are not applicable toward graduate degrees.

A maximum of 10 hours completed at UNF in a non-degree status may be transferred to a graduate-degree program. In order for the

course work to be included in a degree program, the appropriate program administrator must recommend to the Office of Records and Registration the inclusion of the work. If 10 hours of non-degree work are transferred to a degree program, no additional hours may be transferred from either UNF or another accredited institution.



Non-Degree/Non-Admitted Students Permission to take graduate level courses prior to official admission to the University of North Florida as a graduate student must be granted by the program administrator or the college dean. Authorization to take graduate courses does not guarantee graduate admission or inclusion of this coursework in a graduate degree program.

Credits All credits are expressed in semester hours. All courses taken at UNF are considered residence credit.

Course Designations The catalog number for all courses is the number developed by the Statewide Common Course Numbering System. These designations have been developed by faculty task forces to facilitate the transfer process for students with equated courses from public institutions within Florida.

Courses are identified with an alphabetic and numeric coding system. The alphabetic abbreviation identifies the course content, and the numbers have the following meaning:

1000 and 2000 series--freshman- or sophomore-level courses.
3000 and 4000 series--junior- or senior-level courses.
5000 series--beginning graduate-level courses.
6000 series--graduate-level courses.
7000 series--doctoral-level courses.

Academic Load The maximum course load for a full-time graduate student is 15 semester hours. Exceptions to this policy require written approval of the administrator of the graduate-degree program being pursued.

A graduate student is considered to be a full-time student when enrolled for nine or more hours in a given term. However, some external assistance programs (Social Security, Financial Aid, Veterans Administration, etc.) require certain minimum loads for continuation in those programs.

Dual/Transient Enrollment Dual enrollment refers to a student who is seeking a degree at another approved postsecondary institution while also seeking a degree at UNF.

A transient student is a student in good standing at another approved postsecondary institution who is not seeking a degree at the University of North Florida, but who wishes to enroll at UNF for one term and transfer credit back to his/her home institution.

Concurrent Enrollment Concurrent enrollment refers to a University of North Florida degree-seeking student who wishes to earn credit at another approved postsecondary institution for transfer into a UNF degree program. Concurrent enrollment requires prior approval by an appropriate UNF advisor and completion of the UNF dual/enrollment form. Available at the Office of Records and Registration. Form should be complete prior to enrolling in the course(s).

Adding, Dropping and Withdrawing Students may add and/or drop courses from the first day of registration through the final day of the Drop/Add period (usually the first week of classes; see the Academic Calendar in the appropriate Schedule of Courses booklet). From the end of the Drop/Add period through the "last day to withdraw," a student may withdraw from a class.

Dropping and Adding Courses Students should exercise care in registration to avoid the necessity of schedule changes after classes have begun. During a registration period, through the last day of drop/add, classes may be added to or dropped from a student's schedule. Adds and drops may be completed either by telephone registration or in person at the Office of Records and Registration. Courses officially dropped during the appropriate period will not be entered on a student's permanent record. UNF students are not allowed to add or drop a course after the drop/add period unless there are unusual circumstances clearly beyond the student's control. When such cases exist, the student should petition, supported by the proper documentation, at the Office of Records and Registration for a late add or drop. A final grade of F is assigned if a student discontinues attendance in a course without officially dropping the course.

Withdrawals A student may withdraw from a course from the end of the drop/add period through the "Last day to withdraw" (see the Academic Calendar). A Withdrawal Request must be completed at the Office of Records and Registration on or before the last day to withdraw as listed in the Academic Calendar. A grade of W will be assigned upon completion of the withdrawal request process. If a student stops attending without officially withdrawing, a final grade of F is assigned.

Late Withdrawals After the withdrawal deadline a student may petition for late withdrawal if there are unusual circumstances clearly beyond the student's control. The dean (or designee) of the student's major college has final approval/disapproval authority. The course instructor does not approve or disapprove the withdrawal, but only assigns a grade of WP or WF. The instructor may recommend an action or write an explanation of the applicable circumstances. This policy does not mean that a student has the right to withdraw from a course after the official withdrawal deadline simply because he/she has a passing grade at the time.

Grading System

Grades Letter grades are assigned for all courses. The grade scale is interpreted as follows:

- A - Excellent
- B - Above average
- C - Satisfactory
- D - Below average
- F - Unsatisfactory
- X - Audit: Students must indicate at the time of registration that they wish to audit the course rather than register for

credit. Any change from credit to audit or vice-versa must be made before the close of drop/add. Fees for audit classes are the same as enrolling for credit classes and are non-refundable.

I - Incomplete: Students who have not completed required work in a course by the end of the term may, with the permission of the instructor, be assigned a grade of I. In order for an I to be assigned, the student must have completed a substantial portion (at least a majority) of the course with a passing grade. Until removed, the I is not computed in the grade point average. The time limit for removing the I is set by the instructor of the course. This time limit, however, may not exceed one-calendar year, or graduation, whichever comes first. The time limit applies whether the student is in residence or not.

An I will be changed to a final evaluative grade (one that is used in calculating GPA's) at the time the student completes the required work. **Students may not register for courses in which incomplete grades have been received.** Any I grade not removed by the end of the time limit will be changed to a final grade to be determined by the instructor. This grade will be used to calculate the student's cumulative GPA.

Veterans and other eligible persons should contact the Office of Veterans Affairs concerning the effect of incomplete or failing grades upon certification.

NR - No Record: Assigned when grades for an entire class are not submitted by the processing deadline. The NR will remain on record until changed by the instructor.

P - Passing: Indicates passing grade for the employment experience in the Cooperative Education Program and Thesis courses.

W - Withdrawn: Indicates a student has officially withdrawn from a course before the established deadline.

WP - Indicates a student has successfully petitioned to withdraw from a course after the official deadline and was making satisfactory progress at the time.

WF - Indicates a student has petitioned to withdraw from a course after the official deadline and was not making satisfactory progress at the time.

Grade Points Grade points are computed as follows:
4 points for each hour completed with a grade of A
3 points for each hour of B
2 points for each hour of C
1 point for each hour of D
0 points for each hour of F or WF

Academic Average (Grade Point Average) The sum of grade points earned is divided by the number of UNF hours attempted (except those hours with grades of X, I, P, NR, W

and WP, and UNF hours repeated for which the grade forgiveness policy was subsequently invoked). The resulting quotient is the grade point average (GPA).

The graduate average of a student will be computed over all course work taken at UNF as a graduate student, regardless of the level of the course. Grades earned while the student is in any status other than graduate (non-degree, special, post-baccalaureate, undergraduate) will not be calculated in the graduate grade point average.

Permission to take graduate level courses prior to official admission to the University of North Florida as a graduate student must be granted by the program administrator or college dean. Authorization to take graduate courses does not guarantee admission or inclusion of this course work into a graduate degree program.

A maximum of 10 hours of work taken at UNF which is both pre-graduate and post-baccalaureate may be carried into the first 30 hours of a graduate program upon approval of the program administrator or college dean. Such work requires a grade of B or better and will not be applied toward the graduate average.

Academic Progress Graduate students are expected to maintain at least a 3.0 average and no student may be awarded a master's degree unless the graduate average is B or higher. Graduate students who fail to maintain a B average overall and those students receiving grades of C in three or more courses will be placed on a probationary status. Students who have been placed on probationary status and who subsequently earn a grade of C or below may continue only with the approval of the appropriate dean.

Suspension of VA Benefits - Unsatisfactory Progress Graduate students receiving Department of Veterans Affairs education benefits will be placed on unsatisfactory progress and benefits will be suspended when graduate grade point average falls below 3.0 during the term following probation status.

Grade Reporting At the close of each term, the student will receive a copy of grades earned.

Transcripts will be sent by the Office of Records and Registration only upon written instruction from the student. Official transcripts will be provided in a sealed envelope directly to the student or an agency or institution authorized by the student to obtain the transcript. The envelope is marked "Unofficial if opened prior to delivery."

Graduation Requirements for Master's Degree Graduation from the University with a master's degree is awarded upon satisfactory completion of the following minimum requirements:

1. **Faculty recommendation.** Each candidate must be recommended for the degree by the appropriate college faculty.
2. **Total Hours.** The planned program must contain at least 30 semester hours.
3. **Graduate Course (6000-level) Hours.** At least 18 hours of course work applied toward a graduate degree must be numbered 6000.
4. **Residence Hours.** Twenty-four hours must be completed at UNF while a graduate student.
5. **Time Limit.** Courses completed more than five years prior to the completion of the graduate degree may be applied toward that program only if validated.
6. **Credit by Examination.** Credits applicable toward a graduate degree may be obtained for a graduate course (6000-level) only by enrolling in and successfully completing that course. Since a graduate degree program is more than simply a prescription of courses, no course work credited by process of examination alone may be applied toward a graduate degree.
7. **Academic Average.** The overall graduate average must be 3.0 (B) or above.
8. **Average for 6000-Level Courses.** The course work numbered 6000 applied toward a graduate-degree program must be completed with a 3.0 (B) average.
9. **Grades for Other Courses.** No course numbered below 5000 with a grade of less than B may be applied toward a graduate-degree program.
10. **Grades of Less Than C.** No course with a grade of less than C may be applied toward a graduate-degree program.
11. **Minimum Grade Total.** No more than three courses with grades of C may be applied toward a graduate-degree program.
12. **Final Requirement.** Satisfactory completion of all culminating requirements, (exclusive of scheduled classes), whether thesis, non-thesis project, or final Master's examination, no later than one week before commencement.
13. **Thesis Requirement.** The Thesis Approval Form, approval signature by thesis advisor, three abstracts of thesis, thesis copies, and receipt of payment of binding fees must be submitted no later than one week prior to commencement by thesis option students. These copies and forms should be brought to the Graduate Council Office in Suite 2565, J.J. Daniel Administration Building.

Graduation Requirements for the Ed.D. in Educational Leadership

Graduation from the University with a doctor of education degree is dependent upon completion of all course work and dissertation requirements for the degree, successful defense of the doctoral dissertation and recommendation for the degree by the appropriate college faculty.

All requirements stated in this section are minimums and are not meant to limit the degree program for any student.

Graduation Time Limits Students must submit a formal graduation application to the Office of Records and Registration by the deadline date listed in the Academic Calendar at the beginning of this catalog and published in the Schedule of Courses booklet each term.

All work required for a degree must have been completed and certification of completion posted in the UNF student record system prior to the scheduled meeting of the college faculty voting on the candidates for degrees. For all course work completed at institutions other than UNF, official transcripts are the only acceptable certification of completion. In order for applicable transcripts to be posted prior to the UNF certification deadline in a given term, they must be received by the Office of Admissions on or before the last day of UNF final examinations for that term. Students who intend to complete course work at another institution to satisfy UNF degree requirements must do so prior to the term in which they intend to graduate to insure sufficient time to process the transcript.

Course work completed at UNF or elsewhere more than five years prior to the completion of a master's degree program or five years prior to candidacy for the doctoral degree may not be applied toward that program unless validated. Course work which has exceeded the five-year limit may be validated by the administrator of the degree program involved. Procedures for validation are explained under Credit Validation in this section.

Second Master's Degree A planned program consisting of at least 24 hours is necessary for a second master's degree. Included in this program must be a minimum of 18 hours completed at UNF while a graduate student. All other graduate policies apply to the second master's program. The application for graduation must indicate both degrees.

Academic Responsibilities of Members of the University Community Members of the University community are expected to be familiar with requirements outlined in this catalog and all official dates specified in the official University calendar, which is published in the Schedule of Courses booklet each term.

In addition, both instructor and students are responsible for ensuring that all members of the community maintain high standards of integrity.

Class Attendance The University has no policy regarding the number of classes a student must attend to receive full academic credit for a course. Rather, class attendance and participation is a responsibility shared jointly by the instructor and student. While it is the obligation of the instructor to inform the student of academic requirements in a course, it is their joint responsibility to fulfill these requirements. Certain courses may require the presence of students at class meetings, laboratory meetings, music sessions, etc.

Academic Integrity The University places high priority on and strives to uphold the highest standards of academic integrity while protecting the rights of students and faculty.

Should any instructor find evidence of cheating, plagiarism or other inappropriate assistance in work presented by a student, the instructor should inform the student of the action to be taken. Any student who becomes aware of misconduct related to academic integrity should inform the instructor or other proper authority.

Right of Appeal All members of the University community are entitled to fair and equitable procedures. Any member who believes that actions of other members are not equitable has the right of appeal. A student who feels that a University policy imposes an undue hardship may submit through the Office of Records and Registration a petition requesting waiver of the specific policy. The student will be informed in writing of the results of the appeal.

Student appeals relating to individual courses shall be limited to a period of one year from the date the award is given of any grade (except "Incomplete") for the course in question. Guidelines for grade appeals are available in the Office of Records and Registration.

Members of the community who feel that they have not been accorded rights under the Civil Rights Act of 1964 or Title IX of the Higher Education Amendments of 1972 may submit inquiries to the director of equal opportunity programs, room 2515, J.J. Daniel Hall, 646-2507.

Release of Student Academic Information

A student, upon request, may review his/her own academic record. This review is subject to guidelines outlined by University and Board of Regents policy and provisions of the Family Educational Rights and Privacy Act. Copies of the University's policy regarding record access are available in the Office of the Vice President for Academic Affairs.

Students who feel they have not been permitted to exercise their rights guaranteed by the Privacy Act may file complaints with the Vice President for Academic Affairs and the U.S. Department of Education, Washington, D.C.

The University subscribes to the policy that a student's academic record is confidential. Therefore, information will be released upon written instructions from the student and under the following terms:

1. The student's academic records are open for inspection only to the student and staff members of the institution who have responsibility for working with the student or the student's record.
2. Official academic records submitted from another institution will not be released to the student or to a third party. These documents are retained in the student's folder.
3. Individual student requests and academic records are available to members of the University Appeals Committee. Attendance at appeals meetings is restricted to bona fide members of the committee.
4. Information regarding a student's attendance dates and degree type and date at UNF and other institutions previously attended are considered public information and will be released without prior approval of the student.
5. Because of the University's commitment to continue improvement of educational services, the Office of Records and Registration will furnish copies of gradereports to the student's previously attended institutions for use in ongoing programs of research and improvement at these institutions. Grade information will also be made available for studies conducted to improve academic quality within public higher education in Florida. These policies are appropriate under the provisions of the Family Educational Rights and Privacy Act.
6. Some contractual programs require grade information. Release of such reports is made only after written notification has been sent to the student.

Graduate Council The Graduate Council is charged with the responsibilities of setting graduate standards, developing policies and procedures, reviewing degree completion requirements, maintaining faculty standards, and assuring University-wide compliance with all graduate standards.

Graduate Council Committee Members

Charles M. Galloway, Chair
Marianne B. Barnes
Ralph M. Butler
Jerome B. Hallan
Katherine M. Kasten
Frank S. McLaughlin
Earle C. Traynham
Champak D. Panchal
Andrew Farkas (ex-Officio)

UNIVERSITY OF NORTH FLORIDA

Academic Advisement

General Students must have an official program of study filed with the advisement office of the college of their choice. Students should meet with an advisor concerning their programs as early as possible.

Thomas G. Carpenter Library

The UNF library, named in honor of the University's first president, is a full-service, technologically supported library and information center with the primary mission of supporting the University's academic programs. This community resource, serving UNF students, faculty and adult researchers in the northeast region of Florida, houses a collection of almost 600,000 resources including books, periodicals, maps, Federal and state government documents, films, filmstrips, slides, audio and visual cassettes, records, compact discs, curriculum materials and more than 1,000,000 microform pieces and other related material. Staffed with 17 professional librarians and 27 support personnel, the library maintains an innovative outlook as it provides the services common to a large research library, including reference and information services, interlibrary loans, online search services, CD-ROM databases, archives and special collections, and photoduplication facilities. Additional services include listening and viewing facilities for nonprint materials in the Media Resources Department and microfilm reader/printers for use with the microform collections.

The design and construction of the library facility, completed in 1980, were based on users' needs. It has a seating capacity of 800, and is equipped with individual conference and group study rooms, study carrels, an atrium lounge and a drive-up book return.



The library functions within an automated and user-oriented environment. It is linked to various computerized networks and cataloging utilities (OCLC/SOLINET, RLIN) which provide access to more than 27 million bibliographic records and holdings of affiliated libraries and networks nationwide.

Through the Florida Center for Library Automation (FCLA), the library maintains an online catalog, LUIS, using the NOTIS system, which provides rapid and up-to-date access searching 95 percent of the library's collections, and the more than 7 million MARC holdings records of the other eight libraries in the State University System (SUS). The online catalog may be searched both in-library and through remote access. The combined advantage of these networks offers rapid identification and access to materials available in the UNF library or through local, national, and international interlibrary loan channels. The library is able to provide custom searches and subject bibliographies for periodical and other selected literature within most academic disciplines through Dialog and other computer accesses.

Except for holidays and semester breaks, the library is open seven days per week for a total of 88 hours. The operating schedule for the library and its individual units is posted at entrances, and copies are available at the circulation desk. For information call 646-2616.

Computing Services The Department of Computing Services, located in the John E. Mathews, Jr. Computer and Information Sciences Building, provides computer and information systems support to the academic and administrative communities of UNF. The department provides students

and faculty with technical assistance in the use of computing equipment and systems. Laboratories housing terminals, microcomputers, program documentation, and user manuals are staffed and maintained by the department, and a user's guide is provided to supplement the documentation. The department also maintains effective data storage and handling facilities for users, and provides the personnel and equipment necessary for data analysis and informational reporting.

The majority of computing equipment used for instruction and research resides in the Computer Center, which is located on the first and second floors of the Mathews building. On the first floor there is an IBM 4381 Model P22 mainframe processor and an IBM 4341 Model N2 mainframe processor. Several hundred terminals and terminal-emulating microcomputers are connected to these systems, many of which are located in the main student lab on the second floor of the Mathews Building, or are distributed throughout the campus in lab facilities or in faculty and staff offices. Dial-up access is also available at 1200 or 2400 baud.

The Computer Center also houses several Unix-based systems; these systems run either the A&T System V or Berkeley 4 BSD versions of Unix. The two main systems are a Sequent Symmetry and a Sequent Balance, both of which are symmetrical multi-processors with eight central processing units. In addition to the Sequent systems, Computing Services maintains an AT&T 3B2/500 and a 3B15. All of the Unix systems communicate over an Ethernet network supporting TCP/IP protocols; the IBM 4381 is also connected to this network via a BTI Ethernet interface. These systems are accessible via the second floor student lab, via dial-up lines at 1200 and 2400 baud, and via network connections through the mainframe from numerous workstations and PCs. Wide-area network access is available through both UUCP and the INTERNET for mail and file transfer as well as remote system login.

General-purpose microcomputer facilities are located on the second floor and include several IBM PCs and PS/2s and Apple Macintosh computers. The IBM microcomputers are connected to a 70-node Novell local area network to facilitate sharing of peripherals and software.

Two special-purpose microcomputer labs are located on the first floor and can be reserved for instructional use. The first lab contains several Zenith microcomputers which are connected to a Novell local area network. The second lab contains several Macintosh IIx systems with color monitors and a Macintosh IIx instructor's station with a high-resolution color monitor.

Computing Services also maintains a Faculty/Staff Support Lab which is reserved for the exclusive use of UNF faculty and staff members. This facility, located on the second floor, contains an IBM PC, two Macintoshes, two printers, and a mainframe-attached terminal.

UNF relies heavily on the Northeast Regional Data Center (NERDC), located at the University of Florida. NERDC provides computing support to UNF through the use of a large IBM mainframe computer system. Access to other computing facilities throughout the state is provided via the Florida Information Resource Network (FIRN). UNF is a member of BITNET, an international, educational information network, and INTERNET, an international research network.

The software available on these various systems is extensive and sufficiently diverse to serve the complex demands of a university environment. For information call 646-2820.

Bookstore The UNF bookstore, a contractor operation, provides an on-campus source for academic supplies, books and other materials, as well as certain convenience items for students, faculty and staff. Offering a well-rounded line of merchandise, the bookstore also provides check cashing, notary-public service, continuous book buy-back, special ordering of books, vending machine refunds and all graduation paraphernalia. In addition to daytime operation, the bookstore is open certain evenings for the convenience of night students. The bookstore is open from 8:30 a.m. to 8:00 p.m. Monday through Thursday for the first two weeks of the beginning of each term. Hours are subject to change and are posted. For information, call 646-2866.

UNIVERSITY OF NORTH FLORIDA

Roland E. Buck, Vice President for Student Affairs
646-2600 (Voice and TDD)

Campus Life Students attending the University of North Florida enjoy a collegiate experience unique in many ways.

UNF students often point to the beautiful, natural look of the 1,000-acre, residential campus as one of the many reasons they selected UNF and as a source of everyday enjoyment while they pursue their studies. The campus core features abundant greenery and a series of small lakes nestled between student housing and academic and administrative buildings. The campus is conveniently designed and is encircled by 850 acres of undeveloped grounds. Its natural spaciousness provides students with a sense of openness and tranquility as well as ample room for a wide variety of formal and informal recreational opportunities.

Also guaranteeing a unique experience for students who choose UNF is the increasing diversity of its student body. It is non-traditional when compared to most college campuses in terms of its significant ratio of part-time to full-time students, its wide range of ages and the great percentage of students who hold full-time jobs while pursuing UNF degrees. Students are exposed to a broad variety of national origins, ethnic backgrounds, personal interests, career choices and life-styles.

While welcoming increasing diversity, UNF continues to pride itself on its ability to balance growth and change with continued emphasis on the individuality of students by faculty and

staff. Diversity also is present in the curriculum, as is the ability to be responsive with programs addressing constantly changing economic and social needs.

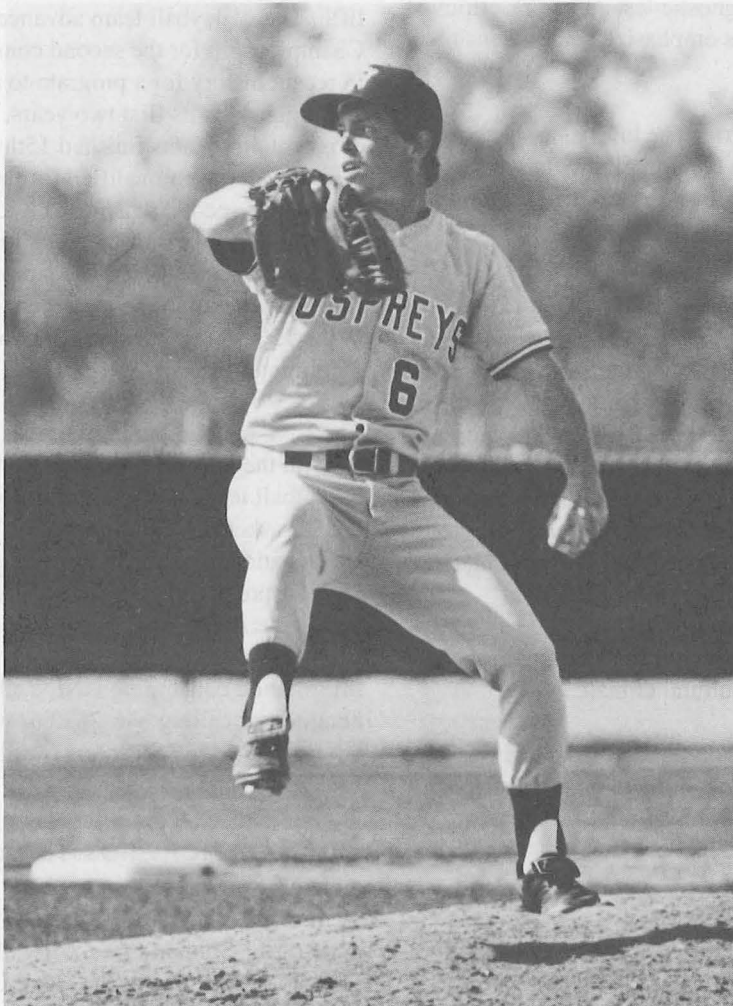
Campus Regulations Members of the University community—faculty, staff and students—are governed by

campus regulations which include the Model Bill of Rights and Responsibilities developed by the Carnegie Commission on Higher Education. Other codes for campus behavior are the Student Conduct Code, Alcohol and Drug Policy, and Academic Integrity Code. All are basic statements expressing the spirit of expectations from members of the University community, both in and outside of UNF's classrooms.

Resident students are governed by additional policies, most of which are outlined in the *Guide to Campus Living*. Copies of these documents are available in the Office of the Vice President for Student Affairs.

Academic Assistance The Academic Resource Center provides students with a variety of academic aids and assistance. Both full-time

instructional staff and part-time student staff offer such assistance as: reading and writing instruction, help in a variety of course offerings, as well as individual and group sessions focusing on test preparation and study skills. Tutoring programs also employ students, thereby, creating on-campus work opportunities. Interpreters, note-takers, readers and aids are available to students with disabilities through the Office of Disabled Services. The Academic Resource Center is located in room 1003, Founders Hall, at 646-2766.



Program Offerings:

College Writing Laboratory The college writing laboratory offers assistance to students who want to improve their compositions. An instructor or a tutor assesses students' work for strengths and weaknesses and gives instruction in specific problem areas.

Writing Contest The Academic Resource Center and the SGA sponsor an annual contest for students interested in writing poetry, short fiction and essays. Winning entries appear in a UNF publication.

Study Skills Seminar (SSS) Study skills seminar is an four-week course designed to help students master essential study skills.

College Reading Laboratory The college reading laboratory offers students a diagnostic test and a prescriptive program. Prescriptive programs emphasize comprehension improvement.

Tutorial Assistance Program The tutorial assistance program provides students with the opportunity to work with a qualified peer tutor on a small-group basis. The program is free.

The Arts: Performing and Attending (Fine Arts, Visual Arts, etc.) For students interested in performing in a musical organization, UNF has the chamber singers, African American Heritage Singers, the concert band, jazz ensembles, jazz combos, and percussion and various woodwind and brasswind ensembles. Faculty and student artists and groups present concerts almost weekly. In addition, several concerts featuring internationally known musicians and musical groups occur each year on campus. For more information, contact the Music Department, at 646-2960.

UNF also sponsors theatrical productions, which contribute to the quality of the University's cultural climate.

The University Gallery, located on the first floor of Founders Hall, presents a variety of exhibits throughout the year, including a faculty art show, the annual juried student art show, as well as exhibitions and lectures by artists of regional and national renown.

Athletics: Intercollegiate The intercollegiate athletic program at UNF is enjoying the same growth as experienced by the rest of the University. Athletics reflect the traditional excellence of UNF's academic and professional programs.

As intercollegiate athletics completed its 11th year, UNF completed its NAIA participation with a strong showing. The Ospreys are now a member of NCAA Division II and the Sunshine State Conference.

UNF competes in a number of sports: men's and women's basketball, tennis, cross country, indoor and outdoor track;

men's golf, baseball and soccer; and women's softball and volleyball.

In the past 11 seasons, Osprey athletes' honors have included more than 120 NAIA All-America titles, three team national championship titles and three individual national championship titles, and nearly 50 Scholar-Athlete honors. Individuals also have earned three Arthur Ashe Sportmanship Awards, two National Senior Athlete of the Year awards, one Baseball Player of the Year award, one *Baseball America* Small College Player of the Year award and one GTE Academic All-America honor.

UNF has compiled an enviable record of athletic achievement. Most recently, the men's golf team won its second NAIA National Championship, the men's tennis team finished second at the national tournament and the women's team finished fifth. The volleyball team advanced to the NAIA National Championship for the second consecutive year, the only time in recent history for a program to advance to the volleyball championships its first two years. The women's and men's cross country teams finished 15th and 22nd, respectively. The men's soccer team qualified for the district tournament and finished its second season at 12-8. Baseball finished up at 45-12. Three members of the track team qualified for the NAIA Outdoor Track National Championships. Jamie Comer finished seventh in the marathon, Leanne Moore finished 12th in the 1500-meter run and Kim Pawelek finished 13th in the 3000-meter race.

The UNF athletic program took a major step forward in 1992-93 with the inaugural seasons for both men's and women's basketball teams and the opening of the UNF Arena. The men's basketball team finished at 7-20, competing against seven nationally ranked opponents during the season. The Lady Ospreys compiled a 10-17 record, picking up the first win in the Arena.

Information concerning UNF's athletic program may be obtained by calling 646-2833 or writing to: UNF Athletics, UNF Arena, 4567 St. Johns Bluff Road, South, Jacksonville, FL 32224-2645.

Campus Activities The staff of the Student Development Office works closely with students, seeking to involve them in UNF campus life. Staff are responsible for: management of the Student Life Center, the student conduct system, the "Safe Ride" Escort Program, UNF nature trails and lakes, student lockers, advising and coordinating campus clubs, new student orientation and the student newspaper, and assisting with the development of the entertainment programs on campus. The office works closely with the SGA and also serves as a resource for people involved in planning and offering campus activities. More information may be obtained by calling 646-2525.

Organizations for Students Students at UNF have formed many organizations for social, cultural and recreational purposes. In addition, there are academic and profes-

sional clubs, political groups, religious and other special interest clubs, and groups especially for graduate students such as the English Graduate Organization or the Masters in Public Administration Society. For additional information, contact the Office of Student Life, Robinson Student Center, 646-2525.

Child Care The University of North Florida Child Development Research Center promotes an atmosphere of creativity, freedom of choice and positive interaction with the staff and children of the University and the community.

The Center offers a readiness program directed toward formal education for enrolled preschool children. Swimming and ballet programs also are offered. A program including arts, crafts and movement education is available for school-age children attending the Center. During the summer terms, a summer camp program is offered for school-age children.

Academic lessons for preschool children are conducted on a 1:6 staffing ratio. Furthermore, a certified and qualified teaching staff is present during all operating hours. These hours are: 7:45 a.m. - 6:00 p.m.; Monday - Friday

The Child Development Research Center admits the children, ages 2 (if fully toilet-trained) through 10, of UNF students, faculty, staff and alumni; and of Florida Community College at Jacksonville (FCCJ); and of the public. For fees or additional information, call 646-2849.

Counseling: Career and Personal Programs offered by the Personal Counseling and Career Development Office are designed to be an important part of the educational process. A professional staff of trained counselors assists students through the process of personal and/or career counseling.

Professional mental health counselors provide individual and group counseling sessions to help students with personal problems that may be interfering with their success as students. Group experiences to facilitate personal growth typically include self-hypnosis, assertiveness training, relationship enhancement and test anxiety reduction.

Professional career counselors assist students with planning, reviewing and implementing their career goals.

Additional career services include vocational testing for currently enrolled students, part-time and full-time job listings, on-campus interviews, employability skills seminars and a career library of occupational job search information. The Personal Counseling and Career Development Office also provides consultation and outreach programs to the UNF community, covering a variety of mental health and career-development concerns.

In all cases, the counseling staff adheres to strict professional standards of ethics and confidentiality. The Office is fully

accredited by the International Association of Counseling Services, Inc. and is located in room 2086, Founders Hall, at 646-2955 (Voice or TDD).

Disabled Students The Disabled Student Services Office acts as liaison between the handicapped student and the academic community. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act (ADA) of 1990, Disabled Student Services provides academic assistance, such as interpreters, note-takers and readers for disabled students as well as some specialized equipment (tape recorders, tapes, braille typewriter, Visual-Tek and page turner).

Disabled students are encouraged to register with the Office of Disabled Services prior to the beginning of each semester. The Office is housed in the Academic Resource Center, located in room 1003, Founders Hall, 646-2906 (voice) or 646-2769 (TDD).

Experiential Learning and Institutional Testing Center The Center for Experiential Learning and Institutional Testing provides students with a variety of educational experiences that enhance their personal, social and career development through such programs as experiential learning, cooperative education, internships and testing. For more information, contact the Center, located in Founders Hall, room 2068, at 646-2915.

Institutional Testing This office administers and provides information about such tests as the GRE, FTCE, GMAT, MCAT, and others. For additional information, call 646-2789 for a current testing schedule. Institutional Testing is located in Founders Hall, room 2056.

Campus Dining Services The dining services at the University of North Florida are provided by Marriott Corporation. Students attending UNF have access to three facilities on campus. Menus are designed with variety and health conscious persons in mind. The Osprey Cafe is located next door to both residence halls and across the lake from the University's apartment complex. Featured are a self-service salad bar and waffle bar, a breakfast buffet, and a full service deli and grill at lunch.

The Courtyard Cafe, located across the courtyard from the bookstore, features a "grab and go" format with deli sandwiches, beverages, snacks, and a variety of frozen foods.

The Boathouse Grill, located adjacent to the parking garage and new College of Health Building, features a sports grill format. Fresh pizzas, calzones, burgers, salad bar, and a variety of hot subs and sides are available. For those students and staff who are of legal drinking age, beer and wine also are available to complement your meal.

The dining service also provides a complete catering department to enhance your special event programs.

The operating hours of the dining service locations vary. Hours closely adhere to class schedules and the needs of the UNF family. Dining service questions should be directed to the director of Dining Service at (904) 646-2543.

Housing On-Campus UNF students who choose to live on campus enjoy its conveniences and greater opportunities for involvement in campus life—opportunities not readily available to students who commute. Clustered on a lakeside, the student residences provide immediate access to the Student Life Center, which includes recreational facilities, a theater and the Osprey Cafeteria. Within a short walking distance of student residences are the library, computer center, classroom buildings, and fitness, recreational and athletic facilities.

Osprey Village, a complex of one- and two-bedroom furnished apartments with full kitchen and bath facilities are available to upperclass undergraduate and graduate students.

Osprey Hall, a three-story lakefront residence hall, is primarily a home to UNF's freshman students. This housing option offers the security of a limited-access building, a high sense of community and freedom from upkeep of kitchen and bath.

These two complexes will be joined in Fall 1994 by Osprey Landing, a new home for 150 additional students. This housing option was designed as a blend between apartment and residence hall living, including larger double-occupied rooms with private bath, and common areas for resident community activities.

Disabled students are accommodated in UNF's housing through a number of specially designed apartment units for the physically challenged, the availability of equipment such as visual alarms for the hearing impaired, and the modern design of UNF's housing.

Rental rates are comparable to residential opportunities in Jacksonville and other universities in the state. Each room or apartment is equipped with local telephone and long-distance service (phone not included) and cable television service.

Applications for campus housing should be submitted directly to the University Housing Office. Housing applications are not handled as part of the University admission process. For more information about on-campus living, contact the UNF Housing Office, Robinson Student Life Center, room 2623 or call 646-2636. (Voice or TDD)

International Students (Also see Minority and International Student Affairs) International students at UNF represent more than 90 countries from around the world. The UNF community welcomes international students and is sensitive to the needs that arise when studying in a foreign country. Specialized programming which attempts to meet these needs includes: orientations, International Student Week, international student receptions and immigration workshops.

An international student must meet admission criteria and submit health and financial accountability forms. *Documentation of a medical insurance policy that meets State of Florida guidelines is required prior to registration for classes. (UNF offers a policy for purchase through Student Health Services.)

The budget for an undergraduate academic year for an international student is estimated at \$14,120, exclusive of travel to or recreational travel within the United States. This amount includes:

• matriculation fees	\$ 7,000
• housing/meals/utilities	4,720
• medical insurance*	500
• books and supplies	1,000
• personal expenses/ local transportation	<u>900</u>
Estimated Total	\$14,120

The admission procedure for international students is handled by the Office of Admissions in J.J. Daniel Hall, at 646-2624, and the Office of Minority and International Student Affairs in room 1011, Founders Hall, 646-2475.

Medical Services and Health Promotion

The campus Student Health Services Office provides medical services, health promotion, health maintenance and emergency first-aid services for students. Physicians and nurses provide these health care services to the UNF community.

Ill or injured students have access to an on-campus physician, available to students six hours a week, and to an off-campus family practice clinic by referral. The nurse also maintains current immunization and health history records on students. Proof of immunity to measles and rubella is a prerequisite to registration, and a health history is required for new students.

Student accident and sickness insurance also is available at the SHS. International students must present proof of *acceptable medical insurance (See International students section above.) to SHS prior to registration for classes.

Throughout the year, the SHS offers fitness testing and lifestyle assessments for the individual motivated to improve his/her level of well-being. A personalized plan for wellness is then developed based on individual needs. Programs offered though the SHS focus on subjects such as stress management, exercise prescription, eating for health, CPR/first aid, smoke-enders, assertiveness training, time management and HIV/AIDS prevention education and counseling.

Professional staff members assist students, faculty and staff in making healthier life-style choices. A key element for the success of Health Services is the sense of ownership by UNF students. The focus for increasing this sense of ownership is the Student Health Services SWAT (Student Wellness Advocate Team).

SHS provides the student members with experiential learning and practice in leading groups and teaching. The SWAT program enables the SHS to increase the number and variety of programs available to the student body. For more information, stop by the Student Health Services Office, or call 646-2900 (Voice or TDD).

Minority and International Student Affairs

(MISA) The Office of Minority and International Student Affairs assists minority and international students academically and socially as they pursue a degree at UNF. The diversity of cultures and nationalities among students, faculty and staff provides an opportunity to experience and learn from one another.

The MISA staff actively participates in planning programs that are sensitive to students' needs and increase their awareness of University resources available to them.

Minority Program Features (See International Student section for additional program features.):

Library Tour: The MISA Office, in conjunction with library staff, sponsors a tour of UNF's Thomas G. Carpenter each semester. New students and students unfamiliar with the library are invited to participate.

Graduate Summer Program: Fully or conditionally admitted UNF minority graduate students are invited to participate in a six-week, intensive orientation to graduate studies and research skills. Students are eligible for stipends upon successful completion of this program.

Leadership Workshops: Leadership workshops are conducted twice a semester to encourage minority students' participation in student government and in the community.

Student Recognition Event: MISA, in collaboration with various student organizations, recognizes minority student leadership on campus.

The MISA Office is located in Founders Hall, room 1011. The office may be reached by phone at (904) 646-2475.

Publications for Students *The Spinnaker*, the student newspaper, is published every two weeks. For more information, contact *The Spinnaker* at 646-2727.

Recreation and Intramural Sports The Recreation and Intramural Sports Department is sponsored by SGA funds. Programs are planned and organized with the assistance of student leaders.

Intramural Sports An intramural sports calendar is posted at the beginning of each term. The intramural sports program offers fun and competitive athletic experiences ranging from men's and women's flag football to water volleyball and chess.

Sign-up for intramural activities begins on the first day of each term. The Recreation Office is located in the UNF Arena, room 1043.

Open Recreation and Sports Facilities UNF's Recreational Sports Complex provides students with a selection of activity areas from which to choose. Recreational resources include:

UNF Arena

- 5,800 seats
- Five basketball courts
- Six volleyball courts
- Four racquetball courts
- Practice floors
- Six Locker rooms
- Classrooms
- Offices: Recreation and Athletics

Osprey Fitness Center--fully equipped

- Freeweight, Paramount sports trainer
- Stairmasters
- Nautilus machines
- Treadmill
- Life cycles
- Air Dyne ergometers

UNF Aquatic Center--Olympic-Style

- Heated indoor pool
- Diving platforms

Baseball complex

Tennis courts

Jogging trails

Lakes for fishing or canoeing

Softball field

Lighted racquetball courts

Gamefield fitness course

Equipment checkout room

Basketball courts (outdoor)

Multi-purpose recreation field

A Parcourse-fitness trail

Nature trails

Sand volleyball courts

Students must show their UNF student identification card at all recreational facilities to check out equipment and to gain entry.

The UNF Arena Recently completed is one of UNF's newest buildings, a \$9.9 million teaching gymnasium. This versatile facility seats 5,800 spectators. It is home to the new division II men's and women's varsity basketball teams and the site for graduations, concerts and other University functions. The facility includes four indoor racketball courts, lockerrooms, basketball, volleyball and badminton courts, classrooms, teaching laboratories, and offices. Students enjoy open recreational time in the facility participating in a variety of activities. The Departments of Physical Education, Recreation and Intercollegiate Athletics have offices in the facility. Facility hours and usage procedures will be posted each semester.

Nature Trails and Picnic Areas The UNF nature trails are a component of the National Recreational Trails System. Students may fish and canoe in three of the four lakes on campus. Picnics are allowed on most outside areas of the campus. However, there are restrictions on fires and alcoholic beverages. For details, contact the Recreation Office, at 646-2998. Picnic tables are available at Lake Oneida, the Boat-house lake and the student residence picnic pavilion.

Wild game are sighted regularly along UNF's nature trails. UNF requests that visitors respect the natural habitat by leaving the trails and picnic grounds clean and undisturbed.

Recreational Sports Clubs UNF's recreational sports clubs provide students with an opportunity to learn compete and socialize with students who share similar interests. UNF's recreational sports clubs include the Sailing Club, Swim Club, Surf Club, Lacrosse Club, Men's Soccer Club, Shotokan Karate Club and Cycling Club. These organizations are open to students, faculty and alumni. For more information, call 646-2998.

Student Government Association The Student Government Association (SGA) is the vehicle through which students have a voice in how activity and service fees are used at UNF. In addition to the administration of the entire activity and service fee budget—more than one million dollars—SGA is primarily responsible for representation of student interests at the local, state and federal levels.

Student Volunteer Center This SGA-supported office provides a clearinghouse for individual students and student-clubs interested in community service and attempts to educate all students about the valuable experiences that can be gained through volunteering. The student-run center was opened in 1990 through the efforts of both students and administrators because of their belief in the positive impact these experiences have on students' values, social responsibility and employability. The center serves as a link between the campus community and the many area agencies which depend upon volunteers to accomplish their social service, fine arts and charitable missions. The center is located in UNF's Student Life Center, room 2610. Call 646-2755 for information.

Women's Center The Women's Center at UNF provides a wide range of women-centered programs and services. These activities are designed to encourage and facilitate the maximum development of women's personal and academic potential. The Center also is concerned with helping men increase their knowledge and appreciation of the great diversity among women.

The Center plans and implements activities, resources and programs focused on current issues affecting women. Areas and issues addressed by on-campus presentations or via referral to other agencies include: career, academic, economic, personal safety, advocacy services, health, and cultural awareness. For more information, visit room 2649 in the Robinson Student Life Center, or call 646-2528.

UNIVERSITY OF NORTH FLORIDA

Lewis Radonovich, Dean 646-2560

Department of History

David T. Courtwright, Professor and Chair

Daniel L. Schafer, Professor and Graduate Advisor

Master of Arts in History The Department of History, Philosophy and Religious Studies offers a master of arts in history, with fields of concentration in European or US history. Both concentrations offers students a choice of either the traditional thesis option (recommended for students contemplating doctoral studies) or a non-thesis option. The thesis option requires a minimum of 30 semester hours of graduate course work and completion and defense of the thesis. Course work will include (1) at least 12 hours in the field of concentration; (2) at least 12 hours of history courses outside the field of concentration, including HIS 5060 The Craft of the Historian; (3) at least 6 hours and no more than 15 hours of HIS 6970 Master's Thesis Research. In addition, students choosing the thesis option must demonstrate reading knowledge of one foreign language and complete a statistics course.

Students choosing the non-thesis option will (1) substitute 9 additional graduate-level history credits for a thesis; (2) submit two seminar papers to the graduate advisor after they have completed their course work; (3) pass a written comprehensive examination; (4) satisfy either the foreign language and statistics requirement or complete a 6 credit hour minor in another discipline.

Admission In addition to the general admission requirements at UNF, applicants are expected to have earned an



undergraduate GPA of at least 3.0 overall and a 3.4 GPA in history courses, and have scored a minimum of 1000 (combined verbal and math score) on the GRE examination. Students are not required to have been history majors, but it is expected that they will have taken the equivalent of at least a minor (15 hours) in undergraduate history courses. Students

who have not met this requirement should consider taking additional undergraduate history courses at UNF before applying for the M.A. program.

Students may transfer up to 9 graduate credit hours of history from other programs, with the approval of the graduate advisor. Those who wish to transfer more must have special permission from the department.

Students should send application forms, all undergraduate and postgraduate transcripts, and GRE scores to the Office of Records and Registration, P.O. Box 17074 Jacksonville, Florida 32245-7074. The UNF Counseling and Testing Center (646-2602) provides information regarding administration of the GRE. Previous GRE scores may be used if not more than five years old.

In addition, applicants must send to the UNF Department of History a typewritten essay of three to five double-spaced pages describing their career goals and areas of historical interest, and three letters of reference. At least one of the letters should come from a former or current history professor. For further information, contact the graduate advisor or department chair.

Department of Language and Literature

Mark E. Workman, Professor and Chair
Richard Bizot, Professor and Graduate Coordinator

Master of Arts in English The Department of Language and Literature offers a master of arts in English designed to enable students to analyze and respond to literary texts. The program provides English teachers with opportunities to explore new strategies and apply new approaches to the texts they teach. It offers creative writers an opportunity to learn and practice in a supportive community. It helps students who intend to pursue the Ph.D. in English to prepare for the challenge of advanced graduate work. It offers opportunities for personal enrichment to all eligible students.

Postbaccalaureate students not enrolled in the degree program may take up to ten hours of graduate course work, provided they have the permission of the graduate coordinator.

Program The program has two tracks: literature and creative writing. Students are required to take 33 semester hours at the 5000 level or above, at least 21 of which must be at the 6000 level. Of the required 33 credits, 3 may be earned by writing a thesis or by completing a practicum; the other 30 hours must be earned through course work. Students in the literature track may not apply more than 6 hours of writing courses toward completion of the program. All students must maintain a GPA of 3.0 or above. No course in which a student receives a grade lower than a B will count toward completion of the M.A. in English.

Program Prerequisites Students wishing to enroll in the M.A. in English program must see the departmental graduate coordinator prior to registering for courses. Students who have not successfully completed a general linguistics or history of the language course at the 3000 level or above before entering the program must do so to complete the program.

Requirements of the Program Courses Students must take LIT 6509 - Major Authors. In addition, they must take either ENG 6018 - Literary Criticism or another 6000-level course with substantial theoretical content. Finally, they must take at least two courses in literature before 1800 and at least two courses in literature after 1800, at least two courses in British literature and at least two courses in American literature. A course may satisfy more than one requirement.

Examinations Students must pass two departmental written examinations, a critical interpretation examination which may be taken any fall or spring term of a student's enrollment, and a comprehensive examination taken at or near the end of a student's program.

The three-hour critical interpretation examination, offered each fall and spring semester, will be open to any student who has been fully admitted to the M.A. in English program. For each critical interpretation examination the graduate program

committee's faculty members will select three relatively short literary texts, the identity of which will not be revealed prior to the administering of the examination. Each participating student will select one of these texts and write a critical interpretation of it. These examinations will be graded by the graduate English faculty. A student who fails the critical interpretation examination may retake it at any subsequent scheduled offering. A student must pass the critical interpretation examination to be eligible to take the comprehensive examination. A student who fails the critical interpretation examination three times will not be entitled to continue in the program.

All students must pass a four-hour written comprehensive examination on an individualized reading list which meets department guidelines. Guidelines are available in the department office; sample reading lists are kept on file there and are available for inspection. Students must be scheduled to complete all other degree requirements no later than the end of the semester in which they take the examination. Students wishing to take the examination in a summer term must have the approval of, and work out the logistics with, the members of their examining committees. A student who fails the comprehensive examination may retake it by arrangement with the examining committee. A student who fails the examination a second time must petition the graduate coordinator for permission to attempt it a third time.

Creative Writing Track Students who choose this track must satisfy all the requirements for the MA in English. Additionally, they must successfully complete two writing workshops and a creative thesis. They must submit representative samples of their work to their supervising professor for review before they will be permitted to do a creative thesis. Course work and thesis must total at least 36 semester hours of credit.

Admission Applicants must satisfy the general university graduate admission requirements. Applicants must have either a 3.0 GPA for the last two years (60 semester hours) of undergraduate course work or a combined score of 1000 on the verbal and quantitative sections of the Graduate Record Exam (GRE). If applicants satisfy the GPA requirement, they must present GRE scores nonetheless, but they will not be held to the combined score of 1000 requirement.

Entering students must have either a minimum of 18 semester hours of English beyond freshman composition or a score at or above the 50th percentile on the GRE subject test, "Literature in English".

Applicants who do not have either the required 3.0 GPA or a GRE score of 1000+, and who wish to petition for admission to the program, must explain in writing why they wish to be admitted and why they believe an exception should be made, and they must have two letters of recommendation, by persons acquainted with their scholarly potential or performance, submitted to the graduate coordinator.

Department of Mathematics and Statistics

Donna L. Mohr, Associate Professor and Interim Chair

Champak D. Panchal, Associate Professor and Director of Graduate Studies

Master of Science in Mathematical

Sciences Corresponding to the undergraduate mathematical sciences program, the degree program leading to a master of science in mathematical sciences is interdisciplinary, emphasizing the interrelationships among disciplines represented. In addition to examining topics from each of mathematics, statistics, and computing, the student will select an area of concentration from one of these disciplines. The program aims to provide the graduate with an understanding of the utility of the mathematical sciences and to present the theory needed to make those applications meaningful.

Program The program consists of 32 hours of study in the mathematical sciences. The 18 credit core listed below forms a foundation for every student's program. Particularly well prepared students may be permitted to substitute more advanced courses from the appropriate area in place of some core courses.

The remaining 14 credits are selected by the student in consultation with the department and provide concentration in one of the three basic mathematical sciences. For some students, a thesis may be included in these 14 credits (a thesis may account for no more than 6 credits). In some instances, graduate courses in disciplines outside the mathematical sciences area may be substituted for as many as 6 of these 14 credits. No more than 6 credits with a GPA of 2.0 may be counted toward the degree. Upon completion of study, each candidate must present an approved thesis or complete satisfactorily a departmental comprehensive exam.

Core Courses

Mathematics

MAS 6107 Advanced Linear Algebra

STA 6446 Probability

Statistics

STA 6166 Statistical Methods I

STA 6326 Mathematical Statistics I

Computing

MAD 6405 Numerical Analysis

Plus one approved Computing Course

Admission In addition to satisfying general UNF criteria for admission into a graduation program, students wishing to enter the mathematical sciences master's degree program must present GRE scores and must have the equivalent of an undergraduate degree program in the Department of Mathematics and Statistics at UNF. Otherwise qualified students not satisfying the latter condition may be admitted only after arranging with the graduate advisor for a program which will remove the deficiencies.

Department of Political Science and Public Administration

J. Patrick Plumlee, Associate Professor and Chair

Henry B. Thomas, M.P.A. Director

Master of Public Administration The M.P.A. program is intended to prepare students for successful careers as managers in the public sector. The curriculum is designed to enable the student to understand the scope and activity of government and to administer public programs effectively. The program has a strong interdisciplinary character and exposes students to public administration aspects of public organizations. For the student who already has significant governmental experience, the program provides opportunities to gain new skills and obtain an enlarged perspective on the responsibilities and obligations of public sector management.

While public administration is generally associated with a political science background, students from any discipline who are interested in public sector employment, or who are currently employed in the public sector are encouraged to enter the program.

Program The program consists of 39 credit hours of approved course work. The program requires students take a common core of 21 hours. Students are also required to complete 12 hours in one of the following areas of concentration: urban policy and administration, or general administration. Three hours are required from students without public sector experience for an internship, arranged in conjunction with the M.P.A. director, that provides a relevant work experience. The M.P.A. director will determine whether a student has work experience sufficient to waive the internship requirement.

Six hours of electives are required from students with public sector experience and three hours of electives plus a three-hour internship are required from students without public sector experience. The electives can be chosen from the list of approved courses, or from other graduate courses in the University with the consent of the M.P.A. director and the oral defense as part of the requirement for the Seminar in Public Management (PAD 6066).

Program Prerequisites and Admission Applicants must meet the general graduate admission requirements of the University. The M.P.A. program requires completion of a bachelor's degree at an accredited institution and either a GPA or 3.0 or above and a combined score of 1000 or above on the verbal and quantitative sections of the GRE. In those cases where either the GPA or GRE criteria are not met, the program will accept a combination of the two equalling 2200 points based on the formula $(\text{GPA} \times 400) + \text{GRE}$. Students not meeting this minimum standard may be admitted provisionally upon the approval of the M.P.A. steering committee.

The M.P.A. program requires that each candidate must have completed, with a GPA of 2.0 or better, at least one undergraduate course in American government or the American

political system prior to admission to the program. Students who plan to enter the program without basic computer skills are urged to take Decision Software for Management (CGS 5135), at the earliest opportunity. This course counts as an elective in the M.P.A. program.

As part of the admissions process each applicant is required to write an essay outlining their career goals and reasons for pursuing the M.P.A. degree. This essay should be submitted with other application materials to the UNF Office of Admissions. Applicants are encouraged to participate in an admissions interview with the M.P.A. director. This interview should be scheduled prior to the semester in which the applicant intends to begin course work.

For further information on admission to the program, interested persons should contact the M.P.A. director or the departmental chairperson in the Department of Political Science and Public Administration.

Program Requirements To receive the master of public administration degree, a candidate must complete 39 semester hours of course work, in addition to any necessary prerequisites. No more than nine of the 39 credit hours may be taken outside the College of Arts and Sciences.

Students must achieve a GPA of 3.0 or better in at least 6 of the 7 core courses in order to remain in the program. Each student is also required to defend a research paper written in conjunction with the seminar in public management. The committee will consist of one faculty member involved in the capstone seminar selected by the student and two faculty members chosen by the M.P.A. steering committee.

Core Courses		21 Hours
PAD 5706	Public Administration Research Methods	3 hours
PUP 6007	Policy Analysis	3 hours
PAD 6066	Seminar in Public Management	3 hours
PAD 6060	Public Administration in Modern Society	3 hours
PAD 6106	Administrative Behavior in Public Organizations	3 hours
PAD 6227	Government Budgeting and Finance	3 hours
PAD 6417	Public Personnel Administration	3 hours

Areas of Concentration **12 Hours**

Four courses (12 hours) chosen from within one of the following areas:

1. Urban Policy and Administration

PAD 5307	Public Policy Formation and Implementation	3 hours
PAD 6207	Municipal Finance Administration	3 hours
PAD 6807	Urban Administration	3 hours
POS 6095	Intergovernmental Relations	3 hours
POS 6155	Urban Dynamics	3 hours
PUP 6106	Planning and Growth Management	3 hours
URP 6058	Urban and Regional Planning	3 hours

or a substitute course as approved by the M.P.A. steering committee.

2. General Administration

This concentration is for students with curriculum needs that

are not met by the other concentration areas. M.P.A. steering committee approval is required for this sequence, and courses are determined in consultation with the M.P.A. director.

Electives		3-6 Hours
One or two courses chosen from the following approved courses:		
ACG 5005	Basic Accounting	3 hours
CGS 5135	Decision Software for Management	3 hours
ECO 6257	Economics of Public Policy Decisions	3 hours
ECO 6505	Public Finance and Budgeting	3 hours
ECP 6205	Seminar in Labor Economics	3 hours
INP 6318	Psychology of Organizational Behavior	3 hours
MAN 6204	Topics in Organizational Theory	3 hours
MAN 6411	Labor Relations and Collective Bargaining	3 hours
PAD 5605	Administrative Law	3 hours
PAD 6021	Case Studies Public Administration	3 hours
PAD 6612	Regulatory Administration	3 hours
PAD 6900	Directed Independent Study	3 hours
PAD 6934	Topics in Public Administration	3 hours
PUP 6006	Public Program Evaluation	3 hours

Students also may select as electives any courses in an area of concentration other than their own with the approval of the M.P.A. director and M.P.A. steering committee.

Internships

Designation of a student as a pre-professional (internship required) or as in-service (no internship required) will be made by the M.P.A. director. The M.P.A. steering committee will be consulted for questionable cases. Internships will earn 3 credit hours and cannot begin until 18 or more hours of graduate course work have been successfully completed. The M.P.A. director will designate the internship advisor. The internship will involve a minimum of 15 weeks with 15-20 hours of work per week. In order to receive credit, the student must satisfy requirements of the position and satisfactorily complete an internship paper as directed by the M.P.A. director and steering committee.

Department of Sociology and Criminal Justice 646-2850

Christine E. Rasche, Associate Professor and MSCJ Coordinator

Master of Science in Criminal Justice The graduate criminal justice program provides an opportunity for advanced academic work in a rapidly expanding field of study. It is designed to serve the graduate educational needs of the mid-career criminal justice professional, as well as those of the individual who is preparing for a career in a criminal justice agency, in criminal justice teaching or training, or research or planning.

The program is designed primarily to enable such individuals to examine thoroughly the critical issues facing the field of criminal justice and to explore the range of solutions to such problems. It seeks to enhance their understanding of, and problem-solving abilities in, specific areas of interest within the field. The program emphasizes professional skills which will permit students to stay abreast of developments in the field long after they have completed their formal studies.

Program The program consists of 37 graduate semester hours. There is a Common Core of courses required of all students, comprising 13 semester hours of study, including either a graduate practicum, supervised teaching experience, a thesis/demonstration project, or a non-thesis option of additional courses.

The program then offers two subspecialty areas of study, referred to as program options:

The Professional Practice Option focuses on the issues and skills involved in direct delivery of services to people, such as interpersonal dynamics, individual psychodynamics, counseling techniques, community relations, and crisis intervention.

The Justice Management and Evaluation Option focuses on the issues and skills involved in the supervision, administration, and evaluation of other workers, which includes advanced training in administration, information systems, fiscal management, policy making and policy implementation, and the development of planning and evaluation skills.

Each subspecialty option contains both required and elective courses and consists of 21-24 semester hours of study. For students with special goals or needs, specialized program options can be created.

Finally, each student may take at least one program elective, chosen from any courses in the program, or from other graduate UNF programs where applicable.

Admission To be considered for admission to the MSCJ program, an individual must first meet general university graduate admission requirements. An applicant also must then submit to the program coordinator evidence that he or she has satisfactorily completed program prerequisites, as well as a letter requesting admission to the program. This letter should include a brief description of the student's academic and relevant employment experiences, career goals, areas of interest in criminal justice, and reasons for seeking a master of science in criminal justice degree. Applicants must also submit at least two letters of reference from people who can attest to the applicant's ability to do graduate work and pursue a career in criminal justice. Finally, applicants will be expected to participate in an admissions interview with a graduate advisor. For students applying from outside the region, the interview may be held just prior to attending classes.

Students are encouraged to submit all materials at least two months in advance of their expected participation in the program.

Program Prerequisites Applicants must demonstrate to the Program Coordinator that they have satisfactorily completed the following undergraduate courses (or have equivalent work, training, or experience) which are deemed necessary background for advanced study in this field.

CCJ 3011 Criminology or Criminological Theory
 CCJ 3020 The Criminal Justice System

SYP 3570 Deviance and Social Control
 CCJ 3220 Criminal Law and Procedures I
 STA 2122 Elementary Statistics
 SYA 3300 Research Methods and Laboratory

Students deficient in these prerequisites must complete most of them prior to being considered for full admission. Students lacking some prerequisites may be able to enroll in graduate courses while completing these requirements. The "Pro-Seminar in Deviance, Criminology and Criminal Justice" (CCJ 5050) may be taken to satisfy the requirement of CCJ 3011, CCJ 3020, and SYP 3570.

Graduate Advisement Upon admission to the MSCJ program, each student will be assigned a graduate advisor who will designate an official program of study in accordance with the student's interest and background. The student may deviate from this program only with prior permission of the advisor. However, the student may solicit changes in his or her program for good cause.

Program Requirements The master's degree candidate's program of study will consist of 37 hours of courses, in addition to any necessary prerequisites, distributed as follows:

1. Core Courses (required of all students)	13 Hours
CCJ 6059 Advanced Criminological Theory	3 hours
CCJ 6705 Advanced Methods of Criminological Research	3 hours
CCJ 5075 Computer Applications in Criminal Justice	1 hour
One of the following:	
CCJ 6946 Graduate Practicum in Criminal Justice	6 hours
CCJ 6944 Graduate Supervised Teaching Experience in Criminal Justice	6 hours
CCJ 6974 Thesis or Demonstration Project	6 hours
Two additional Criminal Justice graduate courses	6 hours

The student who successfully demonstrate to the CJ faculty a sufficient understanding of the elementary principles of data processing and computer science may be excused from the computer applications course. Such a demonstration may consist of flow charting and/or writing a simple computer program, taking a brief oral or written examination, or submitting a transcript or other evidence of course work or practical experience substantially equivalent to the course.

2. Subspecialty Options **21-24 Hours**
 The student will select one of the following areas of specialization:

A. Professional Practice Option	
Required Option Courses	9 Hours
SYD 5705 Analysis of Subcultural Perspectives	
CCJ 5306 History and Philosophy of Corrections	
or	
CCJ 5665 Victimology	
CCJ 5345 Counseling Applications in Criminal Justice	

Elective Option Courses	12-15 Hours
CCJ 5346 Crisis Intervention and Collective Behavior	
CCJ 5688 Elite Crime	
CCJ 5477 Information Systems in Criminal Justice	
SYO 5175 Family Dynamics	

PPE 4004	Theories of Personality
PPE 6466C	Advanced Personality Theories
PCO 6406C	Counseling Psychology I
PCO 6407C	Counseling Psychology II
CLP 6166	Psychopathology
CCJ 5545	Working with Juveniles and Youthful Offenders
PUR 3000	Principles of Public Relations
CCJ 5635	CoM.P.A.rative Criminal Justice Systems
CCJ 5930	Issues in Modern Criminal Justice
CCJ 5934	Special Topics in Criminal Justice
CCJ 6906	Directed Independent Study

B. Justice Management and Evaluation Option

Required Option Courses 9 Hours

CCJ 5456	Criminal Justice Administration Theory and Practice
CCJ 5477	Information Systems in Criminal Justice
CCJ 5475	Criminal Justice Planning and Evaluation

Elective Option Courses 12-15 Hours

PAD 6060	The Environment of Public Administration
PUP 6007	Policy Analysis
MAN 5051	Organizational Management
MAN 6409	Labor Relations and Collective Bargaining
ECO 6505	Public Finance and Budgeting
PAD 6807	Urban Administration
INP 6318	Psychology of Organizational Behavior
POS 6155	Urban Dynamics
PAD 5605	Administrative Law
SYP 6365	The Sociology of Labor
ECO 6257	Economics of Public Policy Decisions
COM 6133	Organizational Communications
ACG 5507	Accounting & Control in Public Programs
CCJ 5306	History & Philosophy of Corrections
CCJ 5635	CoM.P.A.rative Criminal Justice Systems
CCJ 5665	Victimology
CCJ 5668	Elite Crime
CCJ 5934	Special Topics in Criminal Justice
CCJ 5906	Directed Independent Study
CCJ 5930	Issues in Modern Criminal Justice

Students also may utilize as option electives 4000-level courses from the undergraduate criminal justice curriculum. However, no more than 9 hours of the student's total MSCJ program may consist of courses below the 5000-level.

For each of these subspecialty options, the option electives to be taken by the student must be chosen in consultation with the graduate advisor while establishing the student's official program of study at the time of admission. Deviations from the official program of study must be approved in advance.

3. Program Electives 3-6 Hours

The student may choose at least one course from available offerings, including from the other options, or other graduate programs to complete his or her program of study.

Department of Psychology 646-2570

Russell A. Jones, Professor and Chair
Larry W. Neidigh, Associate Professor and
 Coordinator of Graduate Studies

Master of Arts in Counseling Psychology

The master of arts (M.A.C.P.) in counseling psychology

program is designed to prepare students to practice in the emerging professional roles of a master's level practitioner. The program emphasizes the development of counselor-client communication skills, both verbal and non-verbal, and stresses the importance of supporting those skills with didactic and experiential training.

Within the M.A.C.P., the following objectives are proposed:

1. To strengthen scientific competency in research design, analysis, and evaluation in psychological counseling;
2. To increase knowledge and understanding of methods of evaluating individual psychological functions, such as intelligence and personality, with emphasis on their applications, validity, and limitations as applied in professional settings;
3. To develop communication skills that would enable the counselor to help the client(s) function more effectively;
4. To provide the counselor with the skills to meet the psychologically related educational and preventive needs of the client and the community.

Program The M.A.C.P. program consists of 42 credit hours of study in psychology. Included in the program are a practicum requirement and a thesis option.

Admission For admission consideration, each student's complete application including receipt of all transcripts, GRE scores, autobiographical statement and letters of recommendation should be available to the coordinator of graduate studies before Feb. 1. The psychology department intends to extend offers to prospective candidates by April 1. These candidates will have two weeks to notify the psychology department regarding acceptance of our offers. Applicants who do not meet the Feb. 1 deadline but who have a complete application (ie., all transcripts, GRE scores, autobiographical statement and letters of recommendation) on file as of April 30, will be considered only if there is space in the program.

In addition to the basic university requirements for graduate admission, the following are necessary for admission consideration to the M.A.C.P. in counseling psychology program:

1. Scores on the GRE, verbal and quantitative sections;
2. A letter written by the applicant to the coordinator of graduate studies stating reasons for seeking admission to this program and professional career objectives;
3. Two letters of reference from faculty members and/or employers which recommend the suitability of the applicant for graduate study and a profession in counseling psychology;
4. One of the following:
 - a) At least 9 semester hours in psychology from an approved institution, including the following courses: research methods

or experimental psychology, personality theories or abnormal psychology, and an elective;

(Note: Acceptable equivalents will be considered if requested in writing by the applicant; the course requirements may be satisfied by completing the course work at an approved college-level institution with a GPA of 2.0 or better or by earning a satisfactory score on the appropriate College Level Examination Program (CLEP) test or on the appropriate advanced placement program test).

b) A score at the 50th percentile or higher on the Psychology Test of the GRE.

5. The student may be required to have a personal interview prior to final admission.

For more information on the special admission requirements for the master of arts in counseling psychology program, call or write the psychology department and request an information packet.

Students who are not selected for the program may request a review of their qualifications from the dean of the College of Arts and Sciences. A request for review must be made in writing and contain additional information beyond that already submitted.

Program of Study

Required Courses	42 Hours
PPE 6466 Advanced Personality Theories	3 hours
PCO 6317C Psychological Assessment	4 hours
PSY 6216 Psychological Research and Evaluation	3 hours
CLP 6166 Psychopathology	3 hours
PCO 6406C Counseling Psychology I	4 hours
PCO 6407C Counseling Psychology II	4 hours
PCO 6408C Counseling Psychology III	4 hours
CLP 6459 Principles of Sex Therapy	3 hours
DEP 6055 Advanced Human Development	3 hours
PCO 6944A Practicum A	2 hours
PCO 6944B Practicum B	3 hours
and either	
CLP 6441 Individual Intelligence Testing	3 hours
CLP 6445 Individual Personality Testing	3 hours
or	
PSY 6917A Thesis A	3 hours
PSY 6917B Thesis B	3 hours
or	
PCO 6939 Counseling Seminars (3 hours each)	6 hours

Residence Requirements A minimum of 28 hours must be taken in residence. All credit applicable to the degree taken at the university is considered resident study. Any student having once been admitted to the program and then wishing to take credit elsewhere to be applied to the degree program at UNF must have prior written approval.

Retention The record of any student who receives a grade of C or lower will be referred automatically to the graduate coordinator for review of the desirability of the student's continuation in the program.

Master of Arts in General Psychology The master of arts (M.A.G.P.) is a broad based, research-oriented program intended to equip students with the critical skills and knowledge necessary for continued occupational and educational advancement in fields related to psychology. The program consists of course work designed around a core curriculum of statistics, research design, substantive areas of psychology and a research based thesis. Depending upon the particular sequence of courses and research experiences selected, students completing the program would be qualified: (1) to go on to further graduate work at universities offering a Ph.D. in psychology; (2) to find employment in jobs requiring expertise in such applied endeavors as product development; and/or (3) to work as human factors and evaluation research specialists in government, community agencies and industry.

Program The M.A.G.P. program consists of 46 credit hours of course work, including 6 credit hours of electives and a thesis.

Admission Admission requirements are the same as for the master of arts in counseling psychology program except as noted below. The exception is that letters of reference and the applicant's personal statement should address the applicant's suitability for the master of arts in general psychology program and not the M.A.C.P. program, and the deadline for application is June 1.

Program of Study

Required Courses	40 Hours
DEP 6055 Advanced Human Development	3 hours
EXP 6506 Learning and Cognition	3 hours
INP 6318 Organizational Behavior	3 hours
PPE 6466 Advanced Personality Theories	3 hours
PCO 6056 Health Psychology	3 hours
PSY 6217 Research Design and Analysis	3 hours
SOP 6069 Advanced Social Psychology	3 hours
PSY 6910 Supervised Research	6 hours
PSY 6937 Colloquium in Psychological Research	4 hours
PSY 6971A Thesis A	3 hours
PSY 6971B Thesis B	3 hours
STA 6932 Statistics	3 hours
Electives	6 hours
Total	46 Hours

Residence Requirements Residence requirements are the same as in the Master of Arts in Counseling Psychology program.

Retention Retention rules are the same as in the master of arts in counseling psychology program.

UNIVERSITY OF NORTH FLORIDA

Art

ART 5930C - Special Topics in Art v.1-3
Prerequisite: Permission of instructor. Introductory graduate-level course in art. May be repeated for credit.

Communications

COM 6133 - Organizational Communications 3
Prerequisite: Graduate standing. Written and oral methods of communicating within private and public organizations. Case studies, textbook readings, communications theory, lectures, and class discussions. May be taken for degree credit in the MBA and MPA programs.

MMC 5935 - Topics in Communications v. 1-3
Prerequisite: Graduate standing or permission of instructor. Study and report on current topics or problems in communications. May be repeated for a maximum of 9 credits.

Criminal Justice

CCJ 5050 - Pro-seminar in Deviance, Criminology, and Criminal Justice 3
Intensive overview of the fields of social deviance, criminology, and the modern criminal justice system. Accelerated course designed for post-baccalaureate students. For prospective MSCJ students, fulfills prerequisite requirements for CCJ 3011, CCJ 3020, and SOC 3570, but does not count toward the 37 hour MSCJ degree requirement.

CCJ 5075 - Computer Applications in Criminal Justice 1
An introductory course in the utilization of the computer in criminal justice agencies, including an overview of hardware and software components of general purpose computer systems. No prior knowledge of any phase of data processing or computer science is assumed.

CCJ 5545 - Working with Juveniles and Youthful Offenders 3
An overview of intervention techniques and treatment methods particularly applicable for use with juvenile delinquents, runaways, neglected or abused children and youthful offenders.

CCJ 5306 - History and Philosophy of Corrections 3
An in-depth analysis in the history of social responses to deviance and crime and their underlying philosophical bases. Includes exploration of ancient and traditional punishments, the penitentiary and reformatory movement in the U.S., and analysis of current philosophical movements which affect modern practices.

CCJ 5345 - Counseling Applications in Criminal Justice 3
The exploration of how individual and group counseling strategies and techniques can be applied in situations particular to criminal justice; analysis of factors common to criminal justice settings which may affect counseling effectiveness.

CCJ 5346 - Crisis Intervention and Collective Behavior 3
An overview of various crisis intervention techniques applicable to criminal justice personnel. Also, an analysis of crowds and collective behavior phenomena, and methods for managing such situations. Includes role-playing.

CCJ 5456 - Criminal Justice Administration Theory and Practice 3
Study of organization, communication, and motivation theories and their operational implications as they pertain to the structure and function of criminal justice entities. Includes an analysis of selected real or hypothetical cases from the criminal justice system and problem-solving exercises.

CCJ 5475 - Criminal Justice Planning and Evaluation 3
Prerequisite: CCJ 6706. Examination of research design and execution of issues and techniques specific to components of the criminal justice system. Students prepare and present progressively more comprehensive treatment of selected actual and hypothetical cases.

CCJ 5477 - Information Systems in Criminal Justice 3
Prerequisite: CCJ 5075 or its equivalent. A study of the information handling processes applicable to the criminal justice system and the ways they influence system performance and output.

CCJ 5635 - Comparative Criminal Justice Systems 3
Examination of the analogues of law enforcement, judicial, and correctional systems of a number of specific cultures and/or societies. The particular societies chosen for comparison will differ depending on the instructor.

CCJ 5665 - Victimology 3
The study of victims of crimes of property and violence. The relationships between offender and victim, patterns of victim response and methods of victim assistance will be included.

CCJ 5668 - Elite Crime 3
The etiology, nature, and proposed solutions to the crimes committed by individuals and/or organizations with a preponderance of wealth, status, and/or power. Crimes in large corporations, government, and various dimensions of organized criminal activity will be considered.

CCJ 5930 - Issues in Modern Criminal Justice 3
An in-depth study of selected current issues of importance to the criminal justice system or to its various components. Issues will vary according to timeliness and instructor.

CCJ 5934 - Special Topics in Criminal Justice v.1-3
Prerequisite: Permission of instructor. Forum for special courses for graduate students, focusing upon topics and issues not normally addressed in the general curriculum.

CCJ 6059 - Advanced Criminological Theory 3
Prerequisite: Admission to program. In-depth consideration of biological, psychological, and sociological theories of criminal behavior. Sociological, economical and political theories of law formation and law-breaking from historical and contemporary perspectives also are considered.

CCJ 6705 - Advanced Methods of Criminological Research 3
Prerequisite: Admission to the program. Research design, data

collection, analysis, and interpretation of data pertaining to criminological research. Advanced techniques in such methods as survey research, content analysis, and participant observation are explored.

CCJ 6906 - Directed Independent Study v.1-4
Prerequisite: Permission of instructor. Independent study of a narrow issue or topic in criminal justice, directed by a faculty member specializing in that issue or topic.

CCJ 6944 - Graduate Supervised Teaching Experience in Criminal Justice v.3-6
Prerequisite: Permission of the department. Under the direction of faculty, the student participates in the planning, research, preparation, presentation, and examination aspects of the conduct of a section of an undergraduate criminal justice course. The student assumes progressively greater responsibility in each area.

CCJ 6946 - Graduate Practicum in Criminal Justice v.3-6
Prerequisite: Permission of the department. A planned program of experience in a criminal justice agency. The student functions under the direction of agency personnel in a role analogous to that of an agency employee. Periodic meetings with supervising faculty facilitate preparation of written report demonstrating the student's synthesis of theory and practice.

CCJ 6974 - Thesis or Demonstration Project v.3-6
Prerequisite: Permission of the department. Under the direction of the faculty, the student designs and presents a project of his or her own conception which involves the completion of field research, the execution of a demonstration program or system, or a completed proposal of comparable quality and magnitude.

History

AMH 5116 - Early America 3
The European background of colonization and the evolution of social, political, economic and religious institutions in the colonies to 1763; the development of slavery; white-Indian interactions and their environmental consequences.

AMH 5137 - American Revolution/Constitution 3
An examination of the economic, political and social consequences of the American Revolution; the impact of international events on the course of the Revolution; and the origins of the Constitution.

AMH 5159 - Age of Jefferson and Jackson 3
The era encompassing the lives and careers of Thomas Jefferson and Andrew Jackson, with special reference to the emergence of major political parties and social attitudes and government policies regarding Native Americans and Afro-Americans.

AMH 5176 - Civil War/Reconstruction 3
Examines the economic, political, social, and moral origins of the war; the course of the conflict; and the meaning and impact of Reconstruction.

AMH 5207 - The United States Since World War I 3
Examines the social, political, economic, technological, and cultural forces and events that have shaped American history since World War I.

AMH 5229 - Gilded Age/Progressive Era, 1877-1917 3
Examines the changes and continuities in American history from reconstruction to World War I, particularly in the areas of industrialization, urbanization, immigration, diplomacy, government, and the ways Americans thought about themselves.

AMH 5424 - Florida History 3
History of Florida from its colonial origins to the present. Economic, social, and political developments in Florida will be compared to other states in the region and the nation. Case studies of topics in Florida history will focus on Jacksonville and other cities and regions in the state.

AMH 5429 - Local History 3
A research and writing workshop intended for graduate students seriously interested in local history. Although the focus of the course is the Northeast Florida region, the techniques learned should be equally applicable to any locality in the U.S.

AMH 5446 - The Frontier in American History 3
An examination of the frontier, both as historical reality and as historiographical concept, in America from late colonial times to the present.

AMH 5512 - U.S. in World Affairs 3
A thematic analysis of U.S. foreign policy from independence to the present. Concepts like self defense, economic expansion, international policeman and moral crusading are examined in connection with major events.

AMH 6935 - Directed Reading in American History 3
Directed reading in American history for graduate students. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.

AMH 6936 - Seminar in American History 3
Graduate research seminar in American history. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.

ASH 5407 - China Before 1600 3
Focusing on the traditional masters of Chinese thought, this class will explore crucial aspects of the reflective life of humankind. In addition to close readings of Confucian, Taoist and Buddhist texts, we will also examine the changing social and political characteristics of early China.

ASH 5409 - China After 1600 3
Beginning with a discussion of the last Imperial Dynasty of China, the Ch'ing (1644-1912), this class will examine the increasingly international aspects of Chinese life, thought and politics throughout this period. Post-Ch'ing readings will focus on the formation and growth of the Nationalist and Chinese Communist parties.

ASH 5445 - Japan Before 1868 3
This course covers the period from the ancient creation of the Imperial system through the rise of the military class. Readings will reveal the Japan of gods and goddesses, samurai, the great Buddhist academies and the classical arts of the tea ceremony, gardening, sculpture, literature and martial skills.

ASH 5447 - Japan After 1868 3
This course examines the conscious creation of the "modern" nation state of Japan, its changing literature, arts, and social organization. It concludes with an examination of post-modern (post-war) Japan.

ASH 6935 - Directed Reading in Asian History 3
Directed reading in Asian history for graduate students. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.

ASH 6936 - Seminar on Asian History	3	themes will vary. May be repeated with permission of the graduate advisor.
Graduate research seminar in Asian history. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.		
EUH 5126 - Medieval Europe	3	
Traces development in government and society from the collapse of the Roman Empire in the West through the revolutionary High Middle Ages to the violence of the 14th century.		
EUH 5149 - Renaissance-Reformation	3	
From 1300-1600, European society experienced profound changes in its political, religious, social and economic way of life, changes rooted in new views of the world.		
EUH 5207 - 20th Century Europe	3	
An examination of Europe from the Russian Revolution to the present; analyzing the development of contemporary European politics, society, and thought.		
EUH 5209 - 19th Century Europe	3	
An examination of Europe from the French Revolution to the present; the First World War, focusing on the dynamics of change in European politics, society, and thought.		
EUH 5457 - Seminar on the French Revolution	3	
This course examines the origins and progress of the French revolution to 1799, with particular attention to the central questions of interpretation that remain controversial over 200 years after the event: Was the Revolution inevitable? Why the Terror? Is the Revolution "finished"?		
EUH 5459 - France Since 1789	3	
Examines the political, social, economic, and cultural aspects of French history since the Revolution. Offered in alternate years.		
EUH 5469 - Modern Germany	3	
A history of modern Germany from 1815 to the present, concentrating on the period from unification under Bismarck to present-day Germany. Offered in alternate years.		
EUH 5507 - Modern Britain	3	
Examines the political, economic and social transformations of the United Kingdom from 1714 to present.		
EUH 5517 - Tudor-Stuart England, 1485-1714	3	
The era of the Tudors and Stuarts, including such momentous events as the establishment of the Anglican Church, overseas colonization, the Puritan rebellion and the Glorious Revolution.		
EUH 5578 - Imperial Russia	3	
This course examines Imperial Russia from the time of Peter the Great to the 1905 Revolution. It will focus on Russian political, social, economic, and cultural developments.		
EUH 5579 - 20th Century Russia (Soviet)	3	
This course examines 20th century Russia from 1905 to present. The focus will be on key personalities, issues, and events which shaped the Soviet regime.		
EUH 6935 - Directed Reading in European History	3	
Directed reading in European history for graduate students. Topics, eras, or themes will vary. May be repeated with permission of the graduate advisor.		
EUH 6936 - Seminar in European History	3	
Graduate research seminar in European history. Topics, eras, or		
HIS 5060 - The Craft of the Historian	4	
Prerequisite: Graduate status. Introduces graduate students to the philosophies, theories, and methods used by historians; includes both discussion and practice of the craft of the historian.		
HIS 5159 - Philosophy of History	3	
An examination of major theories of historical development and historical explanation. Emphasis placed on the relation of history to nature, human nature, freedom, determinism, progress, regression, science, morality, and religion. Attention also given to different accounts of historical understanding, historical objectivity, historical causation and the subject matter of history.		
HIS 5496 - History of Medicine and Disease	3	
The development of the modern medical and allied health professions, with special reference to the U.S. from the late 18th through the 20th centuries; social, scientific, and historical factors that determine the nature, extent, and definition of disease.		
HIS 5934 - Special Topics in History	3	
May be repeated for credit.		
HIS 6905 - Directed Independent Study	v.1-4	
Prerequisite: Permission of instructor. May be repeated for credit.		
HIS 6935 - Special Topics in History	3	
Prerequisite: Permission of instructor. The course will vary each time it is offered. May be repeated for credit.		
HIS 6946 - Internship in History	3	
Prerequisite: Admission to graduate program, six hours of history graduate credit, and permission of the graduate advisor required. A supervised work experience in an area historical, archaeological or cultural organization. Students must work at least 200 hours per semester or over the summer. May be taken only once for credit.		
HIS 6971 - Thesis Research	3	
Prerequisite: Graduate standing. MA thesis research and writing.		
INR 5249 - U.S., Caribbean/Central American Relations	3	
A study of U.S. policy in the Caribbean and Central American region since 1900 focusing on the conflict of U.S. objectives and regional economic, social and political realities.		
LAH 5205 - Latin America	3	
An examination of recent Latin American history. Special emphasis will be placed on the roles of the church, landowner, military, middle sector, and peasant in the modernizing societies of selected countries.		
LAH 6935 - Directed Reading in Latin American History	3	
Directed reading in Latin American history. Topics, era, or themes will vary. May be repeated with permission of the graduate advisor.		
LAH 6936 - Seminar in Latin American History	3	
Graduate research seminar in Latin American history. Topics, era, or themes will vary. May be repeated with permission of the graduate advisor.		
Language, Literature, and Linguistics		
AML 6455 - Studies in American Literature	3	
Prerequisite: Graduate standing or permission of instructor. Variable topics or themes in Colonial, Enlightenment, Romantic, Realist,		

Naturalist, Modern, or Contemporary American literature. May be repeated for credit.

CRW 5905 - Tutorial in Creative Writing 3
Prerequisite: Senior or graduate standing, and permission of instructor. Tutorial in Creative Writing, topic to be agreed upon with instructor.

CRW 5930 - Special Topics in Creative Writing 3
Prerequisite: Senior or graduate standing, or permission of instructor. Topics of importance in theory, and/or practice in creative writing.

CRW 6130 - Fiction Workshop 3
A workshop for student writers of fiction. Critiques of students' own writings.

CRW 6331 - Poetry Workshop 3
A workshop for student writers of poetry. Critiques of students' own writings.

CRW 6905 - Tutorial in Creative Writing 3
Prerequisite: Graduate standing, and permission of instructor. Topic to be agreed upon with instructor.

ENC 5905 - Tutorial in Written Communications 3
Prerequisite: Senior or graduate standing, and permission of instructor. Topic to be agreed upon with instructor.

ENC 5930 - Topics in Composition 3
Prerequisite: Senior or graduate standing, and permission of instructor. Topics of importance in theory and/or practice in composition.

ENC 6235 - Seminar in Written Communications 3
Instruction and intensive practice in writing non-fiction prose of various types: essays, criticism, documented articles.

ENC 6700 - Theory of Composition 3
Study of the process of composition with emphasis on various theories of the creative process. Introduction to methods and styles of teaching composition.

ENC 6905 - Tutorial in Written Communications 3
Prerequisite: Graduate standing, and permission of instructor. Topic to be agreed upon with instructor.

ENG 5930 - Special Topics in Literary Criticism 3
Prerequisite: Senior or graduate standing or permission of instructor. Topics in criticism and interpretation of literature.

ENG 6019 - Critical and Theoretical Approaches to Literature 3
Study of selected ways of critically interpreting and appreciating a literary text. Content varies. May be repeated for credit.

ENG 6138 - Studies in Film 3
Prerequisite: Graduate standing or permission of instructor. In-depth study of significant films as literature. Focus on critical language and skills useful for film interpretation. Readings in literature and in film scholarship.

ENG 6905 - Topics in Literary Criticism 3
Prerequisite: Graduate standing, permission of instructor and department chairperson. Tutorial in literary criticism.

ENG 6941 - DIS: Practicum: Teaching Composition 3
Prerequisite: Graduate standing and a minimum of 24 semester hours

of satisfactory work toward the MA in English. Permission of instructor. Practical experience in teaching composition at the college (freshman) level, including supervised teaching, grading, conferencing, and supervised reading.

ENG 6966 - MA Exam 0
Students in the MA in English program will sign up for, and take the MA comprehensive exam toward the end of their course work (ordinarily in the term in which they finish their course work).

ENG 6971 - Thesis 3
Prerequisite: Graduate standing. MA thesis: research and writing.

ENL 6455 - Studies in British Literature 3
Prerequisite: Graduate standing or permission of instructor. Variable period, topical or thematic studies in British literature such as Medieval, Renaissance, Restoration and 18th Century, Romantic, Victorian, Modern, or Contemporary. May be repeated for credit.

FOL 5930 - Topics in Foreign Language v.2-4
Prerequisite: Graduate standing and permission of instructor and department chairperson. See department office for description of specific offering. May be repeated for credit.

LIN 5932 - Special Topics in Linguistics v.1-3
Topics of importance in the study of language.

LIT 5905 - Tutorial in Literature 3
Prerequisite: Senior or graduate standing and permission of instructor. Topic to be agreed upon with instructor.

LIT 5934 - Topics in Literature v.1-3
Prerequisite: Graduate standing and permission of instructor and department chairperson. May be repeated for credit.

LIT 6017 - Studies in Fiction 3
Prerequisite: Graduate standing or permission of instructor. Variable topics, themes, or periods such as British fiction, American fiction, or short fiction. May be repeated for credit.

LIT 6037 - Studies in Poetry 3
Prerequisite: Graduate standing or permission of instructor. Variable topics such as studies in lyric, epic, narrative, Metaphysical, Romantic, or Contemporary poetry. May be repeated for credit.

LIT 6047 - Studies in Drama 3
Prerequisite: Graduate standing or permission of instructor. Variable periods, topics, or themes such as classical or modern, comedy or tragedy, the self in revolt, or women in drama. May be repeated for credit.

LIT 6509 - Major Authors 3
Prerequisite: Graduate standing or permission of instructor. In-depth study of a major author such as Dante, Chaucer, Shakespeare, Milton, Wordsworth, Dickens, Melville, Faulkner, Yeats, Virginia Woolf, George Eliot, William Carlos Williams. May be repeated for credit.

LIT 6654 - Comparative and World Literature 3
Study of literature in English translation. May include comparison of translated works with works written in English. Content varies. May be repeated for credit.

LIT 6905 - Directed Independent Study v.1-3
Prerequisite: Permission of instructor and department chairperson. Investigation of literature topics at the advanced level.

LIT 6934 - Special Topics in Literature	v.1-3	
Prerequisite: Permission of instructor. Concepts in the study of literature.		
LIT 6941 - Practicum: Teaching Literature	3	
Prerequisite: Graduate standing or permission of instructor. Practicum in teaching literature at the college level. Students work closely with a professor in the classroom.		
Mathematics and Statistics		
MAA 6416 - Real Analysis	3	
Prerequisite: MAS 3105 and MAA 4211. Lebesgue and Lebesgue-Stieltjes measures and integration; convergence in measure, pointwise convergence, uniform convergence, L_p convergence, differentiation with respect to measures, absolute continuity, bounded variation.		
MAA 6417 - Complex Analysis	3	
Prerequisite: MAA 4211. Holomorphic functions, Cauchy's theorem. power series, conformal mapping, harmonic functions, residues.		
MAA 6516 - Functional Analysis	3	
Prerequisite: MAA 6416. Banach spaces, Hilbert spaces, linear operators, spectral theory.		
MAA 6938 - Topics in Applied Analysis	3	
Prerequisites: MAA 4212 and permission of the department. This course will consist of topics such as Hilbert space methods, integral equations, Fourier analysis, variational methods, spectral theory, and quantum mechanics.		
MAC 5236 - Mathematical Concepts for Business and Management	2	
Prerequisite: Graduate Standing in the MBA program or approved post-baccalaureate standing. A survey of mathematical concepts related to fundamental business applications, including linear programming, input-output analysis, and marginal analysis.		
MAD 6405 Numerical Analysis	3	
Prerequisites: MAC 3313, MAS 3105 and a scientific computing language. Nonlinear equations, interpolation, numerical integration, direct and indirect solutions of linear equations, eigenvalue problems and error analysis for the above numerical methods.		
MAD 6625 - Theory of Computation I	3	
Prerequisite: MAS 3105 and COP 3002. Basic algebraic structures. Boolean algebra and switching circuits, automata, codes, Turing machines, computability.		
MAP 6932 - Topics in Optimization	3	
Prerequisites: MAA 4212, MAP 3302 and permission of instructor. This course will consist of topics such as linear and nonlinear programming, integer programming, dynamic programming, calculus of variations and optimal control.		
MAP 6336 - Ordinary Differential Equations	3	
Prerequisite: MAP 3302, MAA 4211 and MAS 3105. Existence and uniqueness theorems, properties of solutions of ordinary differential equations, linear and non-linear systems, stability.		
MAP 6345 - Partial Differential Equations	3	
Prerequisite: MAP 3302, MAS 3105 and MAA 4211. First order equations; classification of second order linear equations; wave, heat, and Laplace equations; separation of variables and Fourier Series.		
MAP 6385 - Scientific Computing	3	
Emphasis will be on the practical aspects of implementing numerical schemes and the use of well established software packages. Some consideration will be given to stability and accuracy questions. Topics may include: numerical solutions of nonlinear equations, interpolation, simulation and optimization.		
MAS 6107 - Advanced Linear Algebra	3	
Prerequisite: MAS 3105. Vector spaces, linear transformations, eigenvalues and eigenvectors, similarity transformations, positive definite matrices, canonical forms and other topics in linear algebra.		
MAS 6311 - Abstract Algebra	3	
Prerequisite: MAS 4301 or permission of instructor. Algebraic structures, sub structures, quotient structures, modules, algebras, field extensions.		
MAS 6933 - Topics in Algebra	v.1-3	
Prerequisites: MAS 4301 or permission of instructor. Selected topics from ring theory, group theory, algebraic geometry, algebraic number theory, category theory, homological algebra.		
MAS 6938 - Topics in Applied Algebra	3	
Prerequisites: MAS 4301 and permission of the department. This course will consist of topics such as combinatorics, graph theory, coding theory, automata theory or design theory.		
MAT 5932 - Special Topics in Mathematical Science	v.1-3	
Prerequisite: Permission of the department. Introductory graduate level courses in mathematics, statistics or computing, designed to support graduate programs in the Colleges of Education and Human Services and Business Administration. May be repeated for credit.		
MAT 6908 - Directed Individual Study	v.1-3	
Prerequisite: Permission of the department. May be repeated for credit.		
MAT 6933 - Special Topics in Mathematics	v.1-3	
Prerequisite: Permission of the department. May be repeated for credit.		
MAT 6938 - Seminar in Mathematics	v.1-3	
Various topics in mathematics. May be repeated for credit.		
MAT 6971 - Thesis	v.1-3	
Prerequisite: Permission of the department. May be repeated for credit.		
MTG 6936 - Topics in Topology	3	
Prerequisite: MAA 4211 and MTG 4302 or permission of instructor. Selected topics from pointset, algebraic and differential topology.		
STA 5126 - Statistical Methods for the Social Sciences	3	
Prerequisite: STA 2122. This course covers the statistical methods most often used in social science research. Topics include regression and correlation analysis, analysis of variance, categorical data and nonparametric statistics. This course cannot be used to satisfy degree requirements by statistics and mathematics majors.		
STA 5136 - Statistical Concepts for Business and Management	2	
Prerequisite: Graduate standing in the MBA program or approved post-baccalaureate standing. Coverage of important basic statistical ideas utilized in a business environment. Measures of central tendency, parameters, hypothesis testing, regression.		

STA 6166 - Statistical Methods I	3	Prerequisite: MAS 3105 and STA 3321. Descriptive statistics, confidence intervals and hypothesis testing, multiple linear regression and its diagnostics, introduction to the analysis of variance. Emphasis is placed on the application of these techniques to data and interpretation of the results.	STA 6940 - Statistical Consulting	v. 1-3	Prerequisites: Permission of instructor. Techniques, problem formulation, data analysis, and interpretation of the results of typical consulting problems. The course is designed to give students hands-on experience with statistical consulting. May be repeated for credit.
STA 6167 - Statistical Methods II	3	Prerequisite: STA 6166. Analysis of variance and covariance, and additional topics in the analysis of categorical or multivariate data.	STA 6971 - Thesis	v.1-3	Prerequisites: Permission of the department. May be repeated for credit.
STA 6169 - Advanced Statistical Methods	3	Prerequisite: STA 6167. Selected topics in statistical methods, Bioassay, non-parametric statistics, variance stabilization.	Music		
STA 6205 - Design of Experiments	3	Prerequisite: STA 6166. Principles of design, randomized blocks, Latin squares, factorial designs, splitplot and incomplete block designs.	MUS 5930 - Special Topics in Music	v.1-3	Prerequisite: Permission of instructor. Introductory graduate level course in music. May be repeated for credit.
STA 6208 - Linear Models	3	Prerequisite: STA 6166. The Gauss-Markov Theorem, analytical theory of least squares, general linear model.	MVK 5451 - Applied Piano	2	Prerequisite: Admission by audition only. MVK 4441 or its equivalent. Individual piano instruction at the graduate level. Course can be repeated for graduate credit no more than four times.
STA 6226 - Sampling	3	Prerequisite: STA 6166. Survey designs, simple random sampling, stratified sampling, ratio estimates.	MVV 5451 - Applied Voice	3	Individual voice instruction at the graduate level. Course can be repeated for graduate credit no more than four times. Admission only by audition. MVV 4441 or its equivalent.
STA 6326 - Mathematical Statistics I	3	Prerequisite: MAA 4211 and STA 3321. Probability, random variables, expected values, sampling distributions, central limit theorem, estimation, properties of estimators, order statistics.	Natural Sciences		
STA 6327 - Mathematical Statistics II	3	Prerequisite: STA 6326. Additional topics in estimation, theory of hypothesis testing, non-parametric methods.	BCH 5025C - Biochemistry	4	Prerequisite: Graduate standing or permission of instructor. A study of the molecular basis of life emphasizing macromolecular structure and function and the production of cellular energy. Three hours lecture, four hours laboratory.
STA 6446 - Probability	3	Prerequisite: MAS 3105 and STA 3321. Probability distributions, conditional probability and conditional expectations. A study of some of the fundamental stochastic processes--Markov chains, the Poisson process, renewal theory, Brownian motion.	BSC 5905 - Directed Independent Study: Biology	v.2-4	Prerequisite: Permission of instructor. Participation in a research investigation under the supervision of the instructor.
STA 6505 - Categorical Data Analysis	3	Prerequisite: STA 6206. This course is an introduction to the methods used to analyze categorical responses and contingency tables. Topics include models for binary response variables, logistic regression, logit models for categorical data, loglinear models and estimation of the model parameters for the above models.	BSC 5936 - Selected Topics in Biology	v.1-4	Prerequisite: Permission of instructor. Introductory graduate-level course in biology. May be repeated for credit.
STA 6707 - Multivariate Methods	3	Prerequisite: STA 6166. Multivariate analysis of variance, correlation, discriminant analysis, factor analysis.	CHM 5157C - Instrumental Analysis	4	Prerequisite: Graduate standing or permission of instructor. An advanced course in instrumental chemical analysis techniques. Three hours lecture, four hours laboratory.
STA 6908 - Directed Individual Study	v.1-3	Prerequisite: Permission of the department. May be repeated for credit.	CHM 5480C - Quantum Mechanics	3	Prerequisite: Graduate standing or permission of instructor. A graduate level course in basic quantum mechanics. 3 hours lecture.
STA 6932 - Special Topics in Statistics	v.1-3	Prerequisite: Permission of the department. May be repeated for credit.	CHM 5931 - Selected Topics in Chemistry	v.1-4	Prerequisite: Permission of instructor. Introductory graduate level courses in chemistry.
STA 6938 - Seminar in Statistics	v.1-3	Various topics in statistics. May be repeated for credit.	MCB 5205 - Pathogenic Bacteriology	3	Prerequisite: MCB 3013C. This course will delve into the biologic basis of infectious diseases. It will emphasize bacterial infections, the principles of the host-parasite relationship, the pathogenic characteristics and virulence factors of micro-organisms, and the various modes of action of antimicrobial agents. Three hours lecture.
			PCB 5106 - Cellular Biology	3	BA or BS in a natural science area. A study of cell structure and functions with emphasis on the structure and function of intracellular organelles and their biochemistry. Three hours lecture.

PCB 5314C - Marine Ecology	4		
Prerequisite: PCB 3033C, OCB 4003C, or equivalent. A study of the distribution and dynamics of marine populations in relation to the physical and chemical environment of the ocean. (Open to certified biology teachers and advanced undergraduates by permission of instructor.) Three hours lecture, four hours laboratory.			
PHY 5936 - Selected Topics in Physics	v.1-4		
Prerequisite: Permission of instructor. Introductory graduate level courses in physics.			
Political Science and Public Administration			
PAD 5307 - Public Policy Formation and Implementation	3		
This course explores alternative views of the linkage between the formation and implementation of public policy and political, organizational and environmental influences on the process of policy implementation. It also examines decision-making techniques and analytical modes for the study of policy implementation.			
PAD 5605 - Administrative Law	3		
Prerequisite: PAD 6060 or equivalent. Case study approach to the administrative law with special emphasis on the powers, procedures, and liabilities of public agencies and their officers.			
PAD 5706 - Public Administration Research Methods	3		
Examines research methods used by public administrators in the public sector work environment. Emphasis on basic research methods and quantitative techniques with special emphasis on public administrative problems.			
PAD 6021 - Case Studies in Public Administration	3		
Examination of applied experiences in public management. Students analyze cases drawn from public personnel relations, budgeting, agency policy making, public service ethics and other relevant management areas.			
PAD 6060 - Public Administration in Modern Society	3		
Survey of study and practice of public administration emphasizing administrative theory, bureaucratic processes and politics, public versus private management and administrative responsibility.			
PAD 6066 - Seminar in Public Management	3		
Prerequisite: PAD 5706 and completion of all but 12 credit hours in the MPA program. A summary and integration of the knowledge, skills and values appropriate to a professional career in public administration. Specific emphasis on the preparation of the MPA capstone paper.			
PAD 6106 - Administrative Behavior in Public Organizations	3		
The examination of administrative theory and practice, with a special emphasis on the unique attributes of public bureaucracies. Topics include organizational structure and behavior, accountability, leadership, responsiveness, and administrative ethics.			
PAD 6207 - Municipal Finance Administration	3		
The purpose of this course is to examine urban fiscal management policies in the post industrial city. Specific emphasis will be given to public management tools utilized by cities facing potential fiscal stress.			
PAD 6227 - Government Budgeting and Finance	3		
Exploration of the influence of interest groups on budget decisions, with special attention to the formation of the executive budget, congressional budgeting, and various political reactions to fiscal insufficiency.			
PAD 6417 - Public Personnel Administration	3		
Processes and procedures of contemporary public personnel systems. Emphasis on examination of competing models of personnel administration, application of personnel management strategies to specific case problems and public sector labor relations.			
PAD 6612 - Regulatory Administration	3		
An exploration of government response to market failure through economic and social regulation. Topics include regulatory agencies, regulatory policy formation and implementation; theories of regulation; risk analysis and tradeoffs; and deregulation.			
PAD 6807 - Urban Administration	3		
Problems and principles of municipal administration, including taxes, budgeting, planning, personnel, and the provisions of services; for example, police, fire, health, recreation, water and sewers, welfare, and education.			
PAD 6900 - Directed Independent Study	v.1-4		
Prerequisite: Consent of MPA program coordinator. Specialized study of an issue or topic in public administration, directed by a faculty member specializing in that topic.			
PAD 6934 - Topics in Public Administration	v.2-6		
Prerequisite: MPA core. Exploration of topics of enduring or emerging significance in public administration.			
PAD 6946 - Internship in Public Administration	3		
Supervised field work in public administration. Diary and/or research project and seminar attendance required.			
POS 6095 - Intergovernmental Relations	3		
Course will focus on providing knowledge of intergovernmental administration and management. Topics of discussion will include intergovernmental policy making, program planning and implementation, development and improvement of the organization, and administration of government systems and management of governmental interactions.			
POS 6155 - Urban Dynamics	3		
A systems analysis of urban dynamics, with special attention to the causes of urban growth and stagnation, and the problem of urban revival.			
PUP 6006 - Public Program Evaluation	3		
Prerequisite: PUP 6007. Review and analysis of problems involved in evaluating public programs and policies. Will focus principally on applied areas of public programs and the relationship of research methods.			
PUP 6007 - Policy Analysis	3		
Prerequisite: PAD 5706. The policy planning process, problems of implementing policy, evaluation of policy impacts, and techniques of policy forecasting.			
PUP 6106 - Planning and Growth Management	3		
An introductory course that provides an overview of planning - related issues in growth management. This course focuses on the political and administrative issues related to Florida's efforts to institute a growth management strategy.			
URP 6058 - Urban and Regional Planning	3		
Examination of urban planning processes, institutions, and techniques, with special attention to the physical, legal, and demographic limits of urban planning.			

Psychology

CLP 6166 - Psychopathology

Prerequisite: PPE 6466, plus admission to the MACP program or permission of instructor. A study of the models that have been developed to describe human adjustment and psychopathological problems. The course is designed further to provide both a knowledge base and a dynamic understanding of these behaviors in an individual's life.

3

in which social and psychological research contribute to an understanding of health and illness behavior.

CLP 6441 - Individual Intelligence Testing

Prerequisite: PCO 6317C and PSY 6216, plus admission to the MACP program or permission of instructor. An introduction to the theory, administration, scoring, and interpretation of individual tests of intelligence. Emphasis will be given to student practice in all facets of intelligence testing, under supervision. All of the Wechsler scales and representative examples of other individually administered instruments will be covered.

3

PCO 6317C - Psychological Assessment

Prerequisite: Admission to the MACP program or permission of instructor. Examines the principles and practices of individual assessment through the use of observation, interviewing, and testing. Emphasis will be given to administration and interpretation of major intellectual, personality and vocational instruments and to the integration and communication of assessment data in the context of counseling. Includes laboratory experiences.

4

CLP 6445 - Individual Personality Testing

Prerequisites: PCO 6317C and CLP 6166 plus admission to the MACP program or permission of instructor. An introduction to the diagnostic assessment of personality and personality dynamics, including objective and projective techniques. Emphasis will be given to supervised testing, interpretation, and report writing techniques which integrate data from all relevant sources.

3

PCO 6406C - Counseling Psychology I

Prerequisite: PPE 6466 must be taken before or concurrently with PCO 6406C plus admission to the MACP program, or permission of instructor. To create an understanding of (1) the assumptions, implications, and ethics related to the counseling process; (2) the theories and methods of learning for both individual and group counseling; and (3) the application of research to the counseling process. Skill laboratory training involves the development of basic communication and facilitating counseling skills.

4

CLP 6459 - Principles of Sex Therapy

Prerequisite: Graduate standing and permission of instructor. The course will provide an orientation to the etiology of sexual dysfunctions and dissatisfactions. In addition, it will cover sex counseling research and cognitive and behavioral principles used in sex therapy.

3

PCO 6407C - Counseling Psychology II

Prerequisites: PCO 6406C and PPE 6466 plus admission to the MACP program or permission of instructor. A laboratory/ practicum experience is required in this course as well as the presentation of theoretical and research background of group counseling. The experiential group process involves participation by counseling students in an actual on-going group experience to develop an understanding of one's functioning in relation to other people and to facilitate an awareness of self and interpersonal relationships.

4

DEP 6055 - Advanced Human Development

Prerequisite: DEP 3004, graduate standing and permission of instructor. The course will provide an intensive survey of the research literature and central issues concerning developmental changes across the life span. Both classical and contemporary perspectives will be examined.

3

PCO 6408C - Counseling Psychology III

Prerequisite: PPE 6466, PCO 6317C, CLP 6166, PCO 6406C and PCO 6407C, plus admission to the MACP program or permission of instructor. To further develop the students' understanding of and ability to work with clients throughout the counseling process. This involves case management from initial contact, through assessment, evaluation, and goal development to referral. Advanced counseling skills will be taught and assessed in a laboratory setting.

4

EDP 6056 - Advanced Educational Psychology

Prerequisite: Three courses in behavioral science including one in educational psychology or EDP 4215 plus one year of classroom teaching experience. To improve the classroom teacher's expertise in the teacher-learner relationship through an understanding of educationally relevant psychological principles.

3

PCO 6869 - Ethical and Legal Issues in Mental Health Practice

Prerequisite: PCO 6407C and permission of instructor. The course will provide an orientation to the legal and ethical aspects of mental health counseling. Topics will include issues relevant to confidentiality, responsibilities of counselors, and professional certification and regulation.

3

EXP 6506 - Learning and Cognition

Prerequisite: Admission to the MAGP program or permission of instructor. The course is designed to acquaint students with current theoretical and empirical work in the area of human learning, cognition, and information processing. Topics include long- and short-term memory, semantics, natural language processing, and artificial intelligence.

3

PCO 6935 - Special Topics in Counseling

Prerequisite: Permission of instructor.

3

INP 6318 - Psychology of Organizational Behavior

To increase awareness of the relationship between developmental needs of the individual and the goals of an organization; resolution of conflicts between individual motivations and the complexities of organizational structures and processes will be explored.

3

PCO 6939 - Counseling Seminar

Prerequisite: Established by instructor. A specialty area seminar involving theory, research, and practice in one counseling methodology; for example, vocational counseling, marriage and family counseling, Gestalt therapy, or behavior therapy.

3

PCO 6056 - Health Psychology

Prerequisite: Admission to the MAGP program or permission of instructor. A general introduction to and survey of the field of health psychology. A biopsychosocial model is developed and contrasted with traditional medical models. The course explores the many ways

3

PCO 6944A - Practicum A

2

PCO 6944B - Practicum B

3

Prerequisite: PPE 6466, PCO 6317C, PSY 6216, PCO 6406C, PCO 6407C and CLP 6166 plus admission to the MACP program or permission of instructor. This practical experience in a mental health agency in the community extends over a two semester period. A minimum of 12 contact hours per week during the first semester and

a minimum of 20 contact hours per week during the second semester is required.

PPE 6466 - Advanced Personality Theories 3
Prerequisite: PPE 4004 or CLP 4143 plus admission to the MACP or MAGP program or permission of instructor. The course represents a survey of the major issues (e.g., cross-situational vs. situational specificity of behavior), "grand" theories (e.g., psychoanalytic), and experimental approaches (e.g., focus of control in personality). Course content provides a knowledge base relevant to counseling.

PSY 6216 - Psychological Research and Evaluation 3
Prerequisite: PSY 3214 or an experimental psychology course plus admission to the MACP program or permission of instructor. Designed to enable the master's level practitioner to scientifically evaluate research involving human subjects; special emphasis placed on research strategies, methodologies, and ethics. Must be completed within the first 12 hours of MACP program course work.

PSY 6217 - Research Design and Analysis 3
Prerequisite: PSY 6216 plus admission to the MAGP program or permission of instructor. Further study of the design and analysis of psychological research. Emphasis is on issues concerning the choice of appropriate designs for implementation of research and statistics for analysis. Both experimental and correlational designs are explored. Introduction to the use of computerized statistical packages.

PSY 6908 - Directed Individual Study v.1-3
Prerequisite: Permission of departmental chairperson.

PSY 6910 - Supervised Research 3
Prerequisite: Admission to the MAGP program or permission of instructor. Intensive experience in design, implementation, analysis, and writing. A minimum of nine hours per week research involvement under faculty supervision. May be repeated three times for credit.

PSY 6971A - Thesis A 3
PSY 6971B - Thesis B 3
Prerequisite: PSY 6216.

PSY 6937 - Colloquium in Psychological Research 1
Prerequisite: Admission to the MAGP program or permission of instructor. An ongoing colloquium series, intended for graduate students in psychology, involving the presentation and discussion of research initiatives by faculty and graduate students. May be repeated four times for credit.

SOP 6069 - Advanced Social Psychology 3
Prerequisite: SOP 3004, or equivalent, plus admission to the MAGP program or permission of instructor. An in-depth survey of the research literature of social psychology, with emphasis on individual behavior. Topics will include, but are not limited to, aggression, attraction, social perception, helping behavior, attribution, attitudes, applied social psychology, and communication.

Sociology

SYA 5934 - Advanced Topics in Sociology v.3-6
Prerequisite: Three courses in sociology at the undergraduate level. Exploration of selected topics in specialized areas of sociological inquiry.

SYA 6909 - Directed Individual Study v.1-3
Prerequisite: Permission of instructor.

SYD 5705 - Analysis of Subcultural Perspectives 3
An in-depth study of subcultures in American society, and the cultural wholeness of lifestyles often labeled deviant in the society. Special emphasis will be given to gaining an understanding of the perspectives of others.

SYO 5175 - Family Dynamics 3
In-depth study and analysis of family relationships, their sources and consequences in the community and in individuals. Processes and roles involved in the life cycle of the family. Variations in life styles in American society and their consequences in family role definitions.

SYO 6327 - Social Policy and Administration 3
A survey and analysis of legislative and other provisions for social services and ways in which legislation is influenced. Major provisions of laws and programs at community, state, and national levels. Ways of finding and assessing resources available in local communities.

SYP 6365 - The Sociology of Labor 3
Prerequisite: PAD 6060. An analysis of the causal factors and consequences of the labor movement, with special emphasis on the relationships between the union and the nature of work, the administration of the union and the worker, and the politics of unions and the rest of society.

UNIVERSITY OF NORTH FLORIDA

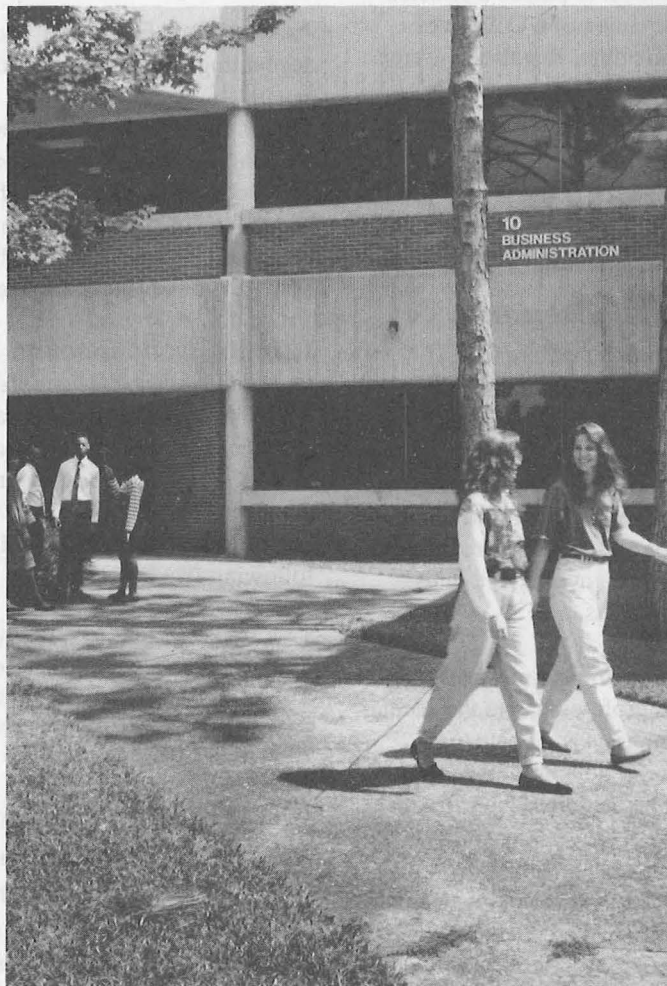
Earle C. Traynham, Jr., Interim Dean
Frank S. McLaughlin, Associate Dean
Donald Graham, Interim Director
646-2590

Admission to Programs Students desiring to enter the Master of Business Administration, Master of Accountancy or Master of Human Resources Management programs must satisfy both general University and College of Business Administration graduate admission criteria.

The Master of Business Administration Degree Program

The purpose of the UNF M.B.A. program is to prepare qualified men and women for positions of leadership in business organizations. The program is designed to meet the graduate business educational needs of individuals working in the Northeast Florida region, offering evening classes to full-time and part-time students.

In order to accomplish this, the program adopts as its theme Value-Based Management. The curriculum focuses on general management education and in-depth knowledge of the various skills required to manage effectively in a rapidly changing and increasingly technical and global environment. The curriculum is carefully integrated to reflect the importance of value-based management. A variety of approaches to learning is used, including lectures, case analysis and group work and team building exercises.



Part I of the M.B.A. curriculum consists of a set of subjects that are considered by the College of Business Administration faculty as a required foundation for regular graduate study in business.

Foundation subject matter areas include:
Principles of Accounting;
Principles of Economics;
Financial Management;
Law and the Business Environment; Management of Production, Marketing and Logistics; Behavior and Administrative Organization; Decision Software for Management; Mathematical Concepts for Business and Management; Statistical Concepts for Business and Management.

A student whose academic background indicates satisfactory exposure to the principles in the above subject-matter areas need not take the foundation course(s) at UNF. A student whose educational experience does not encompass coverage of one or more of the subject matter areas will be required to take appropriate foundation courses at UNF.

Part II of the M.B.A. program is a 39-hour component. It is comprised of a set group of courses with a minimum degree of election permitted. The courses in this segment develop the student's understanding of the business process at an advanced level and give practice in decision making. The student wishing to devote more attention to any area may do so by the use of electives.

Required Courses

MAN 6056	Cornerstones of Managing for Value
ISM 6021	Management of Information Systems or
ACG 6405	Advanced Accounting Information Systems
ACG 6305	Management Accounting
ECP 6705	Economics of Business Decisions
ECO 6416	Statistics for Business and Economics
MAN 6204	Topics in Organization Theory and Behavior
FIN 6425	Financial Management
MAR 6815	Marketing Management and Institutions
QMB 6603	Quantitative Managerial Analysis
TRA 6220	Operations Management
MAN 6726	Advanced Business Policy

plus

Six hours of 6000-level electives within the College of Business Administration. Electives taken outside the College require prior approval by the director of graduate studies.

Directed Independent Studies The intent of an independent study is to allow a student to pursue a selected topic in greater depth under the direction of a College of Business Administration faculty member. Regularly offered courses and required courses usually involve classroom interaction and for this reason are not normally offered as independent studies. No more than 6 semester hours of independent studies may be counted toward graduation requirements. All independent studies require prior approval by the instructor and the director of graduate studies.

The Master of Accountancy Degree Program

The increasingly complex nature of the accounting and controllership functions, as well as the growing responsibilities of the accountant, make graduate study beyond the baccalaureate degree desirable. The objective of the curriculum leading to the master of accountancy (M.A.cc.) is to provide the necessary advanced study for those seeking careers in professional accounting as controllers and accounting executives in industry and government, or as independent certified public accountants.

The M.A.cc. program at UNF places utmost importance on reflecting accounting as a modern profession, and the accountant as a modern professional. Emphasis is given to how accountants relate theory to current problems, and how accountants communicate such information to the various users of accounting data.

The program is designed to allow those who possess a recent baccalaureate degree from an AACSB accredited college, with an accounting degree or its equivalent, to complete the M.A.cc. requirements in four semesters. Those who possess a baccalaureate degree in business administration or in some other discipline will be required to take additional courses to remove any deficiencies. Only those students admitted or admissible to the M.A.cc. program may enroll in graduate-level courses.

Program The program consists of 36 semester credit hours of graduate study in accounting and related business topics (12 three-hour courses). A thesis is not required. The curriculum

is divided into (a) a core of 18 semester hours of accounting courses and nine semester hours of related business courses, (b) six semester hours of accounting electives and (c) three semester hours of elective non-accounting graduate business courses. Graduate courses offered in other UNF colleges that coincide with the student's objectives may be taken in lieu of (c) above, given the approval of both the student's advisor and course instructor. Only 6000-level courses may be used to satisfy the 36 semester credit hour requirement.

ACG 6805	Advanced Accounting Theory
ACG 6309	Advanced Managerial Accounting Theory
ACG 6645	Auditing Theory
ACG 6405	Advanced Accounting Information Systems
TAX 6105	Taxation of Business Corporations
FIN 6425	Advanced Financial Management
ECO 6416	Statistics for Business and Economics
QMB 6603	Quantitative Management Analysis
TAX 6045	Tax Research and Writing

Accounting Electives Select any two 6000-level accounting courses not included in the core except ACG 6305.

Other Electives Select one graduate (6000-level) non-accounting business course or other UNF graduate (6000-level) course, with consent of advisor and instructor. Students who have not successfully completed a business policy course at the undergraduate or post-baccalaureate-level, must take MAN 6726 Advanced Business Policy.

Taxation Concentration Recognizing the current importance of taxation, the candidate for the master of accountancy degree may elect to concentrate his/her studies in the area of taxation. If that option is followed, the same core is required as for the master of accountancy. In lieu of the accounting electives (2) and other electives (1) the candidate for a concentration in taxation will be required to take three of the following five courses.

TAX 6405	Federal Taxation of Gifts and Estates
TAX 6415	Income Taxation of Estates and Trusts
TAX 6835	Taxation of Pension Plans and Deferred Compensation
TAX 6206	Income Taxation of Partners and Partnerships
TAX 6726	Tax Planning and Principles

The Master of Human Resources Management Degree Program

The major objective of the master of human resources management degree program (M.H.R.M.) is to provide professional education at the graduate level to persons wishing to specialize in personnel management and industrial relations in business and industry. Also, persons who want a deeper understanding of the human factor in business administration and who wish to strengthen personal leadership capabilities in managing business organizations may be benefited.

The major program orientation is toward business and industry. A primary concern of business and industrial management is the productive use of human resources in the pursuit of enterprise goals. Accordingly, a primary theme of

the program is the interrelationship between quality of work life and the personal satisfaction, growth, and development of employees on the one hand and their productivity, efficiency, concern with quality and creativity on the other hand.

Because of this orientation, courses dealing with institutional, legal and regulatory considerations will be focused principally on personnel and industrial relations systems, practices, laws and regulations as found in business and industry. Personnel and industrial relations systems, practices, laws, and regulations found in non-profit and public organizations may be covered for comparative purposes, particularly where practices developing in the non-profit or public arena pertain to business and industry.

Foundation Courses The business and industrial focus of the M.H.R.M. program requires candidates to have a thorough understanding of the goals, values, and practices of business management. Therefore, the same basic subject matter foundation is required of this degree as is required for the master of business administration degree program. Particular subject matter areas can be waived depending on the academic background of the candidate.

The Program The M.H.R.M. program consists of 36 credit hours of graduate study in personnel, labor and industrial relations. The curriculum is divided into three parts as follows:

I. Required Core

MAN 4301	Human Resource Management*	3 hours
MAN 6204	Topics in Organization Theory	3 hours
MAN 6309	Advanced Topics in Personnel Relations	3 hours
MAN 6411	Labor Relations and Collective Bargaining **	3 hours
MAN 6429	Industrial Relations	3 hours
BUL 6840	Employment Law	3 hours
MAN 6315	Advanced Human Resource Management	3 hours
MAN 6726	Advanced Business Policy	3 hours
or		
MAN 4720	Business Policy***	3 hours
Total		24 Hours

II. Major Electives

6 Hours

Students select two of the following courses:

ACG 6305	Management Accounting
FIN 6425	Advanced Financial Management
QMB 6603	Quantitative Management Analysis
TRA 6220	Operations Management
ECP 6205	Seminar in Labor Economics

III. Free Electives

6 Hours

NOTE: Students select two 6000-level business courses or graduate courses outside of the college approved by their advisor. It is recommended students carefully consider using MAN 6323 and/or MAN 6331 as electives. A maximum of 3 hours of directed individual study is allowed.

*If a student has taken personnel management as an undergraduate, MAN 4301 is replaced by a 6000-level elective.

**If a student has taken collective bargaining or labor relations as an undergraduate, this course is replaced by a 6000-level elective.

***If a student has taken an undergraduate business policy course, this course is replaced by a 6000-level elective. A student without an undergraduate policy course who has not had the prerequisites for MAN 6726 may take MAN 4720.

College of Business Administration Course Offerings

UNIVERSITY OF NORTH FLORIDA

Accounting

- ACG 5005 - Basic Accounting** 3
Concentrated course for students entering the M.B.A. program; not required of students who have completed satisfactorily 6-10 hours of principles of accounting. The primary emphasis is on the understanding of financial statements.
- ACG 6305 - Management Accounting** 3
Prerequisite: ACG 5005 or equivalent and CGS 5000 or equivalent. A study of the basic cost flows through an organization; the accounting systems that are used to capture the cost data and the managerial uses of the cost data in routine and non-routine decision-making situations.
- ACG 6309 - Advanced Managerial Accounting Theory** 3
Prerequisite: ACG 4361 or ACG 6305. An examination of the development of managerial accounting, and contemporary managerial accounting issues with emphasis upon the underlying theories and objectives of managerial accounting as it relates to the management decision process.
- ACG 6405 - Advanced Accounting Information Systems** 3
Prerequisite: ACG 4361, ACG 4401 and FIN 3483 or equivalent. An objective user analysis of information systems and their role in providing accounting information for planning, operations control and managerial/financial control. Emphasis on developing a conceptual framework for applying computer technology to the functional areas of business.
- ACG 6505 - Not-For-Profit Accounting** 3
Prerequisite: Undergraduate accounting degree or equivalent. A study of how current methods of accounting for not-for-profit entities evolved, and a critical review of contemporary issues concerning changes to existing not-for-profit accounting methods.
- ACG 6625 - Computer Audit Management and Control** 3
Prerequisite: ACG 6405 or equivalent. In-depth analysis of problems of security and control in computer environment. Presentation of total systems of EDP controls, their cost-effectiveness, and systems of EDP audit techniques applicable to examining and testing computer systems.
- ACG 6645 - Auditing Theory** 3
Prerequisites: ACG 4651 or equivalent. An examination of the theoretical framework of auditing with emphasis upon the development and analysis of the philosophy and methodology of auditing. Ethical and legal considerations of auditing will receive special attention.
- ACG 6805 - Advanced Accounting Theory** 3
Prerequisite: Undergraduate accounting degree or equivalent. An examination of contemporary accounting issues with special emphasis upon the underlying theories, controversies, and objectives of asset valuation and income determination.
- ACG 6905 - Advanced Studies in Accounting** v. 1-3
Special studies undertaken independently under the supervision of an accounting department faculty member. Student must have the faculty supervisor and department chairperson's approval of special study prior to enrollment. May be repeated with a change in content up to a maximum of 6 credits.
- ACG 6936 - Special Topics in Accounting** v. 1-3
Prerequisites: ACG 6305 or equivalent and permission of advisor and department chairperson. Study of special topics not offered in other departmental courses. May be repeated with a change in content up to a maximum of 6 credits.
- TAX 6045 - Tax Research and Writing** 3
Prerequisite: TAX 3011 or TAX 6105. This course is designed to familiarize students with the various sources of federal tax law and to enable students to analyze tax problems and to prepare tax briefs and memoranda to support their positions.
- TAX 6105 - Taxation of Business Corporations** 3
Prerequisite: TAX 3001 and ACG 4361 or equivalent. An examination of federal tax problems of business corporations. In particular, problems relative to formation, liquidation, and sale of assets and enterprises will be considered.
- TAX 6206 - Income Taxation of Partners and Partnerships** 3
Prerequisite: TAX 3001 and ACG 4361 or equivalent. An examination of federal tax problems of partners and partnerships. Special problems related to formation and liquidation will be studied.
- TAX 6405 - Federal Taxation of Gifts and Estates** 3
Prerequisite: TAX 3001 and ACG 4361 or equivalent. An examination of the federal tax laws covering gifts and estates.
- TAX 6415 - Income Taxation of Estates and Trusts** 3
Prerequisite: TAX 3001 and ACG 4361 or equivalent. The study of income tax problems associated with estate and trust planning.
- TAX 6726 - Tax Planning and Principles** 3
A course designed to acquaint the student with current federal tax law and philosophy. It will focus on the non-specialist who is interested in acquiring knowledge of tax planning and current tax problems and policy.
- TAX 6835 - Taxation of Pension Plans and Deferred Compensation** 3
Prerequisite: TAX 3001 and ACG 4361 or equivalent. An examination of federal tax problems associated with pension and deferred compensation plans.
- Business Law**
- BUL 5810 - Law and the Business Environment** 3
Prerequisite: M.B.A. classification. Analysis of the legal and social

environment in which businesses operate. Also considers business ethics, international law and the social and political environment in which a business operates.

BUL 6840 - Employment Law 3

A study of the laws that affect employment. The major emphasis is on federal law such as those covering equal opportunity and affirmative action, OSHA, and ERISA, but there is also concern with significant Florida law affecting employees and the employment function.

BUL 6850 - Legal Aspects of International Business 3

Prerequisite: BUL 5810 or equivalent. An examination of the legal problems that arise in commercial transactions and relations involving business organizations across national boundaries.

BUL 6890 - Special Topics in Law 3

Prerequisite: Permission of instructor. Analysis and discussion of advanced problem areas in law. Credit for this course must be approved by student's major department or program director.

Economics

ECO 5115 - Introduction to Economic Analysis 3

Introduction to key analytical tools of macroeconomics and microeconomics. Application of economic analysis to current policy issues.

ECO 5935 - Special Topics in Economics v. 1-3

Prerequisites: Post-baccalaureate status and permission of instructor. Study of special topics not offered in other departmental courses. May be repeated with change in content up to a maximum of six credits.

ECO 6257 - Economics of Public Policy Decisions 3

Prerequisite: ECO 5115 or equivalent. Development and application of macroeconomic analysis to public policy decision-making. Emphasis on current policy issues such as inflation and unemployment, income policies, and economic planning.

ECO 6416 - Statistics for Business and Economics 3

Prerequisite: STA 5136 or Introductory Statistics. Collection, analysis, and use of data for business and economic decision making under conditions of uncertainty.

ECO 6505 - Public Finance and Budgeting 3

Prerequisite: Principles of economics or consent of instructor. Macroeconomic impacts of revenue and expenditure policies. Taxation, the structure and functions of public expenditures, cost-benefit analysis, and the application of budgeting to the problems of program control, management, and planning.

ECO 6706 - World Trade and the International Monetary System 3

Prerequisite: ECO 5005 or equivalent. The course provides the theoretical background for studying international trade and the international monetary system. Practical issues of interest to the business student, such as tariffs, import quotas, and the balance of payment, are also discussed.

ECO 6906 - Directed Individual Studies v. 1-3

Prerequisite: Consent of department chair. Study of special topics under the guidance of faculty members. May be repeated with change of content up to a maximum of six credits.

ECO 6936 - Special Topics in Economics v. 1-4

Prerequisites: Graduate status and permission of instructor. Study

of special topics not offered in other departmental courses. May be repeated with change in content up to a maximum of 6 credits.

ECP 6205 - Seminar in Labor Economics 3

Elective course for graduate students. Analysis of labor in the marketplace. Wage determination, labor organizations, manpower problems, collective bargaining, and the impact of labor on public welfare.

ECP 6705 - Economics of Business Decisions 3

Prerequisite: ECO 5115 or equivalent. Study of the application of economic theory to decision-making in business.

Finance

FIN 5405 - Essentials of Managerial Finance 3

Prerequisite: ACG 5005 or equivalent and STA 5136 or equivalent. An introductory course covering principles and techniques applicable to financial management of the firm. Required for M.B.A. candidates who have not had undergraduate or equivalent foundation work in financial management.

FIN 6246 - Structure of the Money and Capital Markets 3

Overall view of the financing process and the role of various financial institutions in channeling funds and providing liquidity.

FIN 6326 - Banking and Financial Administration 3

Structure of banking and other financial institutions; organization and administration of commercial banks and other financial institutions.

FIN 6425 - Advanced Financial Management 3

Prerequisite: All required 5000 level core courses, ACG 6305 or equivalent and ECO 6416. QMB 6603 is recommended, but not required. An examination of theory and practice in financial management. Case analysis is used as a focus for class discussion.

FIN 6516 - Investments 3

Investment analysis, elements of the investment process, and criteria for investment decisions.

FIN 6605 - International Finance 3

A comprehensive survey of international finance. The course provides a basic understanding of the forces that affect the relative values of currencies, the financial problems associated with international trade, international capital markets and international institutions. Case studies will be used to illustrate specific situations.

FIN 6906 - Special Work in Finance v. 1-3

Selected problem or project of interest to the student. May be repeated with a change in content up to a maximum of six credits.

FIN 6936 - Special Topics in Finance v. 1-3

Prerequisites: FIN 6425 and permission of advisor and department chairperson. Study of special topics not offered in other departmental courses. May be repeated with a change in content up to a maximum of six credits.

General Business

GEB 6125 - Advanced Small Business Consulting 3

Prerequisite: Twenty-five credits in graduate business administration or permission of instructor. Practicum in providing assistance to small businesses with problems requiring graduate work in pairs and may counsel two businesses. Compensation is provided for travel expenses. Progress reports are required weekly on each business.

Insurance

RMI 6936 - Special Problems in Insurance v. 1-3
Special problem or project of interest to student of insurance.

Management

ISM 6021 - Management of Information Technology 3
Prerequisites: MAN 5050 and CGS 5000 or equivalents. A study of MIS with emphasis on the design, analysis, operation and control of information systems as an aid to managerial decision-making.

MAN 5050 - Organizational Management 3
Principles of management which apply to business and social organizations. Emphasis on the management of people. Required for MBA candidates who have not had foundation work in administrative management.

MAN 6056 - Cornerstones of Managing for Value 3
Prerequisites: Foundation courses or undergraduate equivalent. Introductory M.B.A. course which examines the history and philosophy of business, including ethics, the concept of value-based management, TQM, functional integration, team building, information sources, information technology, international aspects of business. Required during first semester for all M.B.A. students.

MAN 6204 - Topics in Organizational Theory 3
Prerequisite: MAN 5050 or equivalent. A systematic approach to the design of structural components of organization for the purpose of increasing efficiency and effectiveness. Emphasis on internal and external determinants of structure and on the impact of structure on behavior in the organization.

MAN 6225 - Organizational Measurement and Analysis 3
Prerequisite: MAN 5050 or equivalent and elementary statistics. Advanced applications of the scientific method to organizational management; review of the scientific methods in business; measurement in organizational research including instrumentation, collection, reliability and validity assessment; analysis of organizational data for managerial effectiveness; application.

MAN 6309 - Advanced Topics in Personnel Relations 3
Prerequisite: MAN 4301. An in-depth analysis of selected personnel topics such as manpower forecasting, selection, performance appraisal, executive training and development, problem employees, and industrial counseling. Students will present seminars in one or more of these topics which combine appropriate literature and related industrial experience.

MAN 6315 - Advanced Human Resource Management 3
Prerequisite: MAN 5050 or equivalent. Focuses on role of corporate personnel vice president. Examines executive organization, managerial staffing systems, managerial succession, compensation and motivation and performance measures. Also, opportunity, employee benefits, training and education, quality of work life and productivity and other policy areas.

MAN 6323 - Human Resource Management Information Systems 3
Prerequisite: MAN 4301 and CGS 5000 or equivalents. Stresses the need to manage human resource management (HRM) information. Includes development and implementation of HRM information applications, quality assurance and the organization and management of the HRM function. Emphasis on application of commercial software packages used in industry and government.

MAN 6331 - Compensation Management 3
Prerequisite: MAN 4301 or equivalent. In-depth analysis and

application of compensation planning, the determination of internal consistency, external competitiveness and individual equity, benefits, management and legal compliance. Student consulting teams will each develop a company's total compensation system and make seminar presentations of their program.

MAN 6411 - Labor Relations and Collective Bargaining 3
Prerequisite: MAN 5050 or equivalent. Problems in collective bargaining and managing personnel who work under a collectively bargained labor agreement. Designed for the MBA student who intends to manage workers in accordance with a collectively bargained labor contract.

MAN 6428 - Contemporary Issues in Labor Relations 3
Prerequisite: MAN 4401 or MAN 6411. Analysis and evaluation of contemporary issues affecting the relationship between union and management. Discusses issues such as the role of the government, labor-management cooperation and conflict, changes in collective bargaining structures and public employee bargaining.

MAN 6429 - Industrial Relations Theories, Systems, and Issues 3
Survey of the roles of management, government, professional associations and unions in industrial relations. Emphasis is on basic economic, social and political issues; on the forces that have shaped growth, structure and behavior of management, government, professional associations and unions; and on significant theories of industrial relations systems. The present industrial relations system in the U.S. is covered in detail.

MAN 6445 - Advanced Topics in Negotiations 3
Prerequisite: MAN 5050 or equivalent. Broad based examination of negotiation includes theory based on studies of collective bargaining between labor and management. Emphasis is placed on experiential exercises and on improving interpersonal skills. Active participation in the learning process is stressed.

MAN 6601 - International Management 3
A basic course in international business management, the course will focus on the international managerial variables that affect and influence strategic and operational decision and the conduct of business in the international environment.

MAN 6675 - Advanced Seminar in International Business 3
An in-depth analysis of international business concepts and investment strategies, product life cycles hypothesis and the role of multinationals in technology transfer; intensive investigation of global market integration as well as regional markets; north-south trade and development conferences and trade implications for U.S. economy; extensive use of cases in above topics.

MAN 6726 - Advanced Strategic Management and Business Policy 3
Prerequisite: Twenty credits in graduate business administration which must include FIN 6425 or equivalent and MAR 6815 or equivalent. An analysis of how the various parts of the enterprise are integrated to meet objectives.

MAN 6905 - Directed Individual Studies in Management v.1-3
Prerequisite: MAN 5050 or equivalent. Allows the M.B.A. student to investigate selected management topics, especially those of local or regional interest. May be repeated with a change in content up to a maximum of 6 credits.

MAN 6931 - Special Topics in Management v. 1-3
Prerequisite: Permission of instructor. Study of special topics not

offered in other courses in the department. May be repeated with a change in content up to a maximum of six credits.

MAN 6940 - Internship in Personnel and Business Psychology 3

QMB 6603 - Quantitative Management Analysis 3
Prerequisite: MAC 5236 or equivalent. Management science models and their application to management decisions. Required of all M.B.A. students.

Marketing

MAR 6158 - International Marketing 3
Prerequisite: MAR 6815. In-depth study and analysis of the role of marketing in international trade. Attention is also focused on the functions of multinational marketing and the construction of a multinational marketing strategy.

MAR 6206 - Marketing Channel Systems 3
Prerequisite: MAR 6815. An investigation into the nature and role of marketing channels and intermediaries. Major marketing strategy problems such as designing channel objectives and constraints, distinguishing major channel alternatives, and motivating, evaluating and controlling channel members will be analyzed. An elective in the M.B.A. program.

MAR 6406 - Sales Management Seminar 3
Prerequisite: MAR 6815. Study of the planning, leadership, and control functions in administering the personal sales activity of the firm. Analysis of cases and recent research is integrated to encourage the development of managerial analytical ability. An elective in the M.B.A. program.

MAR 6646 - Research and Consumer Behavior 3
Prerequisite: MAR 6815. Marketing research methods are studied in relation to the choice-making process of consumers and how this information enables better marketing management strategy decisions. Managerial evaluation of research and the scope of possible information are emphasized. An elective in the M.B.A. program.

MAR 6815 - Marketing Management and Institutions 3
Prerequisite: TRA 5223. Study and application of marketing decision-making techniques to marketing problems faced by business managers. Stresses the manager's use of marketing research, marketing planning, and marketing decision-making tools.

MAR 6816 - Strategic Marketing Planning 3
Prerequisite: MAR 6815. The long range study of changes in business unit markets which create threats to and opportunities in markets for an organization. Methods for evaluating change and integrating strategic decisions into operating plans are analyzed.

MAR 6916 - Directed Individual Study v. 1-3
Prerequisite: MAR 6815. Allows the student to investigate special marketing topics, especially those of local and regional interest.

MAR 6933 - Special Topics in Marketing v. 1-3
Prerequisite: Permission of instructor. Analysis and discussion of advanced problem areas in marketing.

Real Estate and Urban Land Economics

REE 6306 - Real Property Analysis 3
Prerequisite: Permission of instructor. A study of the decision-making processes of real property asset management. Private and public policy issues regarding the housing process and the regulation

of the real property business environment. Legal consideration of real property ownership, financing and transfer of interests.

REE 6906 - Directed Individual Study v. 1-3
Prerequisite: Consent of instructor. Investigation of selected problems and topics of current and permanent import in real estate and urban land economics. May be repeated with a change in content up to a maximum of six credits.

Transportation and Logistics

TRA 5223 - Production, Marketing, and Logistics Management 3
Prerequisite: Graduate standing. Analysis of the production, marketing and logistics functions.

TRA 6029 - Seminar in Transportation Economics 3
Theory and application of transport rates, competition and regulation. Analysis of transportation costs, public investment criteria and decision-making.

TRA 6216 - Strategic Logistics Management 3
Prerequisites: ACG 5005 and TRA 5223 or equivalents. Study of a total system approach to managing all activities involved in moving material, products, services and information from point of origin to point of use. Emphasis is placed on customer service as a means of gaining a competitive advantage.

TRA 6220 - Operations Management 3
Prerequisites: TRA 5223, QMB 6603, ECO 6416 and eighteen credits in graduate business administration. Theories, design and control of production and distribution systems.

TRA 6490 - Seminar in Carrier Management 3
Case problems and decision-making relating to public and private carriers.

TRA 6905 - Directed Individual Study v. 1-3
Prerequisite: Permission of department chair. Study of special topics under faculty guidance.

TRA 6935 - Seminar in Logistics Systems 3
Analysis of logistics problems.

UNIVERSITY OF NORTH FLORIDA

Robert F. Roggio, Dean 646-2985
Charles N. Winton, Director of Graduate Studies

Master of Science in Computer and Information Sciences The degree program leading to the Master of Science in Computer and Information Sciences has two major tracks:

1. Computer Science
2. Information Systems

At least half of the courses the student takes are specific to the major track followed. A master's thesis is required.

There are four components of the degree program:

- | | |
|---|----------|
| 1. Core preparation | 9 hours |
| 2. Major track requirements and electives | 15 hours |
| 3. Restricted general electives | 6 hours |
| 4. Thesis | 6 hours |

Core Preparation 9 Hours

The core preparation consists of three courses selected to strengthen the student's knowledge base in each of the general areas of hardware, software, and modeling. Where student background justifies waiver of one or more of these areas, the student's general elective component is comparably increased. The core preparation component requires one course from each of hardware, software, and modeling applications.

A. Hardware (one of the following)

- | | | |
|----------|---------------------------------------|---------|
| CEN 5515 | Computer Communications | 3 hours |
| CDA 5105 | Introduction to Computer Architecture | 3 hours |
| CDA 6106 | Computer Architecture | 3 hours |

B. Software (one of the following)

- | | | |
|----------|----------------------|---------|
| COP 6602 | Software Systems | 3 hours |
| COP 6610 | Software Engineering | 3 hours |

C. Modeling Applications (one of the following)

- | | | |
|----------|---|---------|
| CAP 5805 | Discrete Systems Modeling and Simulation | 3 hours |
| COP 5716 | Data Modeling | 3 hours |
| COT 6530 | Optimization Models with Computer Solutions | 3 hours |

Major Track Requirements and Electives 15 Hours

The major track component consists of five courses selected to support either the major track in computer science or the major track in information systems. Courses must be selected according to major track distribution requirements as noted below. Courses are designated as falling into one of the categories:

- | | |
|-------------|----------------------------|
| 1. Theory | 4. Application studies |
| 2. Hardware | 5. Modeling applications |
| 3. Software | 6. Systems Administration. |

Course categorization and applicability to the major tracks of the program are summarized in the course categorization list.

For the Major in Computer Science The student's selection of courses must include courses from at least three of the areas of theory, hardware, software, applications and modeling applications.

For the Major in Information Systems The student's selection of courses must include courses from at least two of the areas of hardware, software, applications, and modeling applications and must include two courses from the systems administration area. If the student does not already have background in computer communications, the course CEN 5515 Computer Communications, must be included in the program of study.

Restricted General Electives 6 Hours

General electives must be courses supportive of the student's overall program. Though these courses are normally selected from CIS course offerings, with prior approval of the College up to two of these courses may be transferred from other institutions or taken elsewhere within the University.

Thesis 6 Hours

In concluding the course of study each student is required to complete a master's thesis, prepared according to University guidelines. Normally, the thesis research and preparation is undertaken during the last year of the student's program. Each thesis is prepared under the guidance of a thesis committee chaired by a thesis advisor drawn from CIS graduate faculty. The thesis should support the student's overall program of study, particularly reflecting the major track. The student enrolls in the thesis course CIS 6970 for at least two successive terms. In order to enroll in the thesis course, the student must obtain CIS approval, to include consent of the thesis adviser. Upon satisfactory completion of the thesis, the student defends the thesis in an open presentation to the satisfaction of the student's thesis committee.

General Requirements In general, students must include in the non-thesis portion of their programs of study at least five, 6000-level courses from the Department of Computer and Information Sciences in the core preparation and major

track components. In no case may a course apply toward more than one of the program components. Moreover, no course may be applied toward either the core preparation or the major track component of the program unless passed with a grade of B or better.

Admission In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter the degree program leading to the MS in Computer and Information Sciences must present GRE scores (1000 minimum total on verbal and quantitative sections), a grade point average of 3.0 or higher in all work attempted as an upper-level student, normally 60 semester hours taken during the last two years of undergraduate study, and must have an undergraduate degree supporting graduate study in computer and information sciences. Otherwise qualified students not satisfying the latter condition may be admitted only after arranging with the graduate advisor for a program of study which will remove the deficiencies. The following minimum background preparation is expected of all students wishing to enter the graduate program in computer and information sciences:

1. Major program in Computer Science:

Background in algorithms and C or Pascal
 Computational structures or discrete mathematics
 Data and file structures using C or Pascal
 Fundamental systems software and systems programming

2. Major program in Information Systems:

Background in algorithms and COBOL
 Data and file structures using COBOL
 Architecture of computer organization
 Systems analysis and design

It is also recommended that computer hardware organization be included in the student's background preparation.

Master of Science in Computer and Information Sciences

Course Categorization List

		Computer Science	Information Systems
1. Theory			
COT	5400	Analysis of Algorithms	x
COP	6311	Logic Programming	x
COT	6425	Coding and Information Theory	x
MAS	6126	Numerical Linear Algebra	x
2. Hardware			
CDA	5105	Introduction to Computer Architecture	x x
CDA	5315	Microprocessors and Interfacing	x x
CDA	5505	Networks and Distributed Processing	x
CEN	5515	Computer Communications	x
CDA	6106	Computer Architecture	x
CDA	6502	Computer Network Architecture	x x
CDA	6520	Local Area Networks	x x
CDA	6141	Fault-Tolerant Computing	x
3. Software			
COP	5625	Construction of Language Translators	x
COP	5615	Operating Systems	x
COP	6602	Software Systems	x
COP	6616	Multiprocessing Systems	x
COP	6611	Operating Systems	x
COP	6610	Software Engineering	x x
COP	6570	Software Tools	x x
COP	6621	Compilers	x
4. Application Studies			
CAP	5605	Introduction to Artificial Intelligence	x x
CAP	5606	Knowledge Engineering	x x
CAP	5715	Computer Graphics	x
CAP	6680	Automated Reasoning	x
CAP	6100	Human-Machine Interfacing	x x
CAP	6400	Pattern Recognition and Image Processing	x
5. Modeling Applications			
CAP	5805	Discrete Systems Modeling and Simulation	x x
CIS	5505	Systems Performance and Evaluation	x x
COP	5716	Data Modeling	x
COP	5725	Database Processing	x
COT	6530	Optimization Models with Computer Solutions	x x
COP	6711	Requirements Analysis and Data Base Design	x
COP	6750	Network Design and Distributed Data Bases	x
6. System Administration			
CIS	5410	Computer Operations Management	x
CIS	6510	Managing Software Projects and Personnel	x
CIS	6101	Quantitative Techniques for Computer Systems Analysis	x
CDA	6011	Office Automation	x

UNIVERSITY OF NORTH FLORIDA

- CAP 5605 - Introduction to Artificial Intelligence** 3
Prerequisite: Undergraduate Computer Science Core. For beginning graduate students. Heuristic techniques for problem solving and decision making. Self organizing and learning systems. General problem solver and decision making programs. Control and search strategies. LISP programming language. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 5606 - Knowledge Engineering** 3
Prerequisite: CAP 4630 or CAP 5605. For beginning graduate students. Definitions and principles of knowledge-based systems; design techniques and programming aspects; critical comparisons of various approaches; examination of current systems, their design, philosophy and applications. Reasoning under uncertainty; rule-based deduction; generalization; explanation; knowledge acquisition. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 5715 - Computer Graphics** 3
Prerequisite: MAS 3105. For beginning graduate students. Point-plotting techniques, line drawings, two and three-dimensional transformations, clipping and windowing, data and file structures, interactive techniques, master systems, perspective, hidden lines and surface shading. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 5805 - Discrete Systems Modeling and Simulation** 3
Prerequisites: STA 3321 or STA 2014 and COP 3530 or COP 3540. For beginning students. Model building; design of experiments; simulation techniques; simulation tools such as GPSS, SIMSCRIPT, and SLAM; interpretation of results. Students will extend course topics via library assignments or other instructor assigned requirements.
- CAP 6100 - Human-Machine Interfacing** 3
Prerequisite: Graduate core. A consideration of human-machine systems, equipment design and dialogue management. Topics include human capacities and limitations; software and hardware design for effective human use; human-machine dialogue and management; human factors considerations and research techniques.
- CAP 6400 - Pattern Recognition and Image Processing** 3
Prerequisites: CAP 4700 or CAP 5715 and STA 3321. Realism in computer graphics, intensity and color, 3D surfaces and solids, image processing, image enhancement, pattern detection and recognition, scene analysis, computer vision, interactive techniques.
- CAP 6680 - Automated Reasoning** 3
Prerequisite: CAP 4630 or CAP 5605. Formal notation; proof procedures; decision procedures; meta-level knowledge; predicate calculus; automated theorem proving techniques; rules of inference; strategy; subsumption; demodulation; languages and programs for automated reasoning.
- CDA 5105 - Introduction to Computer Architecture** 3
Prerequisite: CDA 3101. For beginning graduate students. Computer taxonomy, description languages, conventional computer architecture, microprogramming, instruction sets, I/O techniques, memory, survey of non-conventional architectures. Software interface. Students will extend course topics via library assignments or other instructor assigned requirements.
- CDA 5315 - Microprocessors and Interfacing** 4
Prerequisites: CDA 3101 and COP 3601 or CDA 3100. For beginning graduate students. Survey of current microprocessors and peripheral equipment, interfacing components, interfacing techniques, communication standards, software design and development, applications, hands-on laboratory. Students will extend course topics via library assignments or other instructor assigned requirements.
- CDA 5505 - Networks and Distributed Processing** 3
Prerequisites: Graduate standing. For beginning graduate students. Network architecture and protocols in computer communication networks, network elements and topology, switching and routing, data management and security in a distributed environment. Students will extend course topics via library assignments or other instructor assigned requirements.
- CDA 6011 - Office Automation** 3
Prerequisites: CIS 4321 or significant industrial experience in the development of information systems. Administrative support function, data and record management, word processing, executive support systems, development of advanced office systems, micro-computers as office tools, office production equipment, communication systems, and management of advanced office systems.
- CDA 6106 - Computer Architecture** 3
Prerequisite: CDA 4102 or CDA 5105. Review of computer classification and description languages. Survey of existing architectures and proposed architectures, arithmetic systems design. Multi-computer architecture, networks, special purpose architecture, database machines, dataflow machines, performance evaluation, VLSI impact.
- CDA 6141 - Fault Tolerant Computing** 3
Prerequisite: CDA 4102 or CDA 5105. Reliability, maintainability, and availability of digital computers. Test generation and minimization, fault classes, fault masking, fault identification and location, fault simulation techniques and redundancy.
- CDA 6502 - Computer Network Architecture** 3
Prerequisites: STA 3321 or STA 2014, CDA 4500 or CEN 5515. Types of computer networks, layered architecture; ISO reference model for OSI; network topology; routing algorithms; access protocols; resource allocation; traffic analysis queuing models; communication processors; gateway controllers; deadlock prevention; error control and recovery.

CDA 6520 - Local Area Networks	3	
Prerequisite: CDA 4500 or CEN 5515. Network topologies, media access units, media access control, cabling systems, network interconnection, architecture standards, network operating systems, client/server and peer to peer models for resource sharing, application software development, management and performance evaluation.		
CEN 5515 - Computer Communications	3	
Prerequisite: Graduate standing. For beginning graduate students. Data communications systems, common carriers, modems and modulation, codes, asynchronous and synchronous communications protocols, standard interfaces, network arbitration, system evaluation considerations. Students will extend course topics via library assignments or other instructor assigned requirements.		
CGS 5135 - Decision Software for Management	3	
Prerequisite: Graduate standing in public administration or business administration. A study of those topics from the computer and Information Sciences appropriate to informed decision-making; computer application packages particularly useful in administration, such as spreadsheets, databases, and graphics; "what if" analysis, integration of packages, interfacing to system software and generation of customized queries for stored data.		
CIS 5105 - Systems Performance and Evaluation	3	
Prerequisites: For beginning graduate students. Undergraduate Information Science core. Tools and techniques used in the evaluation of the performance of computing systems, empirical modeling, methods, simulation models, deterministic and stochastic methods. Students will extend course topics via library assignments or other instructor assigned requirements.		
CIS 5410 - Computer Operations Management	3	
Prerequisite: Graduate standing. Evolution of systems; data and data integration; capacity planning; productivity and security; selection of DBMS; management perspectives on data dictionary; approaches to systems design; user requirements; design review methodology; management styles and administration.		
CIS 5930 - Special Topics in Computer and Information Sciences	v.1-3	
For beginning graduate students and advanced undergraduates. Topics are reflective of current faculty interests and advances in state-of-the-art computing not adequately addressed in current course offerings. May be repeated for credit.		
CIS 5935 - Seminar	v.1-3	
Prerequisite: Permission of the Department of Computer and Information Sciences. Topics reflect broader interests than covered in a standard course. Students will be expected to make presentations of material extracted from current trade publications.		
CIS 6101 - Quantitative Techniques for Computer Systems Analysis	3	
Prerequisite: Graduate core preparation. Tools and techniques for predicting and improving the performance of computing systems. Examines the performance impact of the processing environment, application structures and communications requirements. Presents tools available from queuing theory and other mathematical disciplines.		
CIS 6510 - Managing Software Projects and Personnel	3	
Prerequisites: COP 3540, CIS 4321, CIS 4322. Principles of management as they apply to data processing enterprises. Emphasis on the unique requirements of software projects and the personnel involved in them.		
CIS 6900 - Directed Individual Study	v. 1-3	
For advanced graduate students, topic supportative of the student's overall program. May be repeated for credit.		
CIS 6930 - Special Topics in Computer and Information Sciences	v.1-3	
For advanced graduate students, topics reflective of current faculty research interests. May be repeated for credit.		
CIS 6935 - Seminar	v. 1-3	
Topics reflect broader interests than covered in a standard course. Students will be expected to make presentations of material extracted from current trade publications.		
CIS 6970 - Thesis	v. 1-3	
For advanced graduate students nearing completion of the Masters degree. May be repeated for credit.		
COP 5615 - Operating Systems	3	
Prerequisite: STA 3321, COP 3601, COP 3530. For beginning graduate students. Machine organization, assemblers, loaders, macro processors, compilers, and operating systems. Students will extend course topics via library assignments or other instructor assigned requirements.		
COP 5625 - Construction of Language Translators	4	
Prerequisites: COT 3210, COP 3530, COP 3601. For beginning graduate students. Survey of existing programming languages. Simple statements, including precedence, prefix, infix, and postfix notation. Global properties of algorithmic languages, including scope, storage allocation, grouping, binding time, subroutines, coroutines, and tasks. Students will extend course topics via library assignments or other instructor assigned requirements.		
COP 5716 - Data Modeling	3	
Prerequisite: Computer science core. For beginning graduate students. Conceptual data models including semantic network and entity relationship models. Abstraction, representation and manipulation of data. Relational, hierarchical, and network data models; database concepts including schema design and evaluation. Students will extend course topics via library assignments or other instructor assigned requirements.		
COP 5725 - Database Processing	3	
Prerequisite: COP 3540. For beginning graduate students. Review of I/O processing, file organization and access methods, data structures. Study of multiple-key processing, database models, commercial database systems, database analysis, design and administration. Students will extend courses via library assignments or other instructor assigned requirements.		
COP 6311 - Logic Programming	3	
Prerequisites: CAP 4630 or CAP 5605. Introduction to and applications of programming with logic; propositional logic, first order predicate logic; PROLOG; Horn clause computability; inference; declarative and procedural semantics of logic programming languages; implementation issues; e.g., Warren Abstract Machine; parallel logic languages.		
COP 6570 - Software Tools	3	
Prerequisite: COP 6610. Tools and techniques addressing requirements analysis and specification, module specification, design and integration, verification and validation, module specification, design and integration, verification and validation, maintenance and project management; simulation and prototyping tools for automated testing.		

- COP 6602 - Software Systems** 3
Prerequisites: COP 3530 or COP 3540 and COP 3601 or CDA 3100. Machine organization, assembly language, assemblers, loaders, macroprocessors, compilers and operating systems.
- COP 6610 - Software Engineering** 3
Prerequisites: CIS 4321 or significant industrial experience in the development of information systems. Principles and formal methods for systematic development of software systems; software life-cycle, formal specifications, design, verification, and reliability analysis; requirements specification language, error causes and consequences, data validation.
- COP 6611 - Operating Systems** 3
Prerequisite: COP 5615 or COP 6602. I/O programming, interrupts, memory processor, device and information management; case studies. Projects: simple executive, spooling system, simple file system.
- COP 6616 - Multiprocessing Systems** 3
Prerequisites: COP 4610 or COP 5615. Issues in the development of software for multi-processing environments; concurrency; monitors, parallel algorithms; granularity of problem size; survey of multi-processor architectures available; parallel languages.
- COP 6621 - Compilers** 3
Prerequisite: COP 5625. Grammars, languages, parsing, simple precedence, runtime storage organization, semantic routines, error recovery, optimization, macros, compiler-compilers. Project: design of a simple programming language and construction of a compiler.
- COP 6711 - Requirements Analysis and Database Design** 3
Prerequisite: COP 6610, COP 4720, COP 5725 or COP 4710, COP 5716. Application of software engineering approaches in the specification, analysis, verification and validation of database designs; systematic design steps for complex databases; modeling the user view for the requirements specification.
- COP 6750 - Network Design and Distributed Data Bases** 3
Prerequisites: COP 4720, COP 5725 or COP 4710, COP 5716. Strategy for the management of distributed data. Forms of distributed processing. Centralization vs. decentralization, modeling distributed data, query processing, concurrency control, crash recovery and synchronization, security.
- COT 5405 - Analysis of Algorithms** 3
Prerequisites: COT 3210, COP 3530. For beginning graduate students. Analysis of various algorithm design strategies, divide-and-conquer, greedy method, backtracking, branch-and-bound, lower bound theory, NP-hard and NP-complete. Students will extend course topics via library assignments or other instructor assigned requirements.
- COT 6425 - Coding and Information Theory** 3
Prerequisites: COT 3210, STA 3321. Error-detecting, error-correcting codes; Huffman codes; entropy and coding; Shannon's theorem; the information channel as a statistical model; introduction to algebraic coding theory.
- COT 6530 - Optimization Models with Computer Solutions** 3
Prerequisite: Graduate core preparation. Survey of various optimization techniques useful in management and their computer solutions. Topics covered include the origins of operations research, linear programming, transportation problems, applications of linear programming, network analysis, dynamic programming, game theory and integer programming.

4 COP 6511 - **Department Analysis and Database Design**
 Prerequisite: COP 6510 or COP 6512 or COP 6513 or COP 6514
 3.00 Application of software engineering approaches in the
 development, analysis, verification and validation of database
 systems. Includes design of the complex database, including the
 user view for the requirements specification.

3 COP 6510 - **Network Design and Distributed Data Base**
 Prerequisite: COP 6509 or COP 6513 or COP 6514
 3.00 Study for the management of distributed data, forms of distributed
 processing, evaluation of distributed processing, network design
 and data recovery, transaction control, crash recovery and
 synchronization security.

2 COP 6509 - **Analysis of Algorithms**
 Prerequisite: COP 6510, COP 6511, COP 6512
 3.00 Study of various algorithm design strategies, divide and
 conquer, greedy method, backtracking search, and dynamic
 programming. NP-hard and NP-complete problems with exact and
 approximate time algorithms or that require heuristic response
 mechanisms.

3 COP 6512 - **Automata and Formal Language Theory**
 Prerequisite: COP 6510, COP 6511, COP 6513
 3.00 Study of automata theory, regular languages, context-free
 languages, pushdown automata, and Turing machines. Includes
 the construction of automata for a variety of models, reduction to
 algorithmic solvability.

3 COP 6513 - **Algorithms: NP-complete and Combinatorial**
 Prerequisite: Prerequisite: Prerequisite: Prerequisite: Prerequisite:
 This course includes the study of combinatorial optimization
 problems. Includes the study of combinatorial optimization
 problems, graph theory, combinatorial optimization, and
 combinatorial optimization. Includes the study of combinatorial
 optimization, graph theory, combinatorial optimization, and
 combinatorial optimization.

COP 6514 - **Software Engineering**
 Prerequisite: COP 6510 or COP 6512 or COP 6513 or COP 6514
 3.00 Study of software engineering approaches in the
 development of software systems. Includes software life cycle
 for software development, software engineering, software life cycle
 management, software engineering, and software development
 and software.

COP 6515 - **Operating Systems**
 Prerequisite: COP 6510 or COP 6512 or COP 6513 or COP 6514
 3.00 Study of operating systems, process management, memory
 management, file systems, and system calls. Includes the study of
 operating systems.

COP 6516 - **Mobile Computing Systems**
 Prerequisite: COP 6510 or COP 6512 or COP 6513 or COP 6514
 3.00 Study of mobile computing systems, mobile computing, mobile
 computing, mobile computing, and mobile computing. Includes the
 study of mobile computing, mobile computing, and mobile computing.

COP 6517 - **Computer Architecture**
 Prerequisite: COP 6510 or COP 6512 or COP 6513 or COP 6514
 3.00 Study of computer architecture, computer architecture, computer
 architecture, computer architecture, and computer architecture.
 Includes the study of computer architecture, computer architecture,
 computer architecture, and computer architecture.

UNIVERSITY OF NORTH FLORIDA

Donna B. Evans, Dean
Cheryl A. Fountain, Assistant Dean
646-2520

The College of Education and Human Services has long valued its role in the preparation of teaching professionals. The ever-broadening, increasingly diverse needs of society, however, have created a continuing demand not only for qualified teachers, but for other professionals as well. To help meet this demand, the college has expanded its programs. Students may now choose from specialization tracks in the following areas: teaching in the K-12 school settings; counseling professional careers in community agencies; or leadership positions.

The college's theme, "Partners in Diverse Learning Communities", exemplifies the mission to prepare and renew professionals who are equipped to live in pluralistic societies, capable of creating learning communities which focus on continued improvement of the teaching and learning process. Emphasis is placed on application of theory to practice with nearby schools and agencies serving as laboratories for learning.

Doctoral Program The college offers a program of advanced graduate study leading to a doctor of education degree in educational leadership. The program includes course work in specific areas of study completion of a dissertation. Students are admitted as part of a cohort who complete the majority of their course work together. Admissions requirements and description of the program of study are included below.

The Master's Degree Programs The programs leading to the master of education degree have as their primary objective

the preparation of educators and human services professionals with demonstrated competencies.

Master's programs are offered in educational leadership; elementary education; primary education; K-12 in art, music and reading; secondary education (English, history, mathematics, music, science, and social studies); special education; counselor education; and vocational and technical education.

Admissions Applicants must meet minimum requirements for admission to graduate programs as established by the State University System and the University of North Florida. Applicants who do not meet the minimum requirements for admission must apply for admission under the college's Exception Policy. Individual programs in the college have established admissions criteria beyond the minimum requirements.

All applicants seeking admission to master's programs in the college are required to meet with an academic advisor prior to admission. Contact the Division of Student Services, room 2305, in Frederick H.

Schultz Hall, (904) 646-2530. Additional information regarding admission and admission by exceptions is available from the Division of Student Services.

Component Cores Master's programs require a minimum of 36 to 48 hours exclusive of prerequisites. Two core courses are required of all students.



Each student will be expected to demonstrate satisfactory performance in all elements of the core and major requirements.

Although minimum requirements for the degree programs have been established, actual requirements differ in each of the program areas. Wherever possible, flexibility has been maintained. Individual programs of study are developed in terms of the student's competency level and career goal.

Academic Advisement The Division of Student Services provides individualized academic advisement to all students in the college. During the initial advising conference, the advisor will (1) explain the admission procedures to the student, (2) help the student select the major which will lead the student to achieving career goals, (3) plan a tentative program of study. Upon admission to the program, the division chair will assign a program sponsor from among the college faculty to finalize the program of study.

Course Work Requirement A minimum of 36 semester hours must be included in a planned master's program. No less than 60 percent of the total graduate hours must be at the 6000-level. At least one-half of the work must be taken in the College of Education and Human Services. All requirements for the degree must be completed within five years of the initiation of the program.

Independent Study The purpose of an independent study is to allow a student to pursue a selected topic in greater depth under the direction of a College of Education and Human Services faculty member. Regularly offered courses and required courses typically involve classroom interaction and for this reason are not normally offered as independent studies. Interested students should contact the individual professor.

Credit Transfers Acceptance of transferred credit for the master's degree is at the discretion of the division chairperson, with the approval of the dean of the College of Education and Human Services. No more than 6 hours may be accepted and the grade for each course must be at least a B. Such work must have been completed within the previous five years at an institution which offers a master's degree and is accredited by the regional accrediting association and/or approved by the Florida Department of Education for graduate-level teacher training.

Course Validation Course work completed at UNF more than five-years prior to the completion of a master's degree program may not be applied toward that program unless validated. Course work completed at other institutions more than five-years prior to the completion of a graduate degree may not be applied toward any program. UNF course work which has exceeded the five-year time limit may be considered for validation by the following procedures:

1. Permission of the appropriate division chair must be requested in writing by the student.

2. The division chair will review the request and either permit or deny the validation request. If permission is granted, the chair will assign the appropriate person(s) within the program for the student to contact to initiate the validation process.

3. The program faculty member responsible for the validation process may choose to (a) have the student attend the class and take the exams; (b) assign selected readings and/or a text, then interview the student informally to determine if the student's knowledge is current and/or give a written assignment to assess the student's competence in the area; or (c) assign selected readings and/or a text and then administer an exam to determine if the student's knowledge is current.

4. If a student successfully completes the validation process, the faculty member will write a memorandum for the student's file which indicates the course has been validated and that it is acceptable for inclusion in the program of study.

5. The memorandum will be retained in the student's file and a copy forwarded to the Office of Records and Registration.

Residence Requirement Course work taken on campus or through the off-campus credit continuing education program is considered residence study for degree purposes, **assuming the student is a fully admitted graduate student.** At least 24 hours must be completed in residency.

Master's Degree Majors—Prerequisites

Elementary Education

Valid Professional Florida Teaching Certificate in Elementary Education or its equivalent
Teaching experience

K-12 and Secondary Education

Valid Professional Florida Teaching Certificate in appropriate content field or its equivalent
All content requirements for certification
Teaching experience

Special Education

Eligibility for a Florida Teaching Certificate or appropriate experience as determined by the program faculty

Counselor Education

Appropriate academic background and experience as determined by the program faculty.

Doctor of Education in Educational Leadership

Special provisions regarding admissions, programs of study, and graduation related to the Ed.D. in Educational Leadership are described later in this section. Persons seeking more information about the Ed.D. in Educational Leadership should contact the Division of Educational Services and Research, College of Education and Human Services.

Division of Curriculum and Instruction

Dennis M. Holt, Associate Professor; Chair

The mission of the division is to provide higher order competencies needed for personal and professional growth. This goal is achieved through a program emphasizing individualized

instruction, the use of innovative materials, and the application of theoretical concepts in laboratory and clinical experiences.

The Master of Education Degree Program

For a major in the Division of Curriculum and Instruction, students are required to complete a minimum of 36 semester hours. Programs are available in elementary, secondary, and K-12 certification areas. Advanced study programs are available for students who wish to pursue in-depth study in a particular interest area. These programs do not lead to initial certification. The number of semester hours depends on the certification requirements of a given area and the student's prior academic training. Some programs may exceed 36 semester hours.

The division offers programs of study in the areas listed below. The college's Division of Student Services has specific course requirements for each program.

Initial Certification
Elementary Education
 Elementary (1-6)
 Primary Education (K-3)

Advanced Study
Elementary Education
 Elementary (1-6)

K-12 Programs
 Reading

Secondary Education
 English

Secondary Education
 Science
 English
 Social Science
 Mathematics

Other
 Computers in Education
 Research, Measurement,
 Evaluation
 Curriculum and Instruction

*Sample Program—Elementary Education

Core Requirements **6 Hours**
 EDF 6480 Foundations of Research 3 hours
 EDG 6607 Education in America 3 hours

Major Requirements
Curriculum and Instruction **12 Hours**
 Required Course
 EDE 6225 Elementary School Curriculum 3 hours

Major Electives **6 Hours**
 EDG 6336 Instruction and Presentation 3 hours
 EDF 6165 Human Resources Development 3 hours
 EDE 6265 Innovative Trends in the Elem. School 3 hours
 EGC 6106 Learning Theory and Guidance Practice 3 hours
 EDG 6325 The Study of Teaching 3 hours
 EDG 6380 Supervision of Pre-service Teachers 3 hours
 EDG 6356 General Educational Competencies:
 Models of Teaching 3 hours
 EDF 5608 Sociological Bases of Education 3 hours
 EDF 6432 General Educational Competencies:
 Measurement and Evaluation 3 hours
 EDG 5935 Seminar: Studies in Education 3 hours

Content Specialization **9 Hours**
 LAE 6714 A Critical Review of Writing For Children 3 hours
 RED 6546 Diagnosis of Reading Disabilities 3 hours
 RED 6548 Remediation of Reading Disabilities 3 hours
 EEC 6611 Early Childhood Education 3 hours
 EEC 6205 Curriculum and Instruction in Primary Ed 3 hours
 EEC 6944 Pract: in Primary Ed 3 hours
 EME 5403 Computers in Education 3 hours
 EME 6415 Computers in Education II 3 hours
 LAE 6319 Language Arts Methods for
 Elementary Teachers 3 hours
 SCE 6117 Science for Elementary Teachers 3 hours
 SSE 6318 Social Studies Methods for
 Elementary Teachers 3 hours
 MAE 6318 Mathematics for Elementary Teachers 3 hours

Culminating Experience **6-9 Hours**

Option I
 EDE 6940 Professional Lab. Experiences 3 hours
 EDE 6910 Directed Individual Study and Research 3 hours

Option II
 EDE 6940 Professional Laboratory Experiences 3 hours
 EDF 6971 Research for Master's Thesis 3-9 hours

Option III
 EDG 6xxx Curriculum Readings 3 hours
 One additional elective approved by the program sponsor 3 hours

Sample Program*—Secondary Education
Core Requirements **6 Hours**
 EDF 6480 Foundations of Research 3 hours
 EDG 6607 Education in America 3 hours

*Additional course work would be needed for initial certification.

Major Requirements
Curriculum and Instruction **9-12 Hours**
 Required Course
 ESE 6215 The Secondary School Curriculum 3 hours
 Graduate level Special Methods course in
 specialization area 3 hours

Major Electives **6-9 Hours**
 EDF 6432 General Educational Competencies:
 Measurement and Evaluation 3 hours
 EGC 6106 Learning Theory and Guidance Practice 3 hours
 EDF 5608 Sociological Bases of Education 3 hours
 EDG 5935 Seminar: Studies in Education 3 hours
 EDG 6325 The Study of Teaching 3 hours
 EDG 6356 General Educational Competencies:
 Models of Teaching 3 hours
 EDG 6380 Supervision of Pre-service Teachers 3 hours
 EME 5403 Computers in Education 3 hours
 EME 6415 Computers in Education II 3 hours
 Special Methods 3 hours
 EDG 6336 Instruction/Presentation 3 hours

Content Specialization **9-12 Hours**
 Three or four content courses selected from Arts and Sciences in
 consultation with program sponsor.
 5000-6000 level 3 hours
 5000-6000 level 3 hours
 5000-6000 level 3 hours
 5000-6000 level 3 hours

Culminating Experience		6-9 Hours
Option I		
ESE 6947	Professional Laboratory Experiences	3 hours
EDG 6906	Individual Study and Research	3 hours
Option II		
ESE 6947	Professional Laboratory Experiences	3 hours
EDF 6971	Research for Master's Thesis	3-6 hours
Option III		
EDG 6xxx	Curriculum Readings	3 hours
One additional elective approved by the program sponsor		3 hours

Culminating Experience

Culminating Experience options are the following:

1. A master's thesis/project focusing on the process of inquiry and resulting in a written document to be housed in the UNF library.
2. A readings course/examination experience which would require critical analysis of classical and current selections related to teaching and learning.

Advanced Study Advanced study programs may be designed in consultation with the program sponsor by students who wish to pursue in-depth study in a particular interest area or who are interested in future work at either the specialist or doctoral level. These programs do not lead to initial teacher certification.

Division of Educational Services and Research

Katherine L. Kasten, Professor and Chair

The Division of Educational Services and Research serves as the coordinating organization for programs in educational leadership, counselor education, and special education.

The goals of the division are to:

1. Prepare students for professional and service careers in educational and human service settings.
2. Serve as a liaison between the College of Education and Human Services and other institutions, agencies, and the public to achieve improved delivery of educational services.

Special Education Program

John J. Venn, Professor and Program Director

The goal of the graduate program in special education is to prepare graduate students to assume positions as professional clinical practitioners who work with exceptional individuals. The majority of these clinical practitioners become teachers in self-contained classes or resource rooms, while others serve in positions such as consulting teachers and parent-infant specialists. Practitioners may serve individuals with special needs ranging in age from preschool through adulthood. Additionally they may work with the families of individuals with special needs.

To prepare these professionals there are three tracks in the graduate special education program. One track is for students working toward state certification in one of the following areas: emotionally handicapped, hearing impaired, learning disabilities, mentally handicapped, gifted education. A second

track is for students who completed undergraduate studies in special education and wish to pursue advanced study in this field. A third option is a concentration in handicapped services designed for students interested in serving individuals with disabilities in non-school settings.

Majors in special education consist of a minimum of 36 semester hours of advanced study. An individually designed program of study for each student is developed by the student, their program sponsor, and the assigned college advisor.

Admission into the special education graduate program requires a) a score of 1000 on the Graduate Record Examination or a 3.0 GPA for the last two-years of undergraduate study and b) a minimum score of 400 on either the verbal or quantitative sections of the G.R.E. If one of these criteria is not met, the student will need to petition for admission to the program. The program makes special provisions for admitting students who are deaf. Admission also requires the submission of three letters of recommendation.

Special Education Concentrations Certification programs in special education have been designed to prepare teachers at the graduate level to teach in classrooms for deaf, emotionally handicapped, learning disabled, or mentally handicapped students. In addition, concentration areas for teachers of preschool handicapped and gifted students are available. Each program consists of a minimum of 36 semester hours of advanced study in one of the above-listed areas of certification.

Sample Program

Core Requirements

Common Professional Competencies	6 Hours
Foundations of Educational Research	3 hours
Education in America	3 hours

Major Requirements

Special Education Competencies	9-15 Hours
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Major Electives

Content Specialization	18-27 Hours
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Handicapped Services Concentration The handicapped services concentration in special education is available for professionals who serve individuals with disabilities in settings other than schools. This course of study allows individuals to pursue graduate study in special education and in cognate areas of administration or counseling but does not lead to certification. The programs of study consist of a minimum of 36 semester hours and are individually designed.

Sample Program

Core Requirements

Common Professional Competencies	6 Hours
Foundations of Educational Research	3 hours
Education in America	3 hours

Major Requirements

Special Education Competencies	9-15 Hours
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Major Electives Cognate Area	18-12 Hours
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Counselor Education Program

Judy H. Lombana, Professor and Program Director

The counselor education program prepares graduate level personnel to provide a full range of counseling and related services within educational and community settings in order to meet the needs of children and adults. The two specialties provided within the counselor education program are described below.

Admission into the counselor education program requires a) a score of 1000 on the GRE or a 3.0 GPA for the last two years of undergraduate study and b) a minimum score of 400 on both the verbal and quantitative sections of the GRE. Students must also have had at least 12 semester hours in course work in the behavioral or social sciences, as well as one course in measurement or statistics, all with grades of B or higher. Admission also requires a statement of personal goals and three letters of recommendation (on forms provided), at least one of which must be from someone within the profession.

If one of these criteria is not met, the student will need to petition for admission to the program. A personal interview will be required of the candidates not meeting the above standards. The program faculty will then make their recommendation for admission to the program.

All students admitted to the counselor education program will be screened by the faculty after taking EGC 5006, after 24 semester hours in the program, prior to practicum and/or internship, and during their practicum or internship. Students who are not performing satisfactorily will be informed of the problem(s) and will be advised of required remediation.

School Counseling This program is designed to provide comprehensive training for individuals who wish to become school counselors at either the elementary or secondary level. The program requires a minimum of 51 semester hours, as delineated below. The program leads to Florida certification in guidance and counseling K-12, providing that undergraduate teacher preparation requirements are met.

Sample Program

COEHS Core Requirements	6 Hours
Foundations of Educational Research	3 hours
Education in America	3 hours

Counselor Education Core Requirements

Introduction to the Helping Process	3 hours
Personality Theories and Coun. Practice	3 hours
or	
Dynamics of Human Development	
Organization/Administration of School Counseling	3 hours
Appraisal Procedures in School Counseling	3 hours
Career Guidance Resources	3 hours
Legal and Ethical Issues in Counseling	3 hours
Seminar: Consultation Skills	3 hours
Individual Counseling	3 hours
Group Counseling	3 hours

Seminar: Contemporary Problems and Issues	3 hours
or	
Counseling Students with Disabilities	
Practicum in Counseling	6 hours
Electives: Selected in consultation with program sponsor	9 hours

Mental Health Counseling This 51-hour (minimum) program is designed to prepare counselors to work in private and community mental health settings. The student would take 3 hours of core requirements, 39 hours of major requirements, and 9 hours of major electives. The program fulfills the academic requirements for individuals wishing to pursue licensure in mental health counseling.

Sample Program

COEHS Core Requirements	3 Hours
Foundations of Educational Research	3 hours

Counselor Education Core Requirements

Introduction to the Helping Process	3 hours
Personality Theory and Coun. Practice	3 hours
Dynamics of Human Development	3 hours
Appraisal Procedures in Mental Health Counseling	3 hours
Career Guidance Resources	3 hours
Individual Counseling	3 hours
Legal and Ethical Issues in Counseling	3 hours
Group Counseling	3 hours
Principles of Sex Therapy	3 hours
Introduction to Psychopathology for Coun.	3 hours
Advanced Counseling	3 hours
Practicum in Counseling	6 hours
Electives: Selected in consultation with program sponsor	9 hours

Educational Leadership

James A. Hale, Professor and Program Director

Guided by the belief that the most important purposes of schooling are teaching and learning, the programs in educational leadership are designed to develop effective educational leaders. Students are guided in their personal development of a vision of excellence in schooling. The programs are characterized by research-based studies of educational policy, leadership behaviors, managerial strategies and skills, and criteria of effective schools. The college offers educational leadership programs leading to a master of education degree (M.Ed.) and a doctor of education degree (Ed.D.). A non-degree program leading to Florida certification in educational leadership is also available.

Program admission requires the following:

1. meet BOR requirements for admission to graduate study
2. three satisfactory letters of recommendation (obtain forms from the Office of Student Services)
3. successful completion of EDA 6061
4. interview with and recommendation of program faculty.

Master's and Certification Programs Two concentrations are available in the educational leadership program at the master's level. Programs of study in each of the degree tracks consist of the following elements: the six-hour graduate core requirement of the College (or equivalent graduate level

course work); specified courses in educational leadership; course(s) in a subject area specialization; and a practicum or program electives.

Educational Leadership Concentration The educational leadership program is the master's degree program intended for individuals seeking professional certification in the area of educational leadership. The program of studies includes the Florida educational leadership core curriculum required for certification.

Required Graduate Core	6 hours
Educational Leadership Core	24 hours
Curriculum Core	6 hours
Practicum (Educational Leadership or Principalship)	3 hours
Total	39 Hours

Instructional Leadership Concentration This concentration is intended for those students who wish to obtain a master's degree and assume leadership roles in educational institutions but **do not desire** the Florida Educational Leadership Certificate.

Required Graduate Core	6 hours
Instructional Leadership	9 hours
Instruction Elective	6 hours
Curriculum/Leadership/Supervision	12 hours
Practicum	3 hours
Total	36 Hours

Certification in Educational Leadership This program is intended for individuals seeking professional certification who hold a master's degree and who may seek the Florida Educational Leadership Certificate. The nine courses encompass the Florida educational leadership core curriculum that is tested on the Florida Educational Leadership Examination. A list of required courses may be obtained from the Division of Student Services or from program faculty. Individuals should be aware that there are state certification requirements in addition to this program of study.

Doctor of Education in Educational Leadership Advanced graduate studies support the development of educational leaders with knowledge, vision, and commitment to work for the improvement of education through a variety of leadership roles. The interdisciplinary program draws from a number of departments and other instructional resources of the university and incorporates advanced techniques in individual assessment.

Admission Requirements Minimum criteria for admission to the program are the following:

- a master's degree earned from an accredited institution;
- three years of successful teaching experience;
- demonstrated leadership or leadership potential;
- demonstrated academic ability and potential to complete the course work and a dissertation successfully;
- recommendations of the doctoral admissions committee.

Applicants will be asked to submit transcripts of previous college work and scores on the GRE. Foreign applicants must also submit a TOEFL score.

Program of Study The program consists of course work in interdisciplinary foundations, leadership, research methodologies, and a cognate (or minor) area and completion of a dissertation. Students will register for a minimum of six credit hours each semester (fall, spring, and summer) and will complete the majority of their course work together. Each student will select 12 semester hours of study in a cognate area.

A planned program consists of a minimum of 79 graduate credits while enrolled in a doctoral program. Students may use no more than 24 hours of dissertation credits to satisfy the 79 credit hour minimum. Students may transfer a maximum of six graduate credit hours to their doctoral program of study, provided the hours have not been included in a degree awarded by UNF or another institution. Graduate credit hours transferred into the doctoral program must have been completed no more than five-years prior to the semester in which the student is admitted to the program. Five-thousand level courses may count as graduate credit only when students take them within an academic unit other than their major area. Students will complete at least 73 credit hours toward the Ed.D. at UNF and should expect to maintain continuous enrollment until they complete their degrees. Exceptions to this policy are subject to approval as described in the doctoral program policies and procedures.

Upon completion of course work the student must pass a written and oral comprehensive examination in order to be admitted to candidacy for the doctoral degree. The student is admitted to candidacy upon recommendations of the dissertation committee.

Once admitted to candidacy, doctoral candidates will register for at least three hours of dissertation credit each term and be registered at UNF until all requirements for the degree are completed. A minimum of 24 credits are required. The dissertation will be a practice-centered inquiry that attests to the student's understanding of the field and ability to conduct scholarly inquiry about an issue related to the improvement of educational practice. Research conducted in partnership with schools and school districts will be encouraged. Each student will complete a final oral examination in order to defend the research conducted and to demonstrate the ability to use critical thought and judgment.

Additional Information: More specific information concerning the doctoral program is available through the Division of Educational Services and Research. Telephone (904) 646-2838 or 646-2990.

UNIVERSITY OF NORTH FLORIDA

Counselor Education

MHS 5006 - Counseling I: Introduction to the Helping Process 3
Prerequisite: Admission to the counselor education program or permission of instructor. Presents several models and approaches to the helping process. Students will learn basic helping skills and theoretical approaches.

MHS 6050 - Personality Theory and Counseling Practice 3
Provides counselors and other human services personnel with theoretical knowledge of personality theories. The role of learning theory in the development and maintenance of personality will be emphasized in the counseling of children, youth, and adults.

MHS 6051 - Dynamics of Human Development 3
An examination of personal development throughout the lifespan. Dynamics of behavior and their implications for counseling at each developmental stage.

MHS 6070 - Introduction to Psychopathology for Counselors 3
Prerequisite: MHS 6050. An overview of abnormal behavior and knowledge of the basic criteria for categorizing mental disorders, using the DSM-III-R. Includes a survey of the theoretical models of maladaptive behavior, as well as case studies to facilitate understanding of the breadth and complexity of reliable diagnosis.

MHS 6201 - Appraisal Procedures in Mental Health Counseling 3
Prerequisite: Introduction to statistics or equivalent. The study of standardized and projective instruments for testing of individuals in areas such as intelligence, attitudes, personality and motivation.

MHS 6400 - Counseling II: Individual Counseling 3
Prerequisites: Admission to the counselor education program or permission of instructor, MHS 5006 with a grade of B or higher and MHS 6050 or MHS 6051. Provides counseling students with knowledge of theories of counseling and the technical skills necessary to counsel children, youth and adults in individual settings. Includes practical experience.

MHS 6401 - Counseling IV: Advanced Counseling 3
Prerequisites: MHS 6400, MHS 6510 with a grade of B or higher. Advanced application of selected counseling theories and intervention strategies which facilitate behavioral changes and personality development in clients. Includes practical experience.

MHS 6430 - Introduction to Family Counseling 3
Prerequisite: At least 9 hours of course work in counseling or permission of instructor. Provides counselors in school and mental health settings with theoretical knowledge and skills necessary to facilitate positive functioning in families. Includes practical experience.

MHS 6431 - Family Counseling II 3
Prerequisite: MHS 6430 or permission of instructor. In-depth study of the application of selected theories and practices which facilitate more positive functioning in families. Includes practical experience.

MHS 6510 - Counseling III: Group Counseling 3
Prerequisites: MHS 6400 with a grade of B or higher. Provides students with methods and counseling techniques appropriate for group work. The course is experiential and students will design, conduct and evaluate a group counseling program in an educational or mental health setting.

MHS 6600 - Seminar: Consultation Skills 3
Examination of consultation models appropriate to education and human services. Develops basic skills in consultation with parents, teachers and other professionals.

MHS 6700 - Legal and Ethical Issues in Counseling 3
An examination of the legal and ethical issues in counseling. Through case studies, students will become familiar with Florida statutes and ethical principles which govern the practice of counseling in educational and mental health settings.

MHS 6800 - Practicum in Counseling v.3-6
Prerequisites: Completion of at least 42 hours in the counselor education program, including MHS 5006, MHS 6400, MHS 6510 with grades of B or higher; SDS 6310, SDS 6200 or MHS 6201; and permission of the practicum committee. Consists of supervised counseling experience in an educational or mental health setting. For each 3 hours of credit at least 150 clock hours must be spent on site, with at least 75 hours in direct client or student contact.

MHS 6830 - Internship in Counseling v. 3-6
Prerequisites: Completion of all degree or certification requirements and permission of the faculty. Designed to offer practical, in-depth, supervised experiences to further develop and refine the knowledge and skills required in MHS 6800.

MHS 6905 - Directed Individual Study v.1-3
Prerequisite: Permission of instructor. Supervised individual investigation of specific problems in counseling within an educational or mental health setting.

MHS 6930 - Special Topics in Counselor Education 3
Prerequisites: Variable. In-depth study of particular counseling strategies, theories, methodologies or populations. Variable titles may include topics such as Counseling Children, Cognitive Therapy or Counseling the Aging.

MHS 6931 - Contemporary Problems and Issues 3
Exploration of selected contemporary topics relevant to counselors in the area of social and cultural foundations. Topics include trends and changes in gender roles; multicultural and pluralistic characteristics and concerns of selected subgroups; and societal issues such as stress or substance abuse.

SDS 5429 - Equity Methods and Resources 3
A course designed for the study of educational equity with emphasis on the identification of methods and resources to facilitate the progress of special student populations. Practical applications for classroom teachers, educational administrators and counselors are stressed.

SDS 5601 - Home-School Communication	3	EDF 6687 - Multicultural and Urban Foundations of Education	3
Explores the past, present, and future of home-school relationships. Covers strategies for working with parents with special needs (single parents, foster parents, etc.), includes methodology of communication skills, covers parent involvement, conferencing skills, parent education, and parent counseling.		This course examines theoretical and philosophical approaches to multicultural education; cultural learning and lifestyles; issues of class, race, ethnicity, gender and language; and policy, instruction, and curriculum issues in schools with diverse student populations. Emphasis is placed upon Americans of Native, African, Asian, Hispanic and other immigrant origins.	
SDS 6014 - Organization and Administration of School Counseling	3	EDF 6905 - Research: Studies in Education	v.1-3
A study of various components in a comprehensive, developmental school counseling program, including an understanding of professional roles and functions, historical underpinnings and future trends, accountability and professional organizations, associations and credentialing.		Field-centered individual or group investigation of educational problems of an interdepartmental or interdisciplinary nature.	
SDS 6200 - Appraisal Procedures in School Counseling	3	EDF 6971 - Research for Master's Thesis	v.1-6
Prerequisite: Introduction to statistics or equivalent. Advanced study of standardized tests used in schools, including achievement, aptitude, intelligence, interest, motivation and structured interview instruments. Includes principles of measurement, rationale for test selection, guidelines for administration and the use of appraisal data for decision-making.		Prerequisite: Completion of 24 graduate program hours and written permission signed by both the program sponsor and division chairperson. Limited to qualified M.Ed. candidates. A course designed to guide qualified M.Ed. candidates through the steps necessary to complete a master's thesis.	
SDS 6310 - Career Guidance Resources	3	EDG 5245 - The Gender-Free Curriculum	3
Designed to enable counselors to help individuals assess their skills, knowledge and self-understanding necessary to arrive at appropriate career decisions throughout the life span. Both theory and practice are emphasized.		This course investigates the origins of gender stereotyping within institutions and the effect of those stereotypes on students' self-concepts and career aspirations. A historical perspective will enable participants to develop methods for eliminating sex-bias in the curriculum. Both traditional and field-based research are required.	
SDS 6420 - Guidance of Students with Disabilities	3	EDG 5935 - Seminar: Studies in Education	v.1-3
Provides counselors with skills and knowledge necessary to develop and implement counseling and guidance services for handicapped students. Covers the psychological development, developing positive attitudes, group and individual counseling, career development, staffing, child study teams, consultation with parents and teachers, and assessment.		Study of interdisciplinary or interdepartmental problems which are related to education.	
Education—Interdepartmental Courses			
EDF 5608 - Sociological Bases of Education	3	EDG 6325A - The Study of Teaching	3
A study of the contemporary social forces and their effect on the organization and nature of American education. The function of education in social change and concepts of multicultural education are addressed.		This course includes an in-depth study of current issues and trends related to school curricula in the elementary school, the middle school, the secondary school, exceptional education, or adult education.	
EDF 6432 - General Educational Competencies: Measurement and Evaluation	3	EDG 6336 - Instruction and Presentation	3
An in-depth study in application of principles and methods of measurement and evaluation including diagnosing pupil needs, measuring pupil achievement, and utilizing test data.		Philosophy, research, theory and practice related to the presentation of organized bodies of knowledge.	
EDF 6480A-F - Foundations of Educational Research	3	EDG 6356 - General Educational Competencies: Models of Teaching	3
Introduction to understanding and interpreting qualitative and quantitative methods of educational research. Review of the steps in planning, conducting, and reporting educational research, including a survey and analysis of types of research. Student work will emphasize research in the elementary school, the middle school, the secondary school, exceptional education, or adult education.		Investigation, discussion, and implementation of curriculum models as they apply to current education, including an analysis of their philosophical, historical, and psychological foundations.	
EDF 6607 - Education in America	3	EDG 6380 - Supervision of Preservice Teachers	3
The goal of this course is to provide every graduate in the College of Education with the basic information needed to understand the role of education in our American culture. The course is designed to provide students with the general knowledge that will enable them to deal with new ideas, events and challenges with which they will be confronted as educated professionals.		The function of the cooperating teacher who supervises preservice teachers.	
		EDG 6455 - Storytelling	3
		An investigation of storytelling and its role in educational settings. Develops resources and means for enhancing collective and personalized learning.	
		EDG 6632 A-N - Multicultural Content in School Curriculum	3
		Emphasis is upon developing curriculum units that infuse multicultural content in the school curricula for art, music, literature, social studies, science and mathematics. Emphasis is on ancient and modern cultural contributions of African, Asian, Hispanic, Native American and other cultural and ethnic groups.	
		EDG 6735 A-F - Cultural Learning Styles of Minority Students	3
		A study of the theory, research, and practice about the cultural learning styles of African American, Hispanic American, Asian American, Native American Poor Whites and selected other groups.	

Emphasis is placed upon (1) how culture influences learning and (2) culturally responsive methods of instruction in culturally diverse classrooms.

EDG 6757 A-F - Teaching Linguistically Diverse Students 3

A study of the theories, practices, and methods of constructively using the school students' first language as the basis for mastering standard English. Emphasis is placed upon Black English as a sociolinguistic system, principles of teaching English as a second language to non-native speakers of English, and verbal and nonverbal communication as sources of cultural conflict in the classroom. African American, Hispanic American, Asian America, and other linguistic heritages are included.

EDG 6906 - Individual Study and Research v.1-3

Consent of division chair or specific faculty member required.

EME 5403 - Computers in Education 3

Concentrated course for teachers and administrators that emphasizes the microcomputer as a personal productivity tool. Students develop proficiency at using and teaching word processing, data base management, spread sheets and hypertext use. Emphasis is on computer applications, not computer literacy.

EME 6415 - Computers in Education II: Advanced Technology in Education 3

Prerequisite: EME 5403 or consent of instructor. A continuation of Computers in Education; this course emphasizes the applications of laser videodiscs, authoring systems, robotics, optical memory, and various peripheral devices for use in grades K-12.

EME 7415 - Computers in Education III: Instructional Design for Multimedia 3

Prerequisite: EME 6415 and consent of instructor. Study and application of instructional design principles to the development of multimedia materials for use in K-12 classrooms. Emphasis is placed on the instructional design synchronization of a variety of visual and auditory elements.

Educational Leadership Master's Courses

EDA 6061 - Introduction to Educational Leadership 3

An investigation of educational leadership as a profession. The course reviews literature covering the roles and the contexts that elementary and secondary school leaders experience. Students begin a personal leadership portfolio. The required first course for persons seeking admission to the program in educational leadership.

EDA 6196 - Educational Leadership and Management 3

An analysis of current research, concepts and principles of educational leadership and their application to contemporary management roles and administrative responsibilities in public school systems. Emphasis will be placed on the student's portfolio through assessment of leadership tendencies and through clinical and field applications.

EDA 6215 - School/Community Relations 3

An examination of school/community relations which builds practical applications on a conceptual base. Emphasis is on responsibilities of administrators for leading school/community relation programs. Includes attention to a conceptual base in communications, public opinion and community studies, and applications through program design, selection, and use of communications tools.

EDA 6232 - Education and the Law 3

Prerequisite: EDA 6061. A study of constitutional, statute, case laws and principles relating to the organization and operation of public

education with particular emphasis upon the examination of legal principles involved in practical problems of school administration.

EDA 6242 - School Finance 3

Prerequisite: EDA 6061. Provides the student with an introduction to federal, state and local financial theories and practices. Provides skills in school-level budget planning, preparation and utilization. Outlines the procedures for internal accounting and financial management.

EDA 6271 - Educational Management Systems 3

Introduction to computerized systems for the management of the educational system. Emphasis on basic microcomputer applications. The goal of the course is to develop knowledge and understanding of the appropriate application of technology in the teaching and learning process and in the management of educational programs.

EDA 6503 - The Principalsip 3

Prerequisite: EDA 6061. Organization and administration of the school; emphasis on the competencies necessary for leadership and management of the school center, both elementary and secondary.

EDA 6910 - Individual Study and Research v.1-3

Prerequisite: Consent of instructor. For students who wish to undertake an individual project related to administration and supervision. May be repeated with change of content for up to a maximum of 9 credits.

EDA 6931 - Special Topics v.1-3

Prerequisite: Consent of instructor. For students who wish to undertake study of selected topics related to administration and supervision. May be repeated with change of content for up to a maximum of 9 credits.

EDA 6945 - Practicum in the Principalsip 3

Prerequisite: Consent of instructor. For students who are in the final phase of course work for the master's degree. Selection of class section is made by the student based on their employment interests. The course provides supervised experience in educational leadership (or in the principalsip). Course requires minimum of 120 hours of field experience, completion of the leadership portfolio, and seminars related to the role and responsibilities of the educational leader.

EDG 6287 - Principles of School Accreditation v.1-3

A course designed to provide K-12 teachers in all content areas and other certified school personnel with the opportunity to acquire knowledge and skills in the school evaluation and accreditation process and its application to instructional improvement.

EDG 6625A-F - Contemporary Issues in Curriculum Development 3

An in-depth study of current issues, trends and research related to school curricula at the primary, elementary, middle school, or secondary school levels within regular or exceptional student programs. The goal of the course is to provide an understanding of policies, practices and procedures related to the development of the K-12 school curriculum.

EDS 6050 - Instructional Leadership 3

Principles, practices, and trends in supervision of the instructional program. Study is made of the supervisory duties, responsibilities, and research on effective teaching.

EDS 6130 - Human Resource Development in Education 3

A study of the theories, practices, processes and procedures which comprise the personnel and supervisory functions within educational

organizations. Emphasis placed on recruitment, selection, induction, assessment, development, and collective bargaining.

EDS 6910 - Individual Study and Research

v.1-3

Prerequisite: Consent of instructor. For students who wish to undertake an individual project related to supervision. May be repeated with change of content up to a maximum of 9 credits.

Doctoral Studies

EDA 7190 - The Evolving Idea of the Educational Leader

3

This course examines the roles of educational leaders in history and the evolution of leader roles in society. It uses research, theory, history, biography, and fiction to frame changing concepts of leaders and leadership. Enrollment limited to students admitted to the doctoral program.

EDA 7192 - Leadership: The Group/Team Context

3

This course focuses on the interpersonal aspects of leadership. It examines research principles and practice of effective group/team dynamics. Extensive attention is given to group/team roles and functions, issues of group/team development, cohesion, communication, conflicts and conflict resolution. Enrollment limited to students admitted to the doctoral program.

EDA 7193 - Educational Leadership IV: Leadership Change

3

Change in schools will be analyzed using rational and nonrational frameworks. Factors affecting change at the federal, state and local levels will be identified. Students will develop a case study of an organization experiencing change. Enrollment limited to students admitted to the doctoral program.

EDA 7194 - Educational Leadership V: Seminar, School Leadership in the Twenty-First Century

3

Issues related to educational leadership in the future will be considered. Specific areas of inquiry will vary. Enrollment limited to students admitted to the doctoral program.

EDA 7262 - Educational Leadership III: Organizational Theory and Design

3

The structure of educational organizations will be examined from an assessment and contingency design perspective. Contemporary school structures as well as alternatives for the future, including multicultural settings, will be considered. The role of the leader as design facilitator and innovator will be discussed. Enrollment limited to students admitted to the doctoral program.

EDA 7400 - Research in Educational Leadership: Quantitative Methodologies

3

The course is a close examination of the major approaches to quantitative research in educational leadership and critical analysis of their appropriateness and strengths in studying research questions in applied contexts. Enrollment limited to students admitted to the doctoral program.

EDA 7410 - Research in Educational Leadership: Qualitative Methodologies

3

The course is a close examination of major approaches to qualitative research related to educational leadership and critical analysis of their appropriateness and strengths with regard to various research questions, with application to field situations and practitioner questions. Enrollment limited to students admitted to the doctoral program.

EDA 7420 - Foundations of Research in Educational Leadership

3

The course is a study of approaches to problem identification and

problem solving in education and a survey of research in educational leadership. Emphasis will be on quantitative and qualitative approaches to problem identification and problem solving in education. Enrollment limited to students admitted to the doctoral program.

EDA 7421 - Inquiry into Research in Educational Leadership

1

This course is designed to develop analytical and technical skills in educational research appropriate to concurrent courses in the doctoral program in educational leadership. The course may be repeated for a maximum of three credits. Enrollment limited to students admitted to the doctoral program.

EDA 7980 - Doctoral Dissertation Research

3-12

Enrollment is limited to students enrolled in the doctoral program. Students must register for a minimum of 24 hours of dissertation credit before completion of the program and for a minimum of 3 hours of credit each semester once admitted to candidacy.

EDA 7945 - Practicum: Leadership Assessment and Development

1-6

This practicum requires students to complete a variety of leadership assessment activities, to analyze assessment information, and to use assessment data to formulate a plan for continued leadership development. Enrollment limited to students admitted to the doctoral program. May be repeated for up to 6 credits.

EDA 7979 - Research Seminar in Educational Leadership

3-6

The course includes advanced experiences in designing, conducting, reporting, and critiquing various phases of quantitative and qualitative educational research. Enrollment limited to students admitted to the doctoral program.

EDF 7215 - Psycho-social Aspects of Learning and Instruction

3

The course includes an overview and comparison of learning theories and instructional strategies. The course includes review of the effects of cultural and gender differences on the learning and instruction processes and the effects of the presence of an exceptionality on these processes. Enrollment limited to students admitted to the doctoral program.

EDF 7545 - Philosophy of Education

3

The course is an investigation into the basic assumptions and ideas of education, human nature, and human society, with emphasis upon the epistemological, ethical, and value dimensions of education. Enrollment limited to students admitted to the doctoral program.

EDF 7635 - Cultural and Social Foundations of Education

3

Social and cultural forces affecting school practice are examined in the context of major theories of the sociology of education, concepts of multicultural education, and theories of leadership. Relations among educational policy, multicultural curriculum development, school achievement, and diverse lifestyles and learning styles are explored. Enrollment limited to students admitted to the doctoral program.

Elementary Education

EDE 6225 - The Elementary School Curriculum

3

Basic concepts of curriculum development and evaluation applied to the elementary program.

EDE 6910 - Directed Individual Study and Research

v. 1-3

Prerequisite: Consent of instructor and division chairperson. Pursuit of individual investigation of specific topic or field problem with faculty guidance.

EDE 6940 - Professional Laboratory Experiences	1-6	
Prerequisites: Completion of 21 graduate program hours, EDF 6480 and EDE 6225. Competencies in measurement, evaluation and curriculum are necessary for completion of this culminating experience. Application of theories, techniques and methods for improving teaching in real and/or simulated situations.		
EEC 6611 - Primary Education	3	
Theoretical bases and resultant trends in the developmental programs for primary aged children.		
EEC 6205 - Curriculum and Instruction in Primary Education	3	
Classroom organization and teaching strategies for teachers of primary aged children.		
EEC 6944 - Practicum in Primary Education	3	
Prerequisite or corequisite: EEC 6611, EEC 6205. Observation and interpretation of classrooms for primary aged children. The student will select special topics related to effective practices for teachers of young children.		
LAE 6319 - Language Arts Methods for Elementary Teachers	3	
The language arts in the elementary curriculum. Methods for integrating communication skills development across the curriculum are emphasized.		
LAE 6714 - A Critical Review of Writing for Children	3	
An analysis of children's literature and its place in the elementary program.		
LAE 6315 - Teaching Writing K-6	3	
Prerequisite: Undergraduate degree. This course is designed to facilitate the acquisition of skills in teaching writing, grades K-6. Students will assess factors contributing to elementary pupils' success in learning to write, via their own research and by experiencing and reflecting on stages of the writing process.		
MAE 6318 - Mathematics for Elementary Teachers	3	
Prerequisite: MAE 3810. An extension of competencies in mathematics instruction in the elementary grades.		
RED 5846 - Practicum in Reading	v.1-3	
Prerequisites: RED 3310, RED 3311. Demonstration of reading teaching competencies in the school setting.		
RED 6116 - Supervision of Reading Instruction	3	
Consideration of students' language and modality development and ways to assess reading competency; classroom organization for teaching reading; reading in the content areas; and competencies needed by the reading teacher and supervisory personnel in reading.		
RED 6347 - Reading as Communication in Whole Language Classrooms	3	
Reading as communication is viewed as a part of a continuum of literacy learning processes involving listening, speaking, writing, reading and thinking. Teachers are encouraged to become professional decision makers who create learning environments which encourage risk taking and value learning processes as highly as literacy encounter products.		
RED 6546 - Diagnosis of Reading Disabilities	3	
Prerequisite: RED 3310 or equivalent and reading teaching experience. Study of reading as a language process; diagnosis of reading strengths and weaknesses based on measurement and evaluation instruments, resulting in the preparation of a complete diagnostic evaluation.		
RED 6548 - Remediation of Reading Disabilities	3	
Prerequisite: RED 6546. Use of miscue analysis to investigate qualitative and quantitative diagnostic information and sources of activities for reading instruction, diagnosis, prescription, and formative evaluation.		
RED 6656 - Advanced Foundations of Reading	3	
Presents reading as a language process; also presents models, materials, and skill development used in reading instruction; explores reading instruction in terms of historical perspective, trends, innovation, and technology.		
RED 6906 - Directed Individual Study in Reading	v.1-3	
Prerequisites: RED 6656, graduate reading emphasis major and division approval. Individually directed study of topics related to reading instruction.		
SCE 6117 - Science for Elementary Teachers	3	
Advanced study of content, resources and processes used in science programs in the elementary school.		
SSE 6318 - Social Studies Methods for Elementary Teachers	3	
An examination and assessment of current emphases and strategies for social studies instruction in the elementary program.		
Human Movement/Physical Education		
PET 5235 - Motor Learning	3	
An examination of the factors which affect skill acquisition and the resultant teaching procedures which facilitate such learning. Special emphasis is given to the science of teaching motor skills.		
PET 5345 - Analysis of Human Movement	3	
Prerequisite: PET 3310C or equivalent. An examination of the anatomical and biochemical factors which influence skilled movement.		
PET 6218 - Psychomotor Development	3	
Prerequisite: HSC 3301. A study of current research and the methods used in perceptual motor learning, movement pattern analysis, factorial analysis of movement in spatial dimensions, movement education theory and motor development.		
PET 6385 - Advanced Physiology of Exercise	3	
Prerequisite: PET 3351C or equivalent. A study of the physiological function of the human body during exercise. Special emphasis is given to the effects of fitness on health and physical performance.		
PET 6427 - Movement Education: Methods and Curriculum: K-12	3	
A study of movement education teaching methods and teaching effectiveness in the K-12 physical education curriculum.		
PET 6455 - Analysis of Teacher Behavior	3	
A study of the behavior of teachers from a research base. Emphasis is given to the practical application of contemporary models of teacher behavior and style.		
PET 6476 - Management Systems in Sport	3	
A study of the latest information relating to organizational managerial theory, the legal aspects of sports, governance in national and international sports, collective bargaining in sports, crowd control and contest management and management systems in physical education.		

- PET 6515C - Assessment and Evaluation** 3
Examination of the research methods and procedures used to assess physical performance abilities. Application of research data in the development of individualized activity programs.
- PET 6910C - Independent Study and Research** v.1-3
Independent investigation of a specific topic, field problem, or career role with faculty guidance.
- PET 6932 - Contemporary Issues and Problems: Seminar** v.1-3
Prerequisite: Permission of instructor. A study of the historical and philosophical foundations of physical education as they relate to the contemporary issues, trends and problems facing physical education and athletics.
- ## Secondary Education
- ARE 6358 - Special Methods in Teaching Art** 3
Exploration of a systematic and comprehensive approach to problems inherent in designing art educational experiences using behavioral terminology. Preparation for ESE 6947.
- ESE 6215 - The Secondary School Curriculum** 3
In-depth reading and discussion of the curriculum organization and operation of the secondary school (grades 6-12).
- ESE 6947 - Professional Laboratory Experiences** v.1-6
Prerequisites: Completion of 21 graduate program hours, EDF 6480 and ESE 6215. (Competencies in measurement, evaluation, and curriculum are necessary for completion of this culminating experience.) Application of theories, techniques, and methods for improving teaching in real and/or simulated situations.
- FLE 6336 - Special Methods in Teaching Foreign Languages** 4
Prerequisite: Regular foreign language teaching certificate (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching K-12 level foreign languages.
- LAE 6265 - Teaching Writing 6-12** 3
Prerequisite: Undergraduate degree. This course is designed to facilitate the acquisition of skills in teaching writing, grades 6-12. Students will assess factors contributing to secondary pupils' success in learning to write, via their own research and by experiencing and reflecting on stages of the writing process.
- LAE 6339 - Special Methods in Teaching English** 3
Prerequisite: Regular English teaching certificate. (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level English.
- MAE 6336 - Special Methods in Teaching Mathematics** 3
Prerequisite: Regular mathematics teaching certificate (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level mathematics.
- MUE 6349 - Special Methods in Teaching Music** 3
Prerequisites: MUE 4311, MUE 4330, ESE 4943 or consent of the instructor. A study of the foundations and principles of instruction for facilitating the general music and performance curricula; methods for measuring and evaluating musical growth; research pertaining to music teaching and learning.
- RED 6116 - Supervision of Reading Instruction** 3
Consideration of students' language and modality development and ways to assess reading competency; classroom organization for teaching; reading in the content areas; and competencies needed by the reading teacher and supervisory personnel in reading.
- RED 6546 - Diagnosis of Reading Disabilities** 3
Prerequisite: RED 3333 or equivalent and reading teaching experience. Study of reading as a language process; diagnosis of reading strengths and weaknesses based on measurement and evaluation instruments, resulting in the preparation of a complete diagnostic evaluation.
- RED 6548 - Remediation of Reading Disabilities** 3
Prerequisite: RED 6546. Use of miscue analysis to investigate qualitative and quantitative diagnostic information and sources of activities for reading instructor, diagnosis, prescription, and formative evaluation.
- RED 6656 - Advanced Foundations of Reading** 3
Presents reading as a language process, also presents models, materials, and skills development used in reading instruction; explores reading instruction in terms of historical perspective, trends, innovation, and technology.
- RED 6906 - Directed Individual Study in Reading** v.1-3
Prerequisite: RED 6656, graduate reading emphasis standing, and division approval. Individually directed study of topics related to reading instruction.
- SCE 6337 - Special Methods in Teaching Science** 3
Prerequisite: Regular teaching certificate in the science area (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level science.
- SSE 6385 - Special Methods in Teaching Social Studies** 3
Regular teaching certificate in the Social Studies area (Florida or its equivalent). An advanced analysis of the instructional methods, materials, curriculum, and research related to teaching secondary level social studies.
- ## Special Education
- EEX 5247 - Learning Strategies** 3
This course is designed to provide comprehension of educational and social characteristics and needs of learning disabled, mildly emotionally handicapped, and other mildly impaired exceptional students enrolled in middle and secondary schools. Metacognitive strategies, which enable students to learn how to learn, to solve problems and to work independently, will be taught according to the Strategies Implementation Model. Field experience is required.
- EEX 5602 - Behavioral Management of the Maladaptive and Disruptive Child** 3
An overview of the theory and techniques of classroom management.
- EEX 5615 - Intervention Techniques for Dealing with the Verbally and Physically Aggressive Individual** 3
An introduction to methods and techniques for managing children and adults who are verbally and physically aggressive. Special emphasis will be placed on prevention of aggression through verbal intervention techniques.
- EEX 5732 - Facilitation of Parent Interaction** 3
A course on families of handicapped students and the relationship between the family and the educational professional. Emphasis is placed on family systems theory, community resources, case management, and transition.

EEX 6063 - Preschool Programming for the Exceptional Child	3	offered through workshop format or in-service arrangement. Focus on latest trends in curriculum, methods, and media in special education.
This course is designed to teach the development and implementation of individualized instruction for the preschool handicapped child, birth through five years of age, with emphasis on developmentally appropriate curricula, methods, and techniques.		
EEX 6203 - Developmental Variations	3	EEX 6936 - Advanced Seminar: Current Topics in Special Education v.1-3
This course addresses comparative child growth and development related to the learning and functioning of exceptional children. Interaction of medical, nutritional, and pharmaceutical interventions is a focus, as well as psycho-educational analysis of learning and development.		
EEX 6225 - Special Education Generic Competencies: Laboratory in Evaluation	3	A seminar designed for advanced special education students that allows for an in-depth study of specific topics in mental retardation, learning disabilities, and emotional disturbances.
An extension of the student's evaluation skills to include attention to specialized tests in specific disability areas. Emphasis will be placed on translating test results into educational practice as well as stressing the skills necessary for evaluating ongoing programs.		
EEX 6239 - Preschool Assessment of Exceptional Child	3	EGI 6051 - Nature and Needs of the Gifted 3
Prerequisite: EEX 6203. This course addresses both the formal and informal assessment of preschool handicapped children, birth through five years of age, with emphasis on developmentally appropriate evaluation materials and techniques. Field experience required.		
EEX 6245 - Special Education Generic Competencies: Curriculum, Methods, and Materials	3	An introduction to the characteristics and unique educational needs of the gifted. Philosophical considerations, historical perspectives, types of giftedness, incidence, identification and evaluation procedures will be explored. Field experience required.
Prerequisite: EEX 5051, EEX 5103. Curricula, methods, and materials relevant to teaching the handicapped child in groups and individually. Meets certification requirements for teachers of the hearing impaired, mentally retarded, emotionally disturbed, or learning disabled. Field experience required.		
EEX 6283 - Social, Personal, and Career Skills for Exceptional Students	3	EGI 6231 - Curriculum and Programming for the Gifted 3
A course on teaching social and personal skills for exceptional students with emphasis on employability skills, career awareness, and transition planning for adult living.		
EEX 6301 - Research in Special Education	v.1-3	Prerequisite: EGI 6051 or permission of instructor. A seminar designed to explore curriculum models, adjustments and specific instructional strategies necessary for teaching the gifted. Alternative prototypes and models of program development will be examined. Field experience required.
A course designed to allow advanced students to analyze, interpret, and apply research findings in the classroom setting.		
EEX 6402 - Special Education Consulting Teacher	3	EGI 6246 - Educating Special Populations of the Gifted 3
Methods and experiences designed to equip the special education teacher to work as a resource person within the educational and community setting. Field experience required.		
EEX 6625 - Educational Management of Exceptional Students	3	Prerequisite: EGI 6051. This course focuses on characteristics, assessment, and programmatic considerations for specific populations of gifted students. Underachievers, minority, handicapped, and preschool gifted are included.
A course on educational management of exceptional students with emphases on classroom organization, behavior management and consultation skills.		
EEX 6841 - Practicum in Special Education	v.3-12	EGI 6305 - Theory & Development of Creativity 3
Prerequisite: Permission of program faculty (may include completion of Program Learning Packet). Supervised field experience in specific disability areas.		
EEX 6911 - Independent Study and Research	v. 1-3	A course designed with emphasis on elements of creativity such as fluency, flexibility, originality, and elaboration. Special attention will be given to the development of the participants' resources in this area as well as techniques for unlocking potential of others.
Prerequisite: Permission required. Supervised readings and utilization of current research findings in special education.		
EEX 6926 - Advanced Study in Special Curriculum for the Exceptional Student	v.1-3	EGI 6415 - Counseling for the Education of the Gifted 3
Prerequisite: Permission of instructor. Practical aspects of teaching		
Theoretical and practical aspects of the development, evaluation, and improvement of receptive and expressive language of children with hearing impairments. Field experience required.		
EHD 5311 - Psychology and Education of the Hearing Impaired Child 4		
An introduction to the nature and needs of hearing impaired children with attention to identification, characteristics, assessment and intervention. The course will include the history and philosophy of deaf education.		
EHD 5341 - Curriculum and Instruction of the Hearing Impaired Child 4		
Prerequisite: EHD 5311 or permission of the instructor. Development and adaption of curriculum materials and instructional procedures in reading, mathematics, science, and social studies to fit the special educational needs of hearing impaired children.		
EHD 6241 - Language Instruction for the Hearing Impaired Child 4		
Prerequisite: EEX 5103. Theoretical and practical aspects of the development, evaluation, and improvement of receptive and expressive language of children with hearing impairments. Field experience required.		
EHD 6242 - Teaching Speech to the Hearing Impaired Child 3		
Prerequisite: EEX 5103. Theoretical and practical aspects in teaching speech to children with hearing impairments.		

- EHD 6261 - Audiology and Speech Science** 3
A study of the physical characteristics of the speech and hearing mechanisms, the physical dimensions of sound, the psycho-acoustic aspects of sounds and the relationships among these areas. Field experience required.
- EHD 6281 - Speech Reading and Auditory Training** 3
Prerequisite: EEX 4101, EHD 5311, EHD 6261, EHD 6241.
Theoretical and practical aspects of speech reading and auditory training for teachers of the hearing impaired.
- EHD 6343 - Teaching Reading to Hearing Impaired Students** 3
Prerequisite: EHD 6241. A course designed to train teachers of hearing impaired students in the theory and methods of reading instruction for hearing impaired students.
- EHD 6405 - Interpreter Training** 3
Prerequisite: EHD 5311 or equivalent and permission of instructor.
Develop knowledge and skill in the role, function and responsibilities of interpreting for deaf people.
- SPA 5386 - Introduction to Total Communication** 3
An understanding of various modes of communication and combination of modes used in teaching hearing impaired individuals and the knowledge of methods, procedures and materials used in teaching these modes of communication. Development of sign language skills is emphasized.
- SPA 6388 - Advanced Sign Language** 2
Prerequisite: EHD 5311 or equivalent. Development of receptive and expressive skills in sign language and idioms of sign language in English.

Vocational and Technical Education

- EVT 5260 - Organization and Coordination of Cooperative Education** 3
Prerequisite: Permission of instructor required. Organization and coordination of the cooperative method of instruction. The varied responsibilities and activities such as teaching, guidance, club sponsor, coordination, public relations, school-parent-employer relations, and administration are covered.
- EVT 5561 - Selection and Guidance of Vocational Students** 3
A study of the procedures and practices employed in providing guidance services to vocational students, including follow-up and survey techniques.
- EVT 6664 - Vocational School—Community Relations** 3
The relationship between the school and the community with special emphasis on the identification of local needs and the design of a program to satisfy these needs. Special treatment of relationships between workers and management, parent contact, and citizen participation. Also see Educational Leadership graduate courses.
- EVT 6906 - Independent Study and Research** v. 1-3
Individual investigation of a specific topic. Departmental approval required.

UNIVERSITY OF NORTH FLORIDA

Joan Farrell, Dean

Jerome B. Hallan, Associate Dean 646-2840

Master's Degree Programs The Department of Health Science offers programs culminating in a Master of Science in Health (M.S.H.) or a Master of Health Administration (M.H.A.). Students who earn the M.S.H. degree can specialize in various health related professional tracks. These specializations include addiction studies, aging studies, health promotion, community health, and nutrition. The M.H.A. includes a general and a long-term care track. In addition, a post-baccalaureate certificate in aging studies is offered and may be pursued independently or in conjunction with one of the course specializations identified above.

The M.S.H. Program

The primary goal of the graduate program is to provide students with the advanced, specialized skills needed by health professionals. This is accomplished through completion of a minimum of 35 semester hours of interdisciplinary study in the M.S.H. program. While the specialization requirements may vary, the M.S.H. requires nine semester hours of department core requirements, plus the professional and support requirements or electives. They are chosen with the approval of the student's advisor.

Many of the M.S.H. specializations may satisfy national or state licensure/certification eligibility requirements. The student's advisor will work with students to determine their eligibility to apply for the various licenses and certifications.



The College of Health also provides an Administrator in Training program for Nursing Home Administrators.

Admissions Requirements In addition to satisfying general University criteria for admission into a graduate program, students wishing to enter the degree program leading to the Master of Science in Health must present GRE scores (1000 minimum total on verbal and quantitative sections), or a grade point average of 3.0 or higher in all work completed as an upper-division student, normally 60 semester hours taken during the last two years of undergraduate study. GRE scores are mandatory and must be received prior to being fully admitted into the graduate program regardless of the student's GPA. Students who do not meet the admissions requirements must submit three letters of recommendation if they want to be considered for the trial program. In addition, students must have an undergraduate degree supporting graduate study in Health Science. Otherwise students not satisfying the latter condition may be admitted only after arranging with the graduate advisor for a program of study which will remove the deficiencies.

Courses have specific prerequisites, some of which are college of health courses and some of which may be taken in other colleges at UNF.

The M.H.A. Program The Master of Health Administration (M.H.A.) is designed to meet the educational needs of men and women interested in assuming management positions in the health care industry. It is a 54 credit degree that

includes 36 hours in College of Health core courses, three hours in College of Health electives, and 15 hours in College of Business courses. There are 15 hours of prerequisites in business and software management related courses. In addition to satisfying general university criteria for admission into a graduate program, students wishing to enter this degree program must present an official record of scores on the GMAT taken within two years prior to request for admission. Students must score a minimum of 20 on the verbal portion of the GMAT and a minimum score of 22 on the quantitative portion of the GMAT. To qualify for admission, the student must earn 1000 or more based on the formula: $200 \times$ upper-division grade point average (GPA) plus the GMAT total score. Students who do not meet the admission criteria must also submit three reference letters to the department advisor if they wish to be considered for admission under the departmental trial program.

Academic Advisement The Department of Health Science provides individualized academic advisement to all its students. Students must contact the Department of Health Science to schedule a meeting with an advisor. During the initial advising conference, the advisor will (1) explain the admission procedures to the student, (2) help select the specialization which will lead to achieving career goals, and (3) plan a tentative program of study. Once fully admitted, the student must contact his/her faculty advisor for a final program of study.

Programs of Study The Department of Health Science offers programs of study in the areas listed below:

Degree: Master of Science in Health Major: Health Science

Specialization: Addictions Studies This specialization is designed for those individuals who want to work in the field of chemical dependency and other addictions and mental health. The 42-60 semester hour (minimum) program consists of nine hours of core requirements, 15 hours of major requirements and 18 hours of prevention or 27 hours of counseling courses.

Major Requirements		15 Hours
HSC 6148	Psychopharmacology of Legal and Illegal Drugs	3 hours
HSC 6155	Cross Cultural Issues in Addictive Behaviors	3 hours
HSC 6935	Special Topics in the Addictions Field	3 hours
HSC 6605	Human Health Behavior	3 hours
HSC 6656	Professional Ethics in Health Care	3 hours

Core Requirements		9 Hours
HSC 6735	Health Science Research	3 hours
HSC 6505	Epidemiology and Disease Control	3 hours
PHC 6412	Culture and Health	3 hours

A. Prevention Track		18 Hours
HSC 6157	Drug Abuse Prevention Research	3 hours
HSC 6156	Prevention of Drug Abuse	3 hours
HSC 6816	Field Experience in Health	3 hours

HSC 6912	Projects	6 hours
	Quantitative elective	3 hours

B. Counseling Track		27 Hours
HSC 6137	Chemical Dependency Counseling Treatment Methodology	3 hours
EGC 6436	Individual Counseling	3 hours
EGC 6565	Group Methods	3 hours
HSC 6115	Health Assessment	3 hours
EGC 6414	Family Life Counseling	3 hours
HSC 6855	Internship	6-9 hours
DEP 6055	Advanced Human Development	3 hours
CLP 6459	Human Sexuality	3 hours
Total		42-54 Hours

Specialization: Health Promotion This specialization is designed for those individuals who want to work in the field of health promotion within hospital, business, or other community settings. The 48 semester hour program consists of nine hours of core requirements, and 27 hours of major requirements, and 12 hours of electives.

Major Requirements		27 Hours
HSC 6115	Health Assessment	3 hours
HSC 6585	Health Promotion	3 hours
HSC 6587	Program Planning and Evaluation in Health Promotion	3 hours
HSC 6605	Human Health Behavior	3 hours
HSA 6186	Operations Mgmt. in Health Care	3 hours
HSA 6149	Health Planning and Marketing	3 hours
HSC 6855	Clinical Internship	9 hours

Core Requirements		9 Hours
HSC 6735	Health Science Research	3 hours
HSC 6505	Epidemiology and Disease Control	3 hours
HSC 6412	Culture and Health	3 hours

Electives (select four*)		12 Hours
HSC 6137	Chemical Dependency Counseling and Treatment Methodology	3 hours
HSC 6155	Cross Cultural Issues in Addictive Behaviors	3 hours
HSC 6566	Health Promotion and the Older Adult	3 hours
HSA 5177	Health Care Finance	3 hours
HSC 6908	Independent Study and Research	3 hours
Total		48 Hours

*With approval of graduate advisor.

Specialization: Nutrition This specialization is designed for those students who wish to emphasize the application of nutritional knowledge to the design and operation of community-based health programs. The 41 semester hour program consists of nine hours of division requirements, 25 hours of professional requirements, and independent study or nine hours clinical internship, and a minimum of seven hours in electives.

Prerequisite: A bachelor of science degree in nutrition science or equivalent in related fields.

Core I - Division Requirements		9 Hours
HSC 6735	Health Science Research	3 hours
HSC 6505	Epidemiology and Disease Control	3 hours
PHC 6412	Culture and Health	3 hours

Core II - Professional Requirements		25 Hours
HSC 6123	Socio-Cultural Influences on Nutrition	3 hours
HSC 6225	Nutrition and Metabolism	3 hours
DIE 5315	Methods of Nutritional Assessment*	4 hours
HSC 6236	Clinical Nutrition	3 hours
PHC 6525	Advanced Concepts of Nutrition	3 hours
HSC 6908	Independent Study and Research	9 hours
or		
DIE 6940	Clinical Internship	9 hours

Core III - Electives		3 Hours
FSS 4300	Food Service Systems Management*	3 hours
Total		41 Hours

*R.D.'s may be required to take biochemistry of nutrition and nutritional anthropology in place of these courses.

Specialization: Community Health This specialization is designed for those individuals who want to work in the broad field of community health. The 45 semester hour program consists of nine hours of core requirements, 30 hours of major requirements, and six hours of electives.

Prerequisite: To be determined by advisor.

Core Requirements		9 Hours
HSC 6735	Health Science Research	3 hours
HSC 6505	Epidemiology	3 hours
PHC 6412	Culture and Health	3 hours

Major Requirements		27 Hours
HSC 5205	Public Health Theory and Practice	3 hours
HSC 6526	Special Topics in Infectious and Noninfectious Diseases	3 hours
HSC 6605	Human Health Behavior	3 hours
HSC 6215	Environmental Health	3 hours
HSC 6116	Health Organization and Delivery	3 hours
HSC 6565	Aging Policy and Practice	3 hours
PHC 6525	Advanced Concepts/Nutrition & Health	3 hours
HSC 6585	Health Promotion	3 hours
HSC 6912	Projects	3 hours

Elective Requirements (select two*)		6 Hours
HSC 6935	Special Topics in Addictions	3 hours
HSC 6905	Health Policy	3 hours
HSC 6149	Health Plan and Marketing	3 hours
HSC 6656	Professional Ethics in Health Care	3 hours
Total		45 Hours

*With approval of graduate advisor.

Specialization: Aging Studies This specialization is designed for those individuals who want to work in the rapidly expanding field of health promotion and health care for the aging population in health care facilities and in the community. The 36 semester hour (minimum) program consists of nine hours of core requirements, 15 hours of major requirements, and 12 hours of major electives.

Core Requirements		9 Hours
HSC 6505	Epidemiology and Disease Control	3 hours
HSC 6735	Health Science Research	3 hours
PHC 6412	Culture and Health	3 hours

Major Requirements		15 Hours
HSC 6565	Aging Policy and Practice	3 hours

HSC 5569	Aging Research and Theory	3 hours
HSC 6566	Health Promotion/Disease Prevention and the Older Adult	3 hours
HSA 6225	Long Term Care	3 hours
HSC 5568	Alternative Care Systems and the Aging Population	3 hours

Major Electives		12 Hours
Selected with approval of graduate advisor.		
Total		36 Hours

Master of Health Administration

The program of study is designed for those individuals who want to work in the field of management and administration within a health care delivery setting. The 54 hour (minimum) program consists of 15 hours of College of Business core courses and 39 hours of College of Health core courses. College of Business courses: The College of Business Administration has identified a set of subjects that are considered foundation subject matter areas. Included within this are Financial Management and Management of Production, Marketing and Logistics. A student whose academic background indicates satisfactory exposure to the principles in the subject matter areas need not take the foundation course (s) at UNF. A student whose educational experience does not encompass coverage of the subject matter areas will be required to take appropriate courses at UNF.

College of Health Courses		36 Hours
HSC 6505	Epidemiology	3 hours
HSA 6427	Health Law: Directed Study*	3 hours
HSA 6435	Health Economics	3 hours
HSA 6197	Health Systems Analysis	3 hours
HSA 6188	Health Care Strategic Management	3 hours
HSA 6815	Executive Skill Development	6 hours
HSA 6116	Health Organization and Delivery	3 hours
HSA 6149	Health Planning and Marketing	3 hours
HSA 6905	Health Policy: Directed Study*	3 hours
HSA 5177	Health Care Finance	3 hours
HSA 6178	Advanced Health Care Fin. Mgmt.	3 hours

College of Business Courses		15 Hours
ACG 6305	Management Accounting	3 hours
FIN 5405	Essentials of Managerial Finance	3 hours
MAN 6204	Topics in Organizational Theory	3 hours
MAN 6309	Human Resource Management	3 hours

or		
PAD 6417	Public Personnel Administration	3 hours
TRA 5223	Production Marketing and Logistics Mgmt	3 hours

Electives (select one)		3 Hours
HSA 6225	Long-Term Care Administration	3 hours
HSA 6126	Managed Health Care	3 hours
HSA 6195	Advanced Health Analysis	3 hours
HSA 5655	Health Care Ethics	3 hours
HSC 6735	Health Science Research	3 hours
HSC 6656	Professional Ethics in Health Care	3 hours
HSC 6758	Quality Assurance	3 hours
HSA 6186	Operations Management in Health Care	3 hours

*Directed study in health law and health policy as well as the executive skill development field experience will provide for concentration in long-term or general health care administration.

The Aging Studies Certificate Program To qualify for the aging studies certificate program, candidates must have completed a baccalaureate degree or be enrolled in a baccalaureate level program of study. The certificate in aging studies is awarded upon completion of 15 semester hours from the following academic courses. The independent study is designed as an opportunity for the student to demonstrate acquired skills in an appropriate community setting. This practicum experience may be waived based upon a review of the student's educational background and employment experience.

Certificate in Aging Studies

HSC 5569	Aging Research and Theory	3 hours
HSC 6905	Health Policy	3 hours
HSC 6566	Health Promotion/Disease Prevention and the Older Adult	3 hours
HSC 5568	Alternative Care Systems and the Aging Population	3 hours
or		
HSC 6225	Long Term Care	3 hours
HSC 6908	Independent Study and Research	3 hours
Total		15 Hours

Center for Aging and Adult Studies The Center for Aging and Adult Studies operates through UNF's College of Health. Designated as a Type II Center by the State University System, the Center is self-sustaining through its grant and contract activities.

Center Mission The Center has four basic functions: (1) to provide a structure for liaison among the various community and University groups/organizations which share an interest in aging-related issues; (2) to assist the community in meeting some of the various continuing education, in-service or training needs for those professionals and paraprofessionals who work with older adults; (3) to promote the participation of older adults in a continuing program of lifelong learning; and (4) to conduct and promote research on aging-related issues.

Center Functions The Center's operations are managed through a steering committee, which is chaired by the Director of the Center. To carry out its objectives, the Center relies on the multi-disciplinary expertise of UNF faculty and community professionals. Functions of the Center include: (1) conducting and disseminating research; (2) promoting collaborative projects; (3) developing community educational programs which recognize the developmental needs of older adults for lifelong learning opportunities; (4) providing continuing education, or training for persons working with older adults.

The Center for Aging and Adult Studies is located in Founders Hall, within the College of Health, on UNF's campus. For more information about the Center, contact K. Larry Jean, Ed.D., Director, Center for Aging and Adult Studies, College of Health, University of North Florida, 4567 St. Johns Bluff Rd. South, Jacksonville, FL32224-2645. Telephone: (904) 646-2840.

Center for Alcohol and Drug Studies The Center for Alcohol and Drug Studies (CADS) operates through the University of North Florida's College of Health. It has been designated as a Type II Center by the State University System (SUS), and as such is self-sustaining through its grant and contract activities.

Center Mission The Center supports multidisciplinary research, communication, and information transfer for health professionals and community members interested in eliminating alcohol and drug abuse. The center's mission is to prevent alcohol and other drug problems, through the development and dissemination of new knowledge regarding substance abuse problems and their solutions. The objectives of the Center include: (1) to conduct and promote research and evaluation activities; (2) to acquire and transfer new information; and (3) to inform and consult on public policy issues concerning alcohol and other drug problems and their solutions.

Center Functions Center functions are varied, and are related to research, information and policy objectives. These functions include the following:

Research

1. Conducting alcohol and other drug research, evaluation and demonstration projects.
2. Promoting collaborative grant proposals and research projects.

Information

1. Sponsoring research and training workshops, lectures and Sciences.
2. Publishing research abstracts and papers.
3. Maintaining information on alcohol and their drug prevention and treatment agencies at the local state and national level.
4. Providing alcohol and other drug consultation services for individuals and groups.
5. Maintaining a core bank of alcohol and other drug research and evaluation data.
6. Securing student internships in alcohol and other drug abuse research, prevention, and health promotion.

Policy

Providing information and consultation on issues surrounding public policy concerning alcohol and other drug abuse problems.

The Center for Alcohol and Drug Studies is located in Founders Hall, within the College of Health, on the University of North Florida campus. For more information about the Center, contact Chudley E. Werch, Ph.D., Associate Professor and Director, Center for Alcohol and Drug Studies, College of Health, University of North Florida, 4567 St. Johns Bluff Road South, Jacksonville, FL 32224-2645. Telephone: (904) 646-2847.

UNIVERSITY OF NORTH FLORIDA

Department of Health Science

- DIE 5315 - Methods of Nutritional Assessment** 4
Prerequisites: APB 3200C, HSC 4572, BCH 3023C, CHM 2025C. A study of different methodologies used to measure the state of nutrition of individuals. Skills and tools used in nutrition assessment of individuals in any setting, such as patients in hospitals, people in the community, or subjects in a study are extensively discussed and studied. The goals and objectives of nutritionally assessed individuals is defined as to help prevent malnutrition and use intervention methods in treating deficiencies.
- DIE 6940 - Clinical Internship** 9
A supervised clinical experience in dietetics modeled after American Dietetic Association's required experiential learning activities.
- HSA 5177 - Health Care Finance** 3
This course will focus on the various mechanisms for financing treatment of physical and mental health conditions. Considers current mechanisms as well as emerging developments in both public and private sectors. Health care finance in selected countries is also reviewed.
- HSA 6116 - Health Organization and Delivery** 3
This course examines the organization and administration of the US health care system. Considers the various health care service settings and personnel resources that make up the system and major sources and methods of system finance.
- HSA 6126 - Managed Health Care** 3
Prerequisites: HSA 5177, HSA 6116. This course examines health system consolidation through mergers, consortia and alliances and projections for mega-type comprehensive health care organizations and mechanisms for finance. Provides an overview of current and potential processes for the handling of patients in a managed care setting.
- HSA 6149 - Health Planning and Marketing** 3
Prerequisite: TRA 5223 or equivalent. This course examines planning and marketing as related to health care organizations. Emphasis is placed on the planning process and the elements and methods of marketing health care services in relation to the role of the consumer, governing body, administration and medical staff.
- HSA 6178 - Advanced Health Care Financial Management** 3
Prerequisites: HSA 5177, ACG 6305, FIN 5405. This course examines the concepts and techniques of financial management in health care delivery system settings. Reviews accounting practices, financial statements and management of financial assets. Examines organizational cost behavior, budgeting, cost allocation and financial modeling.
- HSA 6186 - Operations Management in Health Care** 3
Prerequisites: TRA 5223 or equivalent, and HSA 6197. This course examines decision making, change implementation and control processes health care organizations. The course will emphasize behavioral, organizational and situational factor effecting the
- management role and strategies for analyzing problems and implementing change.
- HSA 6188 - Health Care Strategic Management** 3
Prerequisites: HSA 6905, MAN 6204, and PAD 6417, or MAN 6309. This course examines managerial decisions and actions that determine the long range performance of a health care enterprise. Strategy formulation implementation and valuation and control are included. Emphasis is placed on monitoring and evaluation of environment opportunities in the health care industry and constraints in light of institutional strengths and weakness.
- HSA 6195 - Advanced Health Systems Analysis** 3
This course prepares the health care administrator to solve simple and complex problems and to manage the work of technical specialists. Typical decision making and control problems that arise in the health care settings are presented and the quantitative techniques available to address them are described.
- HSA 6197 - Health Systems Analysis** 3
The course focus is managerial decision making utilizing probability theory, random variables as relates to biostatistical and other health care statistical studies. Computer spreadsheet and statistical programs are utilized for data analysis and interpretation of the results of the analysis.
- HSA 6225 - Long-Term Care Administration** 3
This course examines long-term care delivery systems with particular emphasis on nursing homes. Emphasis will be placed on issues relating to the delivery of quality health care and effective management in long-term care facilities and systems. Developing knowledge of the aging process, patient, medical, social and supportive care will be an integral part of the course.
- HSA 6427 - Health Law Trends Seminar** 3
An exploration of present legislation at the local, state, national and international levels and their effect on health care delivery systems.
- HSA 6435 - Health Economics** 3
This course examines supply and demand factors, financing of care, efficiency and cost of delivery as related to the health care system. Special attention will be given to paying physicians, effects of hospital reimbursement on physician behavior, competition and rationing as mechanisms for controlling expenditures and cost effectiveness and cost benefit analysis.
- HSA 6758 - Quality Assurance** 3
This course examines the mechanisms and development of quality assurance programs in health services organizations. Responsibilities and actions of consumer group, professional associations, health care institutions and governmental agencies are reviewed.
- HSA 6815 - Practicum: Executive Skill Development** 6
Prerequisites: MAN 6204, HSA 6435, HSA 6116, HSA 5177. This course is designed to develop and enhance the skills necessary for

success as a health care executive through management practice in health care administration. Students will concentrate on either long-term care or general health care administration. The course focus is on operations planning and marketing, problem solving and decision making through development of skills such as communications, public speaking, negotiating, time management and confrontation, assertiveness, mediating and team building.

HSA 6905 - Health Policy: Directed Study 3
Prerequisite: HSA 6116. This is a directed study course which will be based upon the interests of the individual student. Emphasis will be placed upon the processes by which health policy proposals are generated, promoted, defeated, modified and implemented. Students will concentrate on either long-term care administration or general care administration.

HSA 6931 - EAP Models, Policy and Administration 3
An overview of the history of Employee Assistance Programs (EAPs), program models, EAP policy, planning, administration and evaluation.

HSC 5205 - Public Health Theory and Practice 3
Examines the historical and contemporary approach to the health and welfare of society by organized public health. Emphasis is placed on the theory of the public health approach, current and emerging programs at local levels and implications of public policy.

HSC 5525 - History of Medicine and Disease 3
The development of the modern medical and allied health professions, with special reference to the U.S. from the late 18th through 20th century; social, scientific, and historical factors that determine the nature, extent and definition of disease.

HSC 5568 - Alternate Care Systems and the Aging Population 3
An examination of the continuum of health related services and systems which provide alternatives to long term care. Students will investigate comparative "self care" and "non-self care" systems and identify the cultural, political, and financial constraints which impact the individual's ability to age in place.

HSC 5569 - Aging Research and Theory 3
This course provides a theoretical and analytical model for developing an understanding of the relationships between research and practice in the field of aging. Age related topics explored will include health care, cultural aging, education and economic issues.

HSC 6115 - Health Assessment 3
Prerequisite: HSC 4114. Advanced study of related health assessment techniques, methods and instruments used to determine individual health.

HSC 6137 - Chemical Dependency Counseling and Treatment Methodology 3
Prerequisite: Instructor's consent. The application of the necessary components for effective chemical dependency counseling techniques. This includes intervention, intake, treatment planning, individual, group and family counseling, continuum of care and support group methods. Field experience required.

HSC 6148 - Psychopharmacology of Legal and Illegal Drugs 3
A study of the pharmacology of legal and illegal drugs. An examination of the psychopharmacology of addictive substances will be emphasized.

HSC 6155 - Cross-Cultural Counseling in Addictive Behaviors 3
Sociological and health overview of addictive behaviors in special populations with an emphasis on Blacks, Hispanics, Native Americans and selected subpopulations. Cross-cultural counseling strategies will be emphasized.

HSC 6156 - Prevention of Drug Abuse 3
Reviews historical developments in drug abuse prevention. Deals with planning, implementation, and evaluation of prevention programs. Examines current prevention concepts, strategies, and future prospects of prevention programming.

HSC 6157 - Drug Abuse Prevention Research 3
Prerequisite: HSC 6735. Reviews the theoretical and empirical foundations of the drug abuse prevention field. Examines the components and efficacy of preventions strategies, and theoretical models underlying prevention efforts. Prevention programs based upon the existing literature will be proposed.

HSC 6215 - Environmental Health Safety 3
A study of the relationships between environmental conditions of human health safety. Special emphasis will be given to principles, process and priorities and current research in the study of environmental problems.

HSC 6236 - Clinical Nutrition 3
Prerequisites: HSC 4572, MCB 3013C, BCH 2010C, CHM 2025C. This course is designed to provide the advanced student with knowledge of current relevant research and application of research findings to the clinical setting.

HSC 6505 - Epidemiology and Disease Control 3
An epidemiological study of the distribution and determinants of health and diseases in man, utilizing basic concepts in clinical medicine, laboratory science, statistical and data handling methods, and pathogenesis of disease. The causes of disease will be examined, leading to the proposal of potentially effective strategies for prevention and control.

HSC 6526 - Special Topics/Infectious & Noninfectious Diseases 3
Concepts and characteristics of important infectious and noninfectious diseases to include their biological and behavioral determinants, susceptibility and defense, and current methods in prevention and treatment.

HSC 6565 - Aging Policy and Practice 3
A survey of the legislation, administrative policies and delivery systems which influence the provision of health and social services to older adults. Emphasis will be given to the analysis of current practice, contemporary needs, and the processes which effect change.

HSC 6566 - Health Promotion, Disease Prevention and the Older Adult 3
A study of selected biological and psychosocial health problems of older adults and the normal physical changes that occur with the aging process. Attention will be given to the design and maintenance of healthy life styles among the elderly.

HSC 6585 - Health Promotion 3
An analysis of the factors which affect the development of health promotion programs. Special emphasis is given to program design and implementation.

HSC 6587 - Program Planning & Evaluation in Health Promotion	3	HSC 6934 - Seminar	3
An analysis of the essential aspects of planning and evaluation procedures used in the development of community based health programs.		Students will present and attend seminars conducted by faculty and other students. Seminars will focus on faculty and student interests and/or current issues in the health field.	
HSC 6605 - Human Health Behavior	3	HSC 6935—Special Topics in the Addiction Field	3
This course explores how people develop both illness and wellness producing health habits; how their health behaviors, attitudes and values are influenced by a variety of demographic, psychological and environmental factors; and strategies to assist people in changing addictive or maladaptive health habits to achieve optimal wellness.		An in-depth study of one topic in the addiction field. Topics will vary each semester and will include: Dual Diagnosis: Mental Health and Chemical Dependency; Women and Chemical Dependency; Adolescent Substance Abuse; Assessment & Treatment; Addiction & the Family System; and Addictive & Compulsive Behaviors.	
HSC 6656 - Professional Ethics in Health Care	3	HSC 6949 - Experiential Studies in Health Science	v.0-3
This course will explore contemporary ethical issues that face health care providers. Ethical dimensions in death and dying, abortion, aids, biomedical research and health care resources are some of the topics to be discussed.		Prerequisite: Acceptance in cooperative education program. Students will participate in work experience related to their areas of interest.	
HSC 6735 - Health Science Research	3	HUN 6225- Nutrition and Metabolism	4
Prerequisite: HSC 6505. A study of the methods applied to health research. Research ethics, as well as design, sampling techniques, data collection and processing and interpretation of the results will be emphasized.		Prerequisites: HSC 4572, BCH 3023C. Biochemical function of nutrients, biological variability and adaption, macro-and micronutrient metabolism, energetics, food thermogenesis, mitochondrial oxidation, production and storage of energy are discussed. Biosynthesis and metabolism of enzymes, regulatory and tissue proteins, cholesterol, phospholipid, omega-3 fatty acids, prostoglandins, and other recently described essential nutrients are covered.	
HSC 6816 - Field Experiences in Health	v.3-6	HSC 6970 - Thesis	v.6-9
Prerequisite: Approval of division advisor. The application of methods, techniques and materials used in community and school health education.		Permission of department chair. Under the direction of the faculty the student designs and presents a project of his or her own conception which involves the completion of field research.	
HSC 6855 - Clinical Internship in Health	9-15	HUN 6123 - Sociocultural Influences on Nutrition	3
Prerequisite: Advisor-student conference and completion of content/course in career area. This internship provides the student clinical experience in a health care facility or workplace setting. The type of setting selected by the student will depend on his/her area of specialization in the graduate program.		Prerequisites: HUN 4572, DIE 3202 or permission of instructor. Designed for the nutrition professional, who will synthesize and evaluate the non-nutritional factors that influence nutrition. The course will cover evolution of diet, food selection, persistence and change, psycho-social, structural and symbolic aspects of food choices and their relationship to nutrition.	
HSC 6900 - Readings and Conference	3	PHC 6412 - Culture and Health	3
In-depth readings and group discussions and conferences on selected topics or critical issues in the health science field. Readings will vary each semester and will involve a detailed survey of the literature and presentation of its summary and analysis.		A study of the cultural aspects of disease and health, culturally specific definitions, educational strategies and cross-cultural research in health. An emphasis will be placed on integrating cultural knowledge in the planning and administration of health care programs.	
HSC 6906 - Independent Study and Research	v.3-9	PHC 6525 - Advanced Concepts of Nutrition and Health	3
Prerequisite: Permission of Department Chair. A specific health related research project conducted under the guidance of a faculty advisor.		Prerequisites: HSC 4572, BCH 3023C, CHM 2025C. An analysis of current research on nutritional concerns relevant to public health practice; nutrition policy and nutrition program design; community food and nutrition programs; and advanced strategies of nutrition education.	
HSC 6912 - Projects	3		
Develop and implement or participate in conducting a designated project related to health science.			
HSC 6928 - Workshops in Health Science	3		
An in-depth work study approach to selected school and community health problems.			
HSC 6931 - Special Topics	3		
A detailed study of a topic in the health science field. Topics will vary each time the course is offered and will be based on the need to address a current health issue or subject in detail. Refer to "Schedule of Courses" or department for current information.			

UNIVERSITY OF NORTH FLORIDA

Cooperative Education Cooperative Education is an experiential learning program which provides learning situations for students through planned and supervised field experiences in a work environment. Two types of programs are offered, the Employment Experience Program administered by the staff in the Center for Experiential Learning and Institutional Testing, and the Academic Practicum Program administered by the academic department chairperson. A maximum of six credits may be earned through cooperative education. For complete information, see the Student Services section of this catalog or call 646-2915.

Office of International Programs The University of North Florida has made a strong commitment to the development of international opportunities for its faculty, students and staff through the Office of International Programs. The Office serves as the interdisciplinary focal point within the University to coordinate the international mission of the University.

The Office of International Programs fulfills the University's role in international education by providing centralized services for relationships with foreign universities, international exchange and faculty development, international training projects, study abroad programs and international scholars. For additional information call 646-2657.

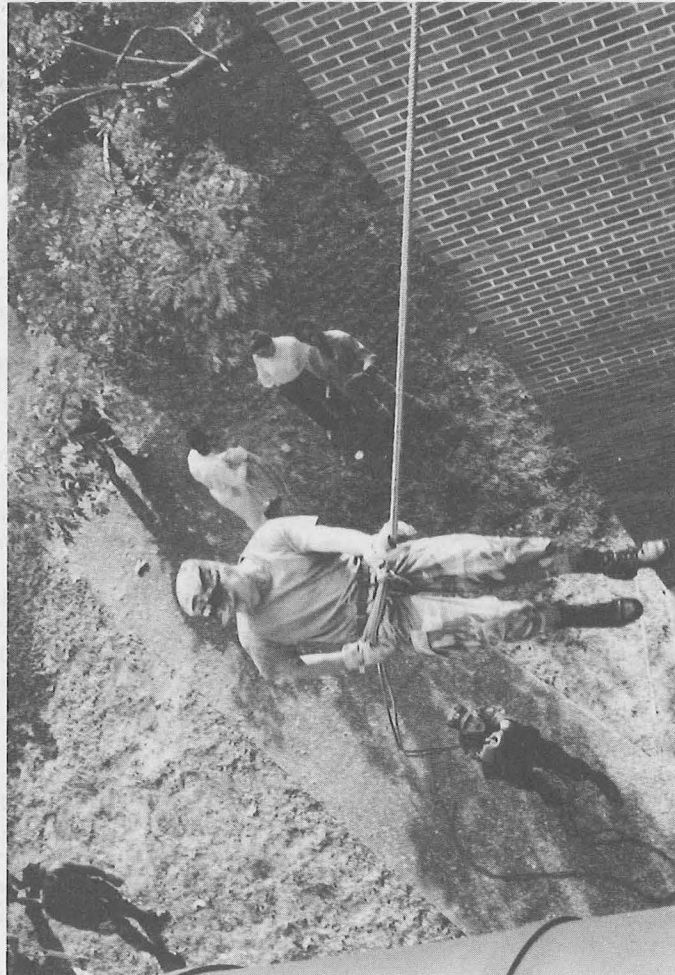
University of North Florida Foundation, Inc. The University of North Florida Foundation is a non-profit, tax-exempt corporation established to provide financial support and counsel to the University. It is governed by a voluntary board representing leadership from business, professional and civic constituencies of Northeast Florida.

Major concerns of the Foundation include developing a program of advisement for the President of the University; creating a bridge between the University and the political, cultural, civic, military and economic communities of the area; and assisting the University in obtaining the financial resources necessary to the fulfillment of the UNF mission.

UNF Alumni Association The University of North Florida Alumni Association provides an avenue for alumni input and support for the University and a vehicle through which alumni can continue their education and social relationships with the University.

The association is led by a board of directors, composed of UNF graduates who voluntarily give their time to direct and coordinate programs benefiting both alumni and the University.

The Alumni Association sponsors the Senior Service Award and the Distinguished Alumni Achievement Award and assists in student recruitment. The Association holds membership seats on the UNF Foundation Board of Trustees.



UNF Osprey Club The UNF Osprey Club functions to support UNF athletics by raising money for capital improvements and athletic scholarships. A general organization of business and community leaders who have committed themselves to supporting UNF athletic programs, the Osprey Club's 350 members advise UNF on matters pertaining to the needs of the greater Jacksonville community, while encouraging support and attendance at UNF athletic events. The Osprey Club operates under the auspices of the UNF Founda-

tion Inc. The Osprey Club was instrumental in securing money and in-kind donations for the tennis complex expansion and Harmon baseball stadium. They also have instituted an ongoing fund raiser in the Osprey Club's Teaching Gymnasium Brick Campaign.

Division of Continuing Education

and Extension The Division of Continuing Education and Extension provides opportunities for students to learn through off-campus credit courses, correspondence study, non-credit courses and University Extension Courses, television courses.

Off-Campus Credit Program Undergraduate and graduate-level courses are offered within the adjacent six-county area: Bradford, Clay, Duval, Nassau, Putnam, and St. Johns counties. Courses are offered upon request when there is a demonstrated need. While the majority of these courses are selected from the regular degree offerings of the University, specially designed courses may be offered to meet the unique needs of persons within certain professional or occupational groups. Off-campus credit courses offer opportunities for students to meet specific educational goals, such as renewing or completing certification requirements, advancing in chosen professions, completing degree requirements, or fulfilling personal enrichment goals.

Requests for information regarding an off-campus credit course should begin with the Dean of Continuing Education and Extension, 646-2690.

Admission Students registering for courses through the off-campus credit program are subject to the same admission guidelines as students registering for courses at the Main Campus. For information concerning University admission policies, consult the "Admission" section of this catalog.

Registration Students may register for off-campus courses in three ways:

1. **ON-CAMPUS:** By appointment or during open registration.
2. **TELEPHONE:** UNF students admitted into an undergraduate or graduate program may register by telephone for off-campus courses.
3. **OFF-CAMPUS:** Each semester, one or more off-campus registration sites may be listed in the Schedule of Courses booklet. Check the booklet for more information.

Florida Engineering Education Delivery System (FEEDS)

UNIVERSITY OF NORTH FLORIDA

Donald D. Farshing, FEEDS Director
646-2695

The Florida Engineering Education Delivery System (FEEDS) was created through a cooperative effort of the State University System and private sector industries located within the State of Florida. The colleges of engineering of Florida Agricultural and Mechanical University / The Florida State University (FAMU/FSU), Florida Atlantic University (FAU), Florida International University (FIU), The University of Central Florida (UCF), The University of Florida (UF) and The University of South Florida (USF) originate the graduate courses for the system. The University of North Florida (UNF) and The University of West Florida (UWF), along with numerous industrial partners, participate as cooperating centers in the delivery of graduate engineering programs.

FEEDS was developed in response to the need of engineering graduates working in industry for access to quality graduate programs and extended studies in engineering. FEEDS, in effect, provides a unique university experience for place-bound engineers. The innovative use of television, live and recorded, of telephone line-based teleconferencing and computer-aided communication brings students and professors together intellectually regardless of location.

Programs Graduate engineering courses are available to support degree programs (master of engineering or master of science) and non-degree programs (professional development). Degree programs are available in the following disciplines:

Civil Engineering

Civil	FAU, FIU, UCF, USF
Environmental	FIU, UCF
Structures/Mechanics	FIU, UF
Structures	FAMU/FSU
Transportation	FIU
Water Resources	FIU, UF

Computer Science and Engineering

Computer and Information Sciences	UF
Computer Engineering	FAU, USF
Computer Science	USF
Computer Systems	FIU, UCF
Information Systems	FAU

Electrical Engineering

Biomedical	FIU
Communications	FAMU/FSU, FAU, FIU, UF, USF
Computer Engineering	FAU, FIU

Controls	FAU, FIU, UF, USF
Digital Systems	FIU, UF
Electromagnetics	FAMU/FSU, FAU, FIU, USF
Electronic Circuits	FIU, UF
Electro-optics	UCF
Networks	FIU, USF
Power	FIU
Radar Systems	FAU
Robotics	FAMU/FSU, FAU, FIU
Signal Processing	FAMU/FSU, FAU, FIU, USF
Solid State	FIU, UF, USF
Superconductors	FIU
VLSI	FAMU/FSU, FAU, USF

Industrial Engineering

Engineering Management	FIU, USF
Operations Research	UF
Robotics	FIU
Simulation Systems	FIU, UCF

Mechanical Engineering

Automatic Controls and Robotics	FAMU/FSU
Biomedical	FIU
Computational Mechanics	FAMU/FSU
Electronic Packaging	FIU
Energy Analysis	FAU, FIU
Energy Systems/Mechanical Systems	UCF
Fluid Mechanics	FAMU/FSU
Heat Transfer	FAMU/FSU
HVAC	FIU
Machine Systems/Thermal Systems	FIU, UF
Manufacturing Systems	
Engineering	FAU
Manufacturing Methods: CIM and Robotics	FIU
Mechanical	USF
Mechanical Systems Analysis	FAU, FIU

Courses in other engineering disciplines (aerospace, chemical, coastal, engineering sciences, materials and ocean) are offered to meet the needs of engineers in these areas and other engineering disciplines may be added as the demand arises. Students at any of the Centers, in principle, have access to the graduate programs of any of the Primary Centers. FEEDS is committed to delivering programs that meet the needs of the community it serves.

Each center has a director or coordinator responsible for supervision of the FEEDS operation at that center and for coordination with the academic departments. The UNF FEEDS Center is located in the Social Science Building, room 1301 on the UNF Campus.

Admission

General Information The terms and policies for admission vary slightly from university to university. Prospective students must refer to the admission procedures and the catalog of the primary university of interest for specific information.

There are two student classifications for FEEDS participants: graduate degree-seeking and non-degree-seeking.

Degree Seeking State University System minimum requirements for graduate degree seeking students:

- formal admission to a graduate program
- baccalaureate degree in an appropriate discipline from an accredited school
- earned GPA of 3.0 or better on a 4.0 scale
- total score of at least 1000 on the Aptitude Test of the Graduate Record Examination (verbal and quantitative portions) or previous graduate degree from an accredited institution
- transcripts of all college work completed
- payment of the application fee
- the total number of credits which may be transferred to a degree program is limited (normally six to nine credit hours); approval is never automatic
- students not meeting graduate admission requirements may be admitted in a conditional or provisional status
- requirements **in addition** to the minimums stated above may be specified by some degree programs.

Non-Degree Seeking

- transcripts and GRE scores are not required

Transfer of Credit The transfer of credit allowed varies between institutions and individual degree programs. In general, only graduate level courses may be transferred into a degree program, with a grade of B (3.0 on a 4.0 scale) or better, from an accredited institution; the credits allowed will apply to the degree program but the grades earned will not be included in the student's GPA. The maximum number of semester hours normally allowed ranges from six to nine hours; consult the graduate advisor for possible exceptions to this rule for credits transferred within the SUS.

Traveling Scholar Program This program of the State University System allows students to take advantage of courses offered at other SUS institutions. Courses taken at other SUS institutions through FEEDS may be applied to the student's graduate program subject to prior approval of the student's advisor and/or other appropriate authority. Students should consult the catalog and a graduate advisor for further details about the program.

Registration All students, degree and non-degree, must register each term to enroll in one or more courses. Registration takes place approximately 30-60 days prior to each semester at primary, cooperating and selected industrial centers throughout Florida. Contact the UNF FEEDS Center, Telephone 646-2695, Social Science Building, room 1301 for detailed information. Each student is responsible for submitting adds, drops and withdrawals within the published deadline, using the proper forms.

Appendix A

University Officers, Faculty and Staff 1994-1995

UNIVERSITY OF NORTH FLORIDA

Executive Staff

Adam W. Herbert, Ph.D. (University of Pittsburgh) President, Professor of Political Science and Public Administration

Edward A. Johnson, Ph.D. (Michigan State University) Interim Vice President for University Relations; Professor, College of Business Administration

Roland E. Buck, Ed.D. (University of North Carolina-Greensboro) Vice President for Student Affairs

Curtis D. Bullock, M.A. (University of West Florida) Vice President for Administration and Finance

Alan Campbell Ling, Ph.D. (University of London) Provost and Vice President for Academic Affairs; Dean of Graduate Studies, Professor, Department of Natural Sciences (Chemistry)

Karen J. Stone, J.D. (University of Florida) General Council

College Deans

Lewis Radonovich, Ph.D. (Wayne State University) Dean of the College of Arts and Sciences, Professor, Natural Sciences (Chemistry)

Donna B. Evans, Ph.D. (Ohio State University) Dean of the College of Education and Human Services; Professor of Education

Joan Farrell, Ph.D. (State University of New York at Buffalo) Dean of the College of Health; Professor of Nursing

Robert F. Roggio, Ph.D. (Auburn University) Dean and Professor of the College of Computing Sciences and Engineering

Earle C. Traynham, Jr., Ph.D. (University of South Carolina) Dean of the College of Business Administration, Director of Graduate Studies, Professor, Department of Economics (Economics)

Faculty

Afesa M. Adams, Ph.D. (University of Utah) Professor, Department of Psychology (Psychology)

Ronald J. Adams, Ph.D. (University of Georgia) Associate Professor, Department of Management, Marketing and Logistics (Marketing)

Faiz Al-Rubae, Ph.D. (New York University/Courant Institute) Associate Professor, Department of Mathematics and Statistics (Mathematics)

Seth C. Anderson, Ph.D. (University of North Carolina) Kathryn MaGee Kip Professor of Financial Services, Associate Professor of Finance

Robert E. Andreyka, Ph.D. (Kent State University) Professor, Division of Curriculum and Instruction

Robert A. Anthony, Ph.D. (Michigan State University) Associate Professor, Division of Educational Services and Research (Special Education)

Huel E. Baker, Ph.D. (University of Florida) Assistant Professor, Department of Management, Marketing and Logistics (Management)

Marianne B. Barnes, Ph.D. (University of Texas) Professor, Division of Curriculum and Instruction (Science Education)

Mary K. Baron, Ph.D. (University of Illinois) Professor, Department of Language and Literature (English)

Thomas L. Barton, Ph.D. (University of Florida) C.P.A., KPMG Peat Marwick Fellow in Accounting, Associate Professor, Department of Accounting and Finance

Homer L. Bates, Ph.D. (University of Illinois), C.P.A., Professor, Department of Accounting and Finance

Denis R. Bell, Ph.D. (University of Warwick) Associate Professor, Department of Mathematics and Statistics (Mathematics)

Richard B. Bizot, Ph.D. (University of Virginia) Professor and Graduate Coordinator, Department of Language and Literature (English)

Arthur J. Bloomer, M.M. (University of Oklahoma) Associate Professor, Department of Music (Music)

Bernadine J. Bolden, Ph.D. (University of Florida) Associate Professor, Division of Curriculum and Instruction (Elementary Education)

Mary O. Borg, Ph.D. (University of North Carolina-Chapel Hill) Associate Professor and Chair, Department of Economics (Economics)

Janet E. Bosnick, Ph.D. (University of Florida) Assistant Professor, Division of Curriculum and Instruction (Mathematics Education)

Adel N. Boules, Ph.D. (Michigan State) Associate Professor, Department of Mathematics and Statistics (Mathematics)

Terry M. Bowen, Ph.D. (University of Tennessee) Assistant Professor, Department of Political Science and Public Administration

Lenard C. Bowie, D.M.A. (Yale University) Associate Professor, Department of Music (Music)

Ray D. Bowman, Ph.D. (California Institute of Technology) Associate Professor, Department of Natural Sciences (Chemistry)

Turien A. Bratina, Ph.D. (Florida State University) Assistant Professor, Division of Curriculum and Instruction (Mathematics Education)

Joan L. Bray, Ph.D. (Purdue University) Associate Professor and Chair, Department of Natural Sciences (Biology)

Peter Braza, Ph.D. (Northwestern University) Assistant Professor, Department of Mathematics and Statistics (Mathematics)

Louise Freshman Brown, M.F.A. (Syracuse University) Associate Professor, Department of Communications and Visual Arts (Painting/Printmaking)

William A. Brown, M.M. (Indiana University) Professor, Department of Music (Music)

John M. Browning, Ph.D. (University of Georgia) Professor, Department of Management, Marketing and Logistics (Marketing)

Andrew J. Buchwalter, Ph.D. (Boston University) Assistant Professor, Department of History, Philosophy and Religious Studies (Philosophy)

Barbara J. Bunch, Ph.D. (St. Louis University) Associate Professor, Department of Psychology (Psychology)

Joseph Butler, Ph.D. (Ohio State University) Associate Professor, Department of Natural Sciences (Biology)

Ralph M. Butler, Ph.D. (University of Missouri-Rolla) Associate Professor, Department of Computer and Information Sciences

William H. Caldwell, Ph.D. (Rutgers University) Professor, Department of Mathematics and Statistics (Mathematics)

Henry J. Camp, Ph.D. (University of Nebraska) Professor and Chair, Department of Sociology and Criminal Justice (Sociology)

Shirley S. Carter, Ph.D. (University of Missouri-Columbia) Associate Professor, Department of Communications and Visual Arts (Journalism/Mass Communication)

Travis A. Carter, Ed.D. (University of Florida) Associate Professor, Division of Educational Services and Research (Counselor Education)

Minor H. Chamblin, Ph.D. (University of Kentucky) Associate Professor, Department of Psychology (Psychology)

Yap Siong Chua, Ph.D. (State University of New York—Stony Brook) Professor, Department of Computer and Information Sciences

Dale L. Clifford, Ph.D. (University of Tennessee) Associate Professor, Department of History, Philosophy and Religious Studies (History)

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Frederick M. Cole, Ed.D. (University of Florida) C.P.A., Associate Professor, Department of Accounting and Finance

B. Jay Coleman, Ph.D. (Clemson University) Associate Professor, Department of Management, Marketing and Logistics (Management)

Eddie L. Collins, Ph.D. (University of Florida) Assistant Professor, Department of Sociology and Criminal Justice (Sociology)

Sally Ann Coltrin, Ph.D. (University of Missouri) Professor, Department of Management, Marketing and Logistics (Management)

B. Dean Corbett, Ph.D. (University of Florida) C.P.A., Associate Professor, Department of Accounting and Finance

George W. Corrick, Ed.D. (University of Florida) Associate Professor, Division of Educational Services and Research (Educational Leadership)

David T. Courtwright, Ph.D. (Rice University) Professor and Chair, Department of History, Philosophy and Religious Studies (History)

Darwin O. Coy, Ph.D. (University of Chicago) Associate Professor, Department of Natural Sciences (Biology)

James B. Crooks, Ph.D. (Johns Hopkins University) Professor, Department of History, Philosophy and Religious Studies (History)

Sharian L. Deering, Ph.D. (Texas Women's University) Assistant Professor, Division of Educational Services and Research (Special Education)

Carole L. DeMort, Ph.D. (Oregon State University) Associate Professor, Department of Natural Sciences (Biology)

Robert J. Drummond, Ed.D. (Columbia University) Professor, Division of Educational Services and Research (Counselor Education)

Virginia M. Duff, Ph.D. (University of Colorado) Assistant Professor, Department of Language and Literature (English)

Mary E. D'Zamko, Ed.D. (University of Florida) Professor, Division of Educational Services and Research (Special Education)

Paul D. Eggen, Ph.D. (Oregon State University) Professor, Division of Curriculum and Instruction

Roger E. Eggen, Ph.D. (University of Missouri-Rolla) Associate Professor, Department of Computer and Information Sciences

Adel I. El-Ansary, Ph.D. (Ohio State University) Eminent Scholar, Paper and Plastics Education and Research Foundation Chairholder; Professor of Marketing, College of Business Administration

Gary R. Fane, Ph.D. (University of Florida) C.P.A., C.M.A., Professor, Department of Accounting and Finance

Donald D. Farshing, Ph.D. (Florida State University) Director of the Florida Engineering Education Delivery System (FEEDS); Assistant to the Dean, Associate Professor, College of Computing Sciences and Engineering

Marsha Finkel-Babadi, Ph.D. (Kent State University) Associate Professor, Department of Mathematics and Statistics (Mathematics)

Betty M. Flinchum, Ph.D. (Louisiana State University) Director of International Studies, Professor of Education, Division of Curriculum and Instruction

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Bruce Fortado, Ph.D. (Case Western Reserve University) Associate Professor, Department of Management, Marketing and Logistics (Management)

Cheryl Fountain, Ed.D. (University of Florida) Assistant Dean, College of Education and Human Services; Professor (Educational Leadership)

Cheryl J. Frohlich, Ph.D. (University of Illinois) Associate Professor, Department of Accounting and Finance

Elizabeth L. Furdell, Ph.D. (Kent State University) Associate Professor, Department of History, Philosophy and Religious Studies (History)

Charles M. Galloway, Ed.D. (University of Florida) Associate Vice President for Academic Affairs; Professor of Education, Division of Educational Leadership

Dennis Gay, Ph.D. (Florida State University) Assistant Professor, Department of Natural Sciences (Physics)

Patricia A. Greese, Ph.D. (Ohio State University) Assistant Professor, Department of Language and Literature (French)

Betty G. Gilkison, Ed.D. (University of Oregon) Associate Professor of Health Science, College of Health

Vernice "Bunky" Green, M.M. (Northwestern University) Professor, Department of Music (Music)

Mary L. Grimes, Ph.D. (University of Florida) Associate Professor, Division of Curriculum and Instruction

Bruce A. Gutknecht, Ed.D. (Wayne State University) Professor, Division of Curriculum and Instruction (Reading Education)

James Hale, Ph.D. (University of Wisconsin-Madison) Professor, Division of Educational Services and Research (Educational Leadership)

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Dennis M. Holt, Ph.D. (Ohio State University) Chair and Associate Professor, Division of Curriculum and Instruction

Kevin H. Horn, Ph.D. (Pennsylvania State University) Professor, Department of Management, Marketing and Logistics (Transportation)

Jay S. Huebner, Ph.D. (University of California-Riverside) Professor, Department of Natural Sciences (Physics); Joint appointment; Professor and Interim Chair Department of Electrical Engineering, Distinguished Professor, 1980

Iver H. Iversen, Ph.D. (University of Copenhagen) Professor, Department of Psychology (Psychology)

David A. Jacobsen, Ed.D. (Arizona State University) Professor, Division of Curriculum and Instruction

Kenneth Larry Jean, Ed.D. (University of Southern California) Director of the Center for Aging and Adult Studies, Assistant Professor of Health Science, College of Health,

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Joyce T. Jones, Ed.D. (University of Florida) Director of Sponsored Research; Assistant Professor of Health Science

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Russell A. Jones, Ph.D. (Duke University) Professor and Chair, Department of Psychology (Psychology)

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Leon Lessinger, Ed.D. (University of California-Los Angeles) Eminent Scholar, Andrew A. Robinson Jr. Chair in Educational Policy and Economic Development; Professor of Education

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Kenneth E. Martin, Ph.D. (University of Notre Dame) Professor, College of Computing Sciences and Engineering

Paul M. Mason, Ph.D. (University of Texas) Associate Professor, Department of Economics (Economics)

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John E. McEldowney, D.B.A. (Mississippi State University) Associate Professor, Department of Accounting and Finance

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Jeffrey E. Michelman, Ph.D. (University of Wisconsin-Madison) C.P.A., C.M.A., Assistant Professor, Department of Accounting and Finance

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Robert F. Roggio, Ph.D. (Auburn University) Professor and Dean, College of Computing Sciences and Engineering

Sidney B. Rosenberg, Ph.D. (Georgia State University) Assistant Professor, Department of Accounting and Finance

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- Terry R. Tabor, Ed.D.** (University of Tennessee at Knoxville) Associate Professor, Department of Health Science
- Mary Sue Terrell, Ph.D.** (University of Alabama) Associate Professor, Division of Curriculum and Instruction (Music Education)
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- Susana P. Urbina, Ph.D.** (Fordham University) Associate Professor, Department of Psychology (Psychology)
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- Simin B. Vaghefi, Ph.D.** (Michigan State University) Associate Professor, Health Science, College of Health
- Royal W. VanHorn, Ph.D.** (University of Nebraska) Professor, Division of Curriculum and Instruction (Computer Education and Advanced Technology)
- Clement J. Van Nagel, Ph.D.** (University of Pittsburgh) Professor, Division of Educational Services and Research (Special Education)
- Kunisi S. Venkatasubban, Ph.D.** (University of Kansas) Professor, Department of Natural Sciences (Chemistry)
- John J. Venn, Ph.D.** (University of Florida) Professor, Division of Educational Services and Research (Special Education)
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- Susan R. Wallace, Ph.D.** (University of North Texas) Associate Professor, College of Computer and Information Sciences
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- Chudley E. Werch, Ph.D.** (University of Wisconsin at Madison) Director of the Center for Alcohol and Drug Studies; Associate Professor of Health Science, College of Health
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- Janice A. Wood, Ph.D.** (Florida State University) Associate Professor, Division of Curriculum and Instruction (Childhood Education)
- Louis A. Woods, Ph.D.** (University of North Carolina-Chapel Hill) Associate Professor, Department of Economics and Geography (Economics and Geography)
- Gerson Yessin, Mus.D.** (Florida State University) Chair and Professor, Department of Music (Music)
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Thomas G. Carpenter, Ph.D. (University of Florida) President Emeritus; College of Business Administration

Richard de R. Kip, Ph.D. (University of Pennsylvania) C.L.U., C.P.C.U., Professor Emeritus of Banking and Insurance

David G. Moore, Ph.D. (University of Chicago) Professor Emeritus of Management

James M. Parrish, Ph.D. (University of North Carolina-Chapel Hill) Dean Emeritus; College of Business Administration

William Roach, M.A. (University of Georgia) Professor Emeritus of Communication

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Ellis F. White, Ed.D. (New York University) Dean Emeritus; College of Education and Human Services

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Patricia Haynie, Vice Chancellor for Health Affairs

William L. Shade, Vice Chancellor for Public Affairs

Appendix B
Policy on Sexual Harassment
6C9-4.15 Florida Administrative Code

UNIVERSITY OF NORTH FLORIDA

Policy Statement It is the policy of the University of North Florida that each member of this community be allowed to work or attend class in an environment free from any form of sexual harassment as prohibited by state and federal statutes.

Definition of Sexual Harassment

Sexual Harassment of an Employee or Applicant for Employment. Sexual harassment of an employee or applicant for employment is defined as unwelcome sexual advances, requests for sexual contact, and other verbal or physical conduct of a sexual nature from any person when:

1. Submission to such conduct is either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement, or other employment-related benefits; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual Harassment of a Student. Unwelcome sexual advances, requests for sexual contact, and other verbal or physical conduct of a sexual nature constitute sexual harassment, including, but not limited to, instances when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic achievement; or
2. Submission to or rejection of such conduct is used as a basis for decisions regarding the evaluation of a student's academic achievement; or
3. Such conduct has the purpose or effect of interfering with an individual's academic performance or creating an intimidating, hostile, or offensive academic environment.

Dissemination of Policy

Employees. It shall be the responsibility of the director of Human Resources to disseminate the Sexual Harassment Rule to all employees of UNF, and they will be apprised of the Rule by at least the following methods;

1. Each current employee and thereafter each new employee, shall be furnished with a copy of the Rule. Said Rule shall be accompanied by an implementing statement which shall include the office, address and telephone number of the person or persons designated by the president to receive complaints arising from matters addressed by this Rule as well as a list of offenses that may constitute sexual harassment and a list of penalties applicable thereto. Should this information change at

any time, the University shall publish and disseminate to all employees written notice of such change.

2. Each current employee and thereafter each new employee, after having been furnished with a copy of this Rule, shall have the opportunity to discuss and ask questions, shall be apprised of possible discipline for any violation thereof, and shall sign a written statement to that effect which shall be placed in the employee's permanent personnel file.
3. It shall be the obligation of UNF to train its administrators and supervisors in implementation of this Rule.

Students Students shall be made aware of the University's Sexual Harassment Rule by its being printed in one or more publications of general availability and circulation including, but not limited to, the catalog, Student Information handbook (or equivalent) and/or the *Spinnaker* (or equivalent newspaper). Information shall include the office address, and telephone number of the person or persons designated by the president to receive complaints arising from matters addressed by this Rule as well as a list of offenses that may constitute sexual harassment and a list of penalties applicable thereto. Should this information change at any time, the University community will be advised as provided by Section 120.54(1) (a) 1. through 3. Florida Statutes, and additionally, UNF shall publish and widely disseminate notice of such change.

Vendors The director of Purchasing is responsible for disseminating the Sexual Harassment Rule to vendors. Vendors will be apprised of the Rule by the contract or purchase order.

Contractors

1. Anyone affiliated with UNF who enters into contract with others not connected with the University is responsible for informing them of the Sexual Harassment Rule.
2. Anyone not otherwise affiliated with UNF, who enters into contract with the University, is responsible for apprising others under his/her purview of the Sexual Harassment Rule. This would include but not be limited to consultants, subcontractors and employees of said contractor.

Disciplinary Actions

1. Any employee of UNF who is found to have sexually harassed a student, another employee or applicant for employment will be subject to disciplinary action up to and including dismissal. The nature of the punishment shall be guided by the seriousness of the offense.
2. Any student who engages in sexual harassment of an employee may be subject to disciplinary action up to and including expulsion.

3. Any employee in a supervisory capacity who has knowledge of a complaint or a complainable offense as defined under 2., involving any of those employees he/she supervises, and who does not take corrective action or report the matter directly to the president or president's designee shall be subject to discipline up to and including dismissal. The nature of the punishment shall be guided by the seriousness of the offense.

4. Any employee in a supervisory capacity who has knowledge of a complaint or a complainable offense involving another supervisor, or involving an employee (s) supervised by another supervisor, or involving a student(s) in the class(es) of another supervisor's employee and who does not take appropriate corrective action or report the matter directly to the president or president's designee shall be subject to discipline up to and including dismissal. The nature of the punishment shall be guided by the seriousness of the offense.

5. Any employee or student who knowingly files a false complaint of sexual harassment or who knowingly provides false testimony shall be subject to discipline up to and including dismissal or expulsion. The nature of the punishment shall be guided by the seriousness of the offense.

Procedures for Filing a Complaint

1. The president may delegate to the EEO officer the authority and responsibility to receive, conciliate and investigate complaints of sexual harassment, and to make recommendations to the vice president under whose administrative authority the person against whom the complaint has been lodged falls (hereinafter referred to as the appropriate vice president).

2. Any applicant for employment, employee or student who believes that he/she is a victim of sexual harassment may seek guidance and counseling by requesting an interview with the EEO officer. The complainant will be advised of the options available through University procedures, the collective bargaining agreement, the Florida Commission on Human Relations, the federal Equal Employment Opportunity Commission, and any others that may currently exist or may subsequently be enacted. The EEO officer will also provide the opportunity to resolve the complaint informally without invoking the investigatory procedures set forth below. Any discussions at this level will be handled with utmost discretion.

3. If the complaint cannot be resolved informally, and if the complainant desires to avail himself/herself of the formal options available pursuant to this Rule, then a written complaint of sexual harassment must be filed. No formal action, including investigation, may be undertaken unless and until a formal complaint is filed. This provision shall not limit the University in any way from initiating its own investigation and taking appropriate action should such be deemed warranted under the circumstances presented.

4. After receiving the signed written complaint, the EEO officer shall:

a) Notify the complainant and the person against whom the complaint has been filed of the complaint, of the allegations contained therein and provide an opportunity for response thereto. At all points of the procedure, the complainant and the

person against whom the complaint has been filed shall be kept informed;

b) Review the complaint and determine if additional information is needed to supplement the complaint;

c) Conduct a full and complete investigation of the complaint;

d) File with the appropriate vice president a written report detailing the findings of the investigation and a recommendation of appropriate action.

e) The investigation conducted pursuant to this section shall be performed on a confidential basis, and all means necessary to safeguard the rights of the person against whom the complaint has been filed, the complainant, witnesses, and any others involved in the proceedings, shall be utilized.

5. The report and recommendation of the EEO officer shall be submitted to the appropriate vice president. If, after reviewing the report and recommendation, the vice president determines that the complaint is without merit, the vice president shall render a written decision dismissing the complaint. If, after reviewing the report and recommendation, the vice president determines that disciplinary action is warranted, the complainant and the person against whom the complaint has been filed will be given written notice of the proposed disciplinary action and the reasons thereof. The written notice will also advise the person against whom the complaint has been filed that he/she has the right to appear before the vice president at an investigatory interview and submit written or oral evidence on his/her behalf. The complainant shall be notified of any investigatory interview and shall also have the right to appear and present evidence at the investigatory interview. After reviewing all of the evidence, including any evidence submitted at the investigatory interview, the vice president shall render a written decision either dismissing the complaint or taking appropriate action. A copy of the written decision shall be sent via certified mail to the complainant and to the person against whom the complaint has been filed. The president may delegate to the appropriate vice president the authority to take disciplinary action, including dismissal or expulsion, under this section.

6. Subject to the limitations set forth below in Section 8.A and B, either the complainant or the person against whom the complaint was filed may appeal the decision of the vice president to the president. After reviewing the decision of the vice president, and all other evidence upon which the decision was based, the president shall render a final written decision, affirming, modifying, or reversing the decision of the vice president. A copy of the president's written decision shall be sent via certified mail to the complainant and to the person against whom the complaint has been filed.

7. All of the above procedures apply to vendors and non-employee contractors, except that the EEO officer may consult with the appropriate administrative officer of the University to determine procedures for investigation and the action that will be taken. Action can include revocation of the contract when it is deemed necessary.

Time Limitation for Receipt of Normal Complaints, Investigation, and Disposition

1. Any written complaint filed under this section must be filed with the EEO officer within 60 calendar days after the

alleged occurrence of the harassment incident.

2. Upon receipt of a written complaint, the EEO officer shall render a written report and recommendation within 20 working days. This time period may be extended at the discretion of the EEO officer should an extension be necessary in order to ensure a full, fair and complete investigation. The EEO officer shall give notice to the parties if such an extension is deemed necessary.

3. The vice president shall render a written decision dismissing the complaint or initiating formal disciplinary action within 10 working days of receipt of the EEO officer's report and recommendation. The person against whom the complaint has been filed shall notify the vice president within 5 working days of receipt of the notice of proposed disciplinary action of his/her desire to appear before the vice president and present written or oral evidence at an investigatory interview. In cases where an investigatory interview is conducted, the vice president shall render a written decision dismissing the complaint or taking appropriate disciplinary action within 10 working days after the investigatory interview.

4. Any appeal to the president must be filed with the president within 10 working days of receipt of the vice president's decision. The president shall render a final written decision within 15 working days of receipt of the notice of appeal.

Retaliation Procedure

1. Complainants who feel that they have been retaliated against for exercising their rights under this Sexual Harassment Rule shall have the right to file a retaliation complaint with the EEO officer.

2. Retaliation complaints shall be handled in the same manner and utilizing the same procedures set forth above in section 5.

Election of Remedies; Complainant's Right to Seek Remedy Outside the University

1. The doctrine of election of remedies shall apply to complaints filed pursuant to this Rule. Should a complainant elect to pursue an alternative remedy available to him/her, including the filing of a grievance pursuant to the collective bargaining agreement, or pursuant to the University's Support Personnel Rules, the filing of any such grievance shall operate as a waiver of the complainant's right to file a complaint and avail himself/herself of the procedures available under this Rule. Should a grievance be filed pursuant to an alternative remedy and subsequent to the filing of a complaint under this Rule but before proceedings under this Rule have been completed, the filing of any such grievance nonetheless will act as a waiver, and proceedings pursuant to this Rule shall be terminated.

2. The doctrine of election of remedies shall also apply to appeals filed by persons against whom a complaint has been filed. The filing of an appeal pursuant to an alternative remedy by a person against whom a complaint has been filed, including the filing of a grievance under the collective bargaining agreement, the filing of an appeal to an arbitrator, or the filing of a petition for a hearing pursuant to Section 120.57, Florida Statutes, shall operate as a waiver of the right to appeal to the president the decision of a vice president pursuant to this Rule.

3. The filing of a complaint under this Rule shall not affect a complainant's right to file a timely charge of discrimination pursuant to an appropriate federal or state statute, including the filing of a timely charge with the Florida Commission on Human Relations or the Equal Employment Opportunity Commission.

SPECIFIC AUTHORITY

120.53(1)(a), 240.227(1) FS

LAW IMPLEMENTED 110.105, 110.112, 120.53(1)(c), 228.2001, 240.227(6), 240.261(2) 287.094, 760.01, 760.10 FS. HISTORY NEW 12-21-83, AMENDED 5-15-85.

Behaviors which constitute sexual harassment include:

- obscene gestures;
 - flirtatious whistling;
 - comments or jokes about individuals of the opposite sex;
 - explicit, derogatory sexual remarks;
 - placing obscene photographs, cartoons, graphics, or suggestive objects in the workplace or classroom;
 - physical contact such as patting, grabbing, pinching, or constant brushing against another's body;
 - subtle request for sexual activity;
 - any repeated or unwanted verbal or physical sexual advances which are offensive or objectionable to the recipient or which cause the recipient discomfort or humiliation or which interfere with the recipient's job performance;
 - the threat or insinuation that the lack of sexual cooperation will adversely affect the victim's:
- employment
 - wages
 - promotion
 - assigned duties
 - academic standing.

Students found guilty of sexual harassment may be subject to disciplinary action that results in loss of student privileges up to and including expulsion. Formal complaints should be presented to the AA/EEO officer, J.J. Daniel Hall, room 2337, phone: (904) 646-2500. Informal complaints may be presented to the AA/EEO officer, the Counseling and Testing Center, department chair, dean or division director, or academic advisor.

UNIVERSITY OF NORTH FLORIDA

The University of North Florida Police Department

Campus Police Department The University Police Department (UPD) is located in the Natural Sciences Building (four), on the campus of the University of North Florida. The UPD provides continuous year 'round security and law enforcement for the University community. Twenty-four hour patrol and dispatch services are provided with access to municipal emergency services. University police officers are sworn law enforcement officers of the State of Florida. Territorial jurisdiction consists of any property or facility which is under the guidance, supervision, regulation, or control of the State University System. Arrests may be made off campus when pursuit originates on campus. Education is stressed for all UPD personnel. Several officers hold degrees and others are working toward their degree.

General services provided by the University Police include vehicle patrol, foot patrol, investigation of all criminal offenses, traffic enforcement, accident investigation, special events management and crime prevention programs. One of their latest programs is Safe Ride Escort Service.

The UPD has an excellent working relationship with all local law enforcement agencies which assures the delivery of professional police services. The Florida Department of Law Enforcement and other state agencies are available to assist upon request. Communication and coordination with all area law enforcement agencies are maintained on a 24-hour basis via computer networks through the Florida and National Crime Information Centers.

Campus Security Act of 1990 In 1990, President Bush signed into law the "Student Right to Know and Campus Security Act." This act requires all postsecondary institutions to prepare, publish and distribute certain information regarding campus crimes and policies relating to security. Campus crime or security policy information may be obtained by contacting the UPD.

Procedures to Report Criminal Acts or Emergencies on Campus All emergency situations involving a threat to life or property should be immediately reported to the University Police. The caller should stay on the line until the dispatcher terminates the call. DO NOT HANG UP. The University Police emergency telephone number is 646-2800 or dial "0" from any campus telephone. The off-campus emergency telephone number is 911 and may be dialed at no charge.

Security of Campus Facilities/Residence Halls

The University of North Florida is a public institution and, with the exception of residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the University is officially closed, University buildings are generally locked and only faculty, staff, and some students with proper identification are admitted. UPD provides regular patrol of University buildings as well as parking lots. Individuals who interfere with the orderly functioning of University business may be escorted from campus grounds and are subject to arrest.

The University Housing Office provides information for an effective residence hall security system program. Students are encouraged to adhere to this security program in order to enhance their personal safety and the safety of others. An effective residence hall security system program depends upon resident cooperation, staff supervision, and University Police assistance. Although the campus-wide security system makes every effort to increase campus security, the best security system is one in which every member of the community takes personal responsibility for self-protection and the protection of their property. UPD officers patrol the areas around the residence halls and are readily available to assist on a 24-hour basis.

The Physical Plant Division maintains University buildings and grounds with a concern for the safety and security of all persons and property. Regular inspections and prompt repairs ensure that appropriate safety and security levels are maintained. The UPD assists Physical Plant personnel by reporting potential safety and security hazards and conduct campus lighting surveys and report outages. Students, faculty and staff are encouraged to call the Physical Plant or Police Office to report any safety or security hazards.

Emergency Notification Service UNF has established an Emergency Notification Service to inform all members of the University community of serious crimes, such as murder, rape/sexual assault, robbery, aggravated assault, burglary and motor vehicle theft which occur on campus. This service is activated by the UPD through the multimedia facilities of the University as soon as these incidents are reported.

Crime Prevention Responsibilities/Programs The UPD encourages all students and members of the faculty and staff to be involved in campus crime prevention. The

University of North Florida's crime prevention programs range from crime prevention presentations to on-sight inspections. The University's Safe Ride Escort Service was established in 1992 with the assistance of many members of the University community.

University Police participate in more than 20 crime prevention presentations throughout the University community. UPD, along with the Women's Center at the University of North Florida, periodically sponsor a Rape Awareness and Prevention Program. Crime prevention brochures, posters, and handouts are utilized in an effort to make all members of the campus community aware of the potential for crime. The media is also used as a means for presenting information to the various constituents served by our department. The student newspaper carries crime prevention tips and other noteworthy news items about crime.

The University Police are capable and available to provide custom-tailored crime prevention programming as needed to address specific on-going problems.

UNF's Drug Free Schools and Community Program

UNF is committed to providing an orderly and safe environment for all students, faculty, and staff. The University advises all community members that it is unlawful to manufacture, distribute, dispense, possess and/or use illegal drugs on its premises. Any violation of the preceding may be cause for disciplinary action and referral for prosecution. (Please refer to the UNF Student Handbook.)

The use of alcoholic beverages by members of the University community is at all times subject to the State of Florida and UNF Alcohol Policy and Guidelines. Specifically, it is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages on unlicensed premises. It is also unlawful for any person to misrepresent or misstate his/her age or the age of any other person for the purposes of inducing any licensee or his agents or employers to sell, give, serve or deliver any alcoholic beverage to a person under 21-years-of-age. A violation of the preceding may cause disciplinary action and referral for prosecution.

Weapons Florida State Statute 790.06(12) and 790.115 forbids the carrying of firearms on a university campus. Firearms are NOT ALLOWED on campus.

Crime Statistics The UPD submits monthly *Uniform Crime Report* data to the Florida Department of Law Enforcement. UPD also regularly disseminates information concerning the incidence of crime through on-campus media. The data is ultimately published by the FBI in the *Uniform Crime Report*. The following chart reflects the number of crimes reported for selected offenses as required by federal law. Florida Department of Law Enforcement definitions of the selected offenses are available by contacting the UPD.

**University of North Florida
Campus Crime Awareness Information
in Compliance with
Title II Public Law 101-542
Florida State Statute 240.2683**

**REPORTED OFFENSES THAT
HAVE OCCURRED ON CAMPUS**

<u>OFFENSE TYPE</u>	<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>1992</u>
AGGRAVATED ASSAULT	0	7	3	0
BURGLARY	15	18	12	0
FORCIBLE SEX/RAPE	0	3	0	1
HOMICIDE	1	0	0	0
LARCENY/THEFT	89	71	47	118
MOTOR VEHICLE THEFT	2	7	1	0
ROBBERY	0	1	0	0
 <u>ARRESTS ON UNF CAMPUS</u>	 <u>1989</u>	 <u>1990</u>	 <u>1991</u>	 <u>1992</u>
AGGRAVATED ASSAULT	0	1	3	1
SIMPLE ASSAULT	0	0	0	0
BURGLARY	12	2	1	0
DRUGS	10	5	4	8
DUI	16	5	5	5
HOMICIDE	1	0	0	0
LIQUOR LAW VIOLATION	28	24	11	6
MISCELLANEOUS	37	29	5	26
WEAPONS	3	1	0	0

**OTHER INFORMATION ABOUT CRIME
MAY BE OBTAINED FROM
THE UNIVERSITY POLICE DEPARTMENT**

UNIVERSITY OF NORTH FLORIDA

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Important Telephone Numbers for Additional Information

TDD available

AREA CODE for the University is (904)

University Operator	646-2666	College of Arts and Sciences	646-2560
		Academic Advising	646-2797
Office of the President	646-2500	Communications and Visual Arts	646-2650
		History, Philosophy and Religious Studies	646-2880
Academic Affairs Vice President	646-2700	Language and Literature	646-2580
		Mathematics and Statistics	646-2653
Admissions	646-2624	Music	646-2960
Articulation & Community College Relations	646-2466	Natural Sciences	646-2830
Athletics	646-2833	Political Science and Public Administration	646-2540
Bookstore	646-2866	Psychology	646-2807
Center for Career Development	646-2955	Sociology and Criminal Justice	646-2977
Child Development Research Center	646-2849	College of Business Administration	646-2590
Cooperative Education	646-2915	Academic Advising	646-2575
Disabled Student Services	646-2766	Accounting and Finance	646-2630
Enrollment Services	646-2881	Economics and Geography	646-2640
F.E.E.D.S.	646-2695	Management, Marketing and Logistics	646-2780
Financial Aid	646-2604	College of Computing Sciences and Engineering	646-2985
Honors Program	646-2649	Academic Advising	646-2985
Housing Office	646-2636	Engineering Advising	646-2970
International Student Advisor	646-2475	College of Education and Human Services	646-2520
Library Reference Department	646-2616	Academic Advising	646-2530
Hours Open Message	646-2717	Curriculum and Instruction	646-2610
Records and Registration	646-2620	Educational Services and Research	646-2990
Student Affairs Vice President	646-2600	Technology Education	646-2683
Student Government Association	646-2750	College of Health	646-2810
Student Health (Wellness Center)	646-2900	Health Science	646-2840
Student Development	646-2525	Academic Advising	646-2840
Testing Center	646-2915	Nursing	646-2684
Veterans Affairs	646-2882	Academic Advising	646-2684

Mailing Address:

University of North Florida
4567 St. Johns Bluff Road South
Jacksonville, Florida 32224-2645



For more information on specific programs
at UNF or to schedule a visit, contact:

University of North Florida
Office of Admissions
4567 St. Johns Bluff Road, South
Jacksonville, FL 32216-6699
(904) 646-2624