

GRADUATE PROGRAMS

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

SCHOOL OF BUSINESS
 MASTER OF BUSINESS ADMINISTRATION
 INTERDISCIPLINARY STUDIES
 MASTER OF ARTS IN EXECUTIVE LEADERSHIP

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

GRADUATE ADMISSIONS POLICIES

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

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

1. one official transcript of previous academic credits from each of the colleges or universities previously attended;
2. two letters of recommendation from former teachers or immediate supervisors qualified to attest to the applicant's preparation for and ability to do graduate study; or, in the case of a licensure candidate, those who can attest to the individual's capability to become a teacher;
3. a completed Graduate School Application Form with application fee;
4. (Foreign Applicants Only) scores from the TOEFL if English is not their native language or was not the language of instruction for their baccalaureate degree (a proficiency in English at least the equivalent to a TOEFL score of 550 paper-based, 213 computer-based must be demonstrated);
5. official tests from GMAT or GRE for the M.B.A. program, GRE for the M.E.M. program, GMAT, GRE, or strong PRAXIS II scores for the M.Ed. or M.S.E.L. programs. The GMAT and GRE may not be required for those seeking the M.Ed. or M.S.E.L. degree if the undergraduate cumulative average is 3.0 on a 4.0 scale, if the individual already holds a graduate degree, or if the individual is already a fully licensed professional teacher in the State of Tennessee.
6. and any other requirements set by a specific graduate program.

Applicants for admission for non-degree status are required to submit a completed Graduate School Application Form and one official transcript of all previous academic credits from the colleges and universities at which the credits were earned.

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

Each applicant will be notified officially of the results of their application by a letter from a Graduate

Program Director. Official acceptance to the Graduate Program in a specific academic year is granted only by a Graduate Program Director.

GRADUATE ACADEMIC POLICIES

BASIC REQUIREMENTS

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

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

Once a student graduates from a master's program and the graduation GPA is locked in a grade change cannot be made.

Courses from one master's earned at Christian Brothers University cannot satisfy the requirements for another master's at Christian Brothers University unless the course requirements or courses overlap.

Graduating students only have two weeks after the official graduation date to remove an incomplete grade. If this is not done, the student's graduation date is postponed, and the student must refile for graduation.

If a student fails to do this, his/her graduation date will be delayed. It will be the graduation date after the form is completed and all course work is completed.

CREDIT HOURS FOR GRADUATION

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

TIME LIMITS FOR DEGREE ELIGIBILITY

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

ADVISOR

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

COMPREHENSIVE EXAMINATION

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

CLASSIFICATION OF STUDENTS

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

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

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

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

Special Student: A special student is one who is admitted conditionally or is a visiting student who is not eligible for financial assistance.

Conditional: One who has not satisfied all of the admissions requirements but who is allowed to

take approved courses while completing the admissions prerequisites. The graduate programs in the Department of Education will no longer accept students on a conditional basis.

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

STUDENT RESPONSIBILITY

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

COURSE NUMBERING

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

GRADUATE GRADES

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

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

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

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

The WITHDRAWAL GRADE "W" is given for a course taken by the student who is allowed to withdraw from the course after the add/drop period and before the end of the withdrawal period.

The INCOMPLETE GRADE "I" is earned when a student fails to complete part of the requirements of the course. The grade of "I" can only be given after the student, the instructor, and the Dean of the particular school in which the Incomplete grade is being given sign a contract, complete the contract and return it to the Registrar's Office for the posting of the incomplete grade. Incompletes can only be given if the paperwork is completed one week prior to the deadline for entering grades.

The “I” grade is not computed in the GPA. The “I” grade is removed when the student fulfills the course requirements. The “I” grade is then replaced with the new grade. Should the student not complete the required course work by the end of the following semester, the “I” grade is replaced with an “F” which is computed into the GPA. A student must retake any course in which they have earned an “F”, if that course is required to complete the degree. Each Graduate Program Director will review the performance of students who receive more than one “I” grade in a semester or an “I” grade in two or more consecutive semesters to determine the eligibility of those students to continue in the program. When the “I” grade is replaced, the “I” grade will show on the transcript next to the corrected grade. The “I” grade does not satisfy the prerequisite if this course is needed to continue on to the next course. Students may pick up the form in the Registrar’s Office or the individual Master’s Program office prior to meeting with the instructor. The form is also available on the web for downloading.

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

GRADE CHANGES

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

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

REPEATING COURSES

A graduate course may be repeated only once in an attempt to improve the grade. The last grade received in a course is used in the calculation of the student’s grade point average.

COURSE AUDITS

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

MINIMUM GRADE REQUIREMENTS

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

CONTINUATION IN PROGRAM

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

GRADUATION

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

the Graduate and Professional Studies Office and reapply for the new program. Students must file an online “Intent-to-Graduate” form on the Registrar’s web page using the deadline dates listed on page 33. If the deadline is not met, a \$50.00 non-refundable late fee is assessed and the student will be graduated the next available graduation date.

ATTENDANCE

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

TRANSFER CREDITS

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

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

The amount of and conditions for transfer credit are at the discretion of each program director.

EARLY ADMISSION

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

WITHDRAWAL FROM CLASS OR THE UNIVERSITY

All withdrawals, both complete and partial, must be submitted to the Office of the Registrar, by the student. A student may notify the Office of the Registrar of the withdrawal by completing the on-line “Withdrawal” form on the Registrar’s web page. Anyone requesting a “complete withdrawal” will be required to come to the Registrar’s office to secure the necessary signatures to complete the withdrawal process.

The necessary information needed is Name, Social Security Number, Phone Number during the Day, whether receiving Financial Assistance, i.e. Stafford Loans, Pell Grants, etc., Name of Class (s), Name of Instructor (s), Date of Last Attendance, and Name of Advisor. The date on the online form will count as the official date of notification for processing the withdrawal. The instructor will be contacted for the date of last attendance, but the official notification date for processing the withdrawal will be the date of notification. This is the date that will be used by all offices for processing the withdrawal and any refunds.

TUITION REFUND

Tuition refund policies are the same as given for the undergraduate program on Page 25.

APPEAL PROCEDURES ON MATTERS CONCERNING ACADEMIC GRIEVANCES

All academic appeals should begin with the individual professor. Failing to gain satisfaction, the student may appeal to the Director of the corresponding Graduate Program and to the Dean of the School. If the case is not resolved, the student may appeal to an appeals committee composed of five

members-three appointed by the Graduate Council, one by the instructor involved, and one by the student. The recommendation of the appeals committee will be followed by the instructor.

OBTAINING A SECOND MASTERS DEGREE AT CBU

Any student interested in completing a second masters degree at CBU can do so (at the discretion of the Program Director of the particular program) by taking an additional 21-24 graduate credit hours.

Program directors of each program will specify which additional courses must be taken to fulfill additional credit hour requirements. Admission policies and procedures are the same as those for any student applying to the program, except that an application fee is not required. In addition, the MBA program will waive the GMAT requirement for those students who have completed either the MEM or MAEL at CBU.

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

For those students seeking a second degree in the MBA and MAEL programs an additional 21 credit hours are required. The courses that count toward the requirements for both programs are MMKT 640 (Strategic Marketing) and MAEL 680 (Strategic Marketing and Planning for Executives); MGMT 601 (Organizational Behavior) and MAEL 660 (Organizational Behavior and Change Management); and MFIN 620 (Managerial Finance) and MAEL 630 (Accounting and Finance for Executives). For those students seeking a second degree in the MEM program, an additional 24 credit hours are required. The three approved courses will count toward the elective requirement.

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

GRADUATE EXPENSES AND FEES

TUITION:

Master of Business Administration, per semester hour	\$510.00
Master of Arts in Executive Leadership, per semester hour (includes books)	\$600.00
Master of Engineering Management, per semester hour	\$510.00
Master of Education, per semester hour.....	\$440.00
Master of Arts in Teaching, per semester hour	\$440.00
Master of Science in Educational Leadership, per semester hour.....	\$440.00
Master of Science in Engineering Management	\$510.00
Master of Arts in Catholic Studies	\$300.00

FEES:

Application Fee, all programs excluding Graduate Education (payable only once) Non-Refundable	\$50.00
Application Fee, (Graduate Education)(payable only once) Non-Refundable	\$35.00
Late Registration, Non-Refundable	\$150.00
Technology Fee	\$65.00
Intern/Student Teaching Fee	\$150.00
Alternative Licensure Type I/II Fee	\$525.00
M.S.E.L. Administrative Internship Fee	\$100.00

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

GRADUATE PROGRAMS IN EDUCATION

— SCHOOL OF ARTS —

ADMINISTRATION

DR. MARIUS M. CARRIERE, *Dean*

DR. TALANA VOGEL, *Chair of Education and Director of Graduate Education*

DR. SAMANTHA M. ALPERIN, *Director of Graduate M.A.T. Program*

FACULTY

SAMANTHA M. ALPERIN, *Assistant Professor*

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

WENDY ASHCROFT, *Assistant Professor*

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

BROTHER IGNATIUS BROWN, *Adjunct Assistant Professor*

B.S.S., M.Ed., St. Mary's College; Ph.D., The Ohio State University

ELLEN S. FAITH, *Associate Professor*

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

MERWIN A. McCOY, *Assistant Professor*

B.S., University of Mississippi; M.A., Memphis State University;
Ed.D., The University of Memphis

BROTHER MICHAEL A. SCHMELZER, *Assistant Professor*

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

LAVERN TERRELL, *Assistant Professor*

B.M., Stamford University; M.A., Clark Atlanta University;
Ed.D., East Tennessee State University

TALANA VOGEL, *Assistant Professor*

B.S., M.S., Florida State University; Ed.D., The University of Memphis

MISSION

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

GRADUATE PROGRAMS IN EDUCATION

Non-degree programs at the graduate level also include post-baccalaureate teaching licensure, post-master's licensure in beginning and advanced school administration and supervision; second endorsement options; and the master's plus 30, a post-master's option for individuals wanting to take additional graduate credit hours to advance on their school's salary scale.

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

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

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

Licensure requirements include the successful completion of undergraduate or other content deficiencies, field experiences, and internal and external assessments, including the Praxis II tests. Completion of coursework for the degree must be complemented by successful completion of all licensure requirements before CBU recommends for the license.

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

Professional Foundations I and II, EDFD 600 and CIED 600	6 hours
Educating Special Needs Learners, EDDL 630	3 hours
Classroom Management, CIED 604	3 hours
Portfolio and Practicum II, CIED 609	1 hour
Teaching Practicum III, CIED 673	4 hours
Professional Seminar and Portfolio III, CIED 674.....	19 hours
Total for Common M.A.T. Requirements.....	18 hours

ADDITIONAL COURSES REQUIRED FOR THE ELEMENTARY EDUCATION CONCENTRATION

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

ADDITIONAL COURSES REQUIRED FOR THE MIDDLE GRADES CONCENTRATION

Instructional Strategies, CIED 604.....	3 hours
Adolescent Development and Learning, EDFD 617.....	3 hours
Middle School Strategies, CIED 627	3 hours
Curriculum and Methods in Reading/Language Arts, 4-8, READ 606.....	3 hours
Curriculum and Methods, choose two courses from CIED 611, 612, 622, READ 628.....	6 hours
Reading and Writing Across the Curriculum, READ 629.....	3 hours

Total for Additional Middle Grades Concentration Courses..... 21 hours

ADDITIONAL COURSES REQUIRED FOR THE SECONDARY CONCENTRATION

Adolescent Development and Learning, EDFD 617..... 3 hours
 Curriculum and Assessment in Secondary Schools, CIED 630..... 3 hours
 Reading and Writing Across the Curriculum, READ 629..... 3 hours
 Curriculum and Methods, choose one course from CIED 646, 647, 648, 649, 650..... 3 hours
 Electives 6 hours
 Total for Additional Secondary Concentration Courses..... 18 hours

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

The alternative licensure options for the M.A.T. degree at Christian Brothers University are not available to all candidates for the M.A.T. The individual applicant for an alternative licensure program, as required by the State of Tennessee, is jointly selected for admission into the program simultaneous with an offer of employment as a teacher of record into a school district, system, or school with which Christian Brothers University has established a particular partnership. Those admitted to an alternative licensure program are part of a cohort and must proceed at the same pace as other cohort members to maintain eligibility for the program. The M.A.T. program for alternative licensure differs from the regular M.A.T. in that supervised field experience occurs over the whole of the program, rather than through a culminating experience. While all other common courses and requirements for a particular concentration are the same, M.A.T. candidates in an alternative licensure program take a series of practica courses in conjunction with their status in the program. Each course holds 0 credits; however a fee is attached to each course.

MASTER OF EDUCATION (M.Ed.) PROGRAM

The Master of Education (M.Ed.) program is designed primarily for the advanced professional development of already licensed teachers. The Teacher Leadership concentration is offered in an accelerated cohort format. Other concentrations in the M.Ed. degree may also be used to achieve additional endorsements in several licensure areas. Additional endorsements blend core M.Ed. degree requirements with the specific coursework required for the endorsement. A minimum of 30 graduate credit hours is required to award the M.Ed. degree.

COMMON REQUIREMENTS FOR ALL M.ED. PROGRAM CONCENTRATIONS

The Teacher as Leader: Renewing the Profession, LEAD 601..... 3 hours
 Professional and Portfolio Development, EDFD 602 1 hour
 Mid-Point Assessment, EDFD 604 1 hour
 Inquiry Course, EDFD 640 or EDFD 641 3 hours
 Capstone Project, EDFD 675 4 hours

TEACHER LEADERSHIP CONCENTRATION

Policy Perspectives for Educators, LEAD 605 3 hours
 Strategies for Whole School Renewal, LEAD 615..... 3 hours
 Assessment of Learning and Practice, CIED 608 3 hours
 Curriculum Design and Development, CIED 610 3 hours
 Contemporary Classroom Methods, CIED 603,
 or Instructional Strategies, CIED 604 3 hours
 Teaching Diverse Learners, EDDL 632 3 hours

ADDITIONAL COURSES REQUIRED FOR ADDITIONAL ENDORSEMENTS

Additional courses for additional endorsements are selected from among licensure requirements used for the M.A.T. initial licensure concentrations and are chosen with respect to the teacher's previous

coursework in professional education, professional goals, and the State of Tennessee's guidelines for additional endorsements. *Additional endorsement programs include the successful completion of content deficiencies, field experiences, and internal and external assessments, including the Praxis II tests. Completion of coursework for the M.Ed. must be complemented by successful completion of all additional requirements before CBU recommends for the additional endorsement.*

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

The Master of Science (M.S.) degree in Educational Leadership prepares individuals for roles in administration, supervision, and school leadership in K-12 settings. The courses and modules in this degree program are designed to meet standards for the Beginning Administrator License (BAL) in Tennessee. The program leading to the M.S. degree in Educational Leadership requires a minimum of 32 credit hours.

M.S. IN EDUCATIONAL LEADERSHIP

LEAD 605. Policy Perspectives for Educators	3 hours
LEAD 607. School, Parent and Community Partnerships	3 hours
LEAD 610. Exploring School Leadership	3 hours
LEAD 615. Strategies for Whole School Renewal	3 hours
LEAD 620. Supervision and Teacher Development	3 hours
LEAD 625. Managing the Modern School	3 hours
LEAD 630. Organizational Inquiry (or other inquiry/research course)	3 hours
LEAD 648 Law for School Leaders	3 hours
Elective, chosen with advisor	3 hours
LEAD 675 & 676. Portfolio I and II.....	2 hours
LEAD 674 Administrative Internship.....	3 hours

GRADUATE PROGRAM IN ARTS

— SCHOOL OF ARTS —

ADMINISTRATION

DR. MARIUS CARRIERE, *Dean*

DR. DAVID M. GIDES, *Director of Catholic Studies Program*

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

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

Students will take the courses in this program in a cohort fashion where students will begin their program together and end it together. The degree is a thirty-hour degree program with the courses being offered on the CBU campus and be supported with significant on-line components. Traditional classes will meet one day a month for six hours with each course lasting six hours.

REQUIRED COURSES-FIRST YEAR:

MACS. 600. Catholic Thought and Culture Through the Ages	3 hours
MACS. 610. Catholic Biblical Studies.....	3 hours
MACS. 620. Catholics Spirituality	3 hours
MACS. 630. God and Human Person.....	3 hours

REQUIRED COURSES-SECOND YEAR:

MACS 640. Christology.....	3 hours
MACS 650. Theology of Sacraments and Worship	3 hours
MACS 660. Moral Theology	3 hours

REQUIRED COURSES-THIRD YEAR:

MACS 670. Catholics and Social Ethics.....	3 hours
MACS 680. Catholicism and Other Faith Traditions	3 hours
MACS 690. Ecclesiology and Ministry.....	3 hours

GRADUATE PROGRAM IN BUSINESS

— SCHOOL OF BUSINESS —

ADMINISTRATION

JAMES T. RHODES, *Interim Dean*

DR. BEVALEE B. PRAY, *Executive Director Center for Ethical Leadership*

FACULTY

DALE G. BAILS, *Professor of Economics*

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

Ph.D., University of Nebraska

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

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

ROBERT L. BRITTINGHAM, *Professor of Economics*

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

LYNN P. KUGELE, *Associate Professor of Finance*

B.S., M.S., Memphis State University; M.B.A., Christian Brothers University;

Ph.D., University of Memphis

JUDY RAMAGE LAWRENCE, *Professor of Accountancy*

B.B.A., Memphis State University; M.S., University of Arkansas;

D.B.A., Nova Southeastern University; C.P.A.

R. CAYCE LAWRENCE, *Associate Professor of Management*

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

FRANK M. MARION, *Professor of Marketing*

B.S.Ch.E., South Dakota School of Mines & Technology;

M.B.A., Baldwin Wallace College; D.B.A., Memphis State University

JOHN E. MEGLEY III, *Professor of Management*

A.B., University of Illinois; B.S.B.A., Christian Brothers University;

M.B.A., Roosevelt University; Ph.D., University of Missouri

CLARECE Y. NASH, *Associate Professor of Accountancy*

B.S., Eastern Illinois University; M.A., Ph.D., University of Mississippi; C.P.A.

SARAH T. PITTS, *Associate Professor of Law*

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

REGINALD PEYTON, *Professor of Marketing*

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

BEVALEE B. PRAY, *Associate Professor of Finance*

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

KRISTEN O. PRIEN, *Assistant Professor of Management*

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

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

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

MASTER OF BUSINESS ADMINISTRATION PROGRAM

The Master of Business Administration at Christian Brothers University (MBA at CBU) is tailored for working adults interested in continuing their advanced education. The MBA at CBU is structured around cohort groups of 20 to 25 students. Two new cohorts will be formed each year, one in August and one in January. Students will remain with the same cohort group for the entire two years of the program. Courses will be taken sequentially, in a lock-step format. All courses meet one night a week for four hours over an eight-week time frame. Additionally, students will meet one Saturday once every two months for each class' final exam.

The thirty hour MBA curriculum consist of 10 courses. The curriculum for the MBA is designed so students can focus on one subject area at a time, allowing for more in-depth learning, concentration, and application of each business discipline. The curriculum culminates in a capstone experience in which students take part in a case analysis application applying and integrating all prior course work.

MBA ELECTIVE COURSES:

MMGT 601 Organizational Behavior.....	3 hours
MITM 690 Management of Information Systems.....	3 hours
MMGT 608 Project Management.....	3 hours

ROTATION OF MBA COURSES

MMGT 601 Organizational Behavior
MMGT 608 Project Management
MITM 690 Management of Information Systems
MACC 660 Managerial Accounting
MMGT 670 Social, Legal, Ethical Aspects of Business
MMGT 602 Operations Management
MMKT 640 Strategic Marketing
MECO 680 Managerial Economics
MECO 620 Managerial Finance
MMGT 699 Business Policy

OTHER MBA COURSES OFFERED:

MACC, MECO, MFIN, MITM, MMGT, MMKT 652. Special Topics	3 hours
MMGT 681 Project Management (MMPA Certificate)	3 hours
MMGT 682 Project Organization, Planning, and Leadership	3 hours
MMGT 683 Project Analysis and Control	3 hours

In addition, students applying for the Master of Business Administration program must show successful completion of certain prerequisites for the degree. The prerequisites must be completed prior to entering the masters degree program. Students must also demonstrate successful scores on either the GMAT or GRE exam. The prerequisites may be taken at the undergraduate level through CBU's Professional Studies program.

PREREQUISITES REQUIRED:

Principles of Accounting I and II	6 hours
Principles of Macroeconomics and Principles of Microeconomics	6 hours
Basic Computing	3 hours
Statistics	3 hours
Principles of Marketing	3 hours
Principles of Organization and Management	3 hours
Principles of Financial Management I	3 hours
Business Law I or II	3 hours

GRADUATE PROGRAM IN INTERDISCIPLINARY STUDIES

ADMINISTRATION

DR. BEVALEE B. PRAY, *Director of Interdisciplinary Studies Program*

MASTER OF ARTS IN EXECUTIVE LEADERSHIP PROGRAM

The Graduate School of Business began a new master's program during the 2005-2006 academic year. It consists of 30 semester hours done in a cohort format similar to the MBA. The courses for this degree are listed below.

The Master of Arts in Executive Leadership (MAEL) targets the executive or rising executive in all styles of organizations and businesses including for profit, non-profit, civic, education, religious and government.

During your studies you will learn from and work with an outstanding faculty with diverse academic, business, consulting and community service experience. These faculty members have been selected to teach in the MAEL program because of their dedication to teaching and the wealth of knowledge they bring to their academic areas.

We seek experienced and successful students who have a desire to develop their leadership skills in a rigorous and exciting academic environment. The occupational diversity of program participants creates an atmosphere which fosters learning from both peers and professors. By choosing to pursue the MAEL program at CBU you will have demonstrated your commitment to expand your horizons in a challenging way.

The program is a cohort-based approach to adult education. You enter the program with a group of 15-20 students (your cohort) and progress through the sequence of classes, one class at a time. The program takes two years to complete, although students interested in a "fast-track" approach can complete the degree in as little as one year.

Students attend class only one night a week and take only one class at a time. This allows students to focus on school, while still maintaining a balance among work, family, community, and social activities. Also, by concentrating on only one subject area at a time, students are better able to immediately apply their new knowledge and skills to their workplace setting.

Prerequisites to the program are: (1) a bachelor's degree in any field, (2) management/leadership experience documented in a resume, (3) 2 letters of recommendation, (4) an essay, and (5) an interview. Cohorts begin twice a year in August and January.

MAEL 600. Executive Leadership	3 hours
MAEL 610. Moral Philosophy and Ethics	3 hours
MAEL 620. Accounting and Finance for Executives.....	3 hours
MAEL 630. High Performing Teams.....	3 hours
MAEL 640. Leadership Classics	3 hours
MAEL 650. Organizational Behavior and Change Management	3 hours
MAEL 660. Service to Society.....	3 hours
MAEL 670. Conflict Resolution and Negotiation	3 hours
MAEL 680. Strategic Marketing and Planning for Executives	3 hours
MAEL 690. Leadership Practicum	3 hours

GRADUATE PROGRAMS IN ENGINEERING

— SCHOOL OF ENGINEERING —

ADMINISTRATION

DR. ERIC B. WELCH, *Dean*

DR. NEAL JACKSON, *Director of Engineering Management*

FACULTY

DANIEL M. BRANDON, JR., *Professor*

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

NEAL JACKSON, *Professor, Engineering Management*

B.S., Memphis State University, M.S., University of Arkansas;

Ph.D., University of Mississippi

JUDY RAMAGE LAWRENCE, *Professor of Accountancy*

B.B.A., Memphis State University; M.S., University of Arkansas;

D.B.A., Nova Southeastern University; C.P.A.

SIRIPONG MALASRI, *Professor, Civil Engineering*

B.E., Chulalongkorn University; M.Engr., Asian Institute of Technology (Thailand);

Ph.D., Texas A&M University, P.E.

PHILIP J. MALONEY, *Associate Professor, Religion and Philosophy*

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

MARGARET A. MILLER, *Professor, Behavioral Science*

B.A., Carlow College; M.Ed., Ph.D., University of Pittsburgh

JUAN CARLOS OLABE-BASOGAIN, *Professor, Electrical Engineering*

M.S., Ph.D., Universidad Politecnica de Madrid (Spain); I.T.

H. JOHN VENTURA, *Associate Professor*

B.S., Christian Brothers College; M.E., University of Florida;

Ed.S., Ph.D., Nova Southeastern University; P.E.

ERIC B. WELCH, *Associate Professor, Electrical Engineering*

B.S., M.S., Ph.D., Mississippi State University

MISSION

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

THE MASTER OF ENGINEERING MANAGEMENT program was developed for the engineer or technically prepared individual who has professional industrial experience and who expects

to move up the management ladder to take an increasingly active role in his or her organization's decision-making process. The capstone of the program will be the completion of the Engineering Management Project. The Master of Engineering Management degree consists of thirty-three semester hours of academic work, which consists of eight core courses including the Engineering Management Project and three elective courses.

CORE MEM COURSES:

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

ELECTIVE MEM COURSES:

ENGM 621. Engineering Law
ENGM 624. Knowledge Engineering
ENGM 636. Computer Networks
ENGM 637. File Organization and Database Management
ENGM 691, 692, 693. Special Topics
ENGM 698. Professional Seminar
ENGM 699. Research

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

CORE MSEM COURSES

ENGM 600. Engineering Management Theory
ENGM 602. Engineering Accounting
ENGM 603. Engineering Finance
ENGM 604. Social, Legal, and Ethical Considerations for Engineering
ENGM 605. Quality Assurance
ENGM 606. Computer Applications
ENGM 607. Operations Research
ENGM 695. Research Methods in Engineering Management
ENGM 696. Thesis

ELECTIVE MSEM COURSES:

ENGM 621. Engineering Law
ENGM 624. Knowledge Engineering
ENGM 636. Computer Networks
ENGM 637. File Organization and Database Management
ENGM 691, 692, 693. Special Topics
ENGM 698. Professional Seminar
ENGM 699. Research